

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**September 11, 2018**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 11, 2018, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Stacey Napier (representing Todd Kimbriel), Acting Chair  
Vincent Houston, Member  
Hope Morgan, Member  
April Norris, Member  
Stephen Quick, Member  
Michael Reagor, Member  
Mark Smith, Member

**MEMBERS NOT PRESENT**

Ciaran Trace, Member

**GUESTS**

Megan Carey, Texas State Library and Archives Commission  
Gina Cervantes, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Andrew Glass, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Jill Ledbetter, Office of the Secretary of State  
Angela Ossar, Office of the Governor  
Nanette Pfiester, Texas State Library and Archives Commission  
Hannah Schaeffer, Department of Information Resources  
Jenny Singer, Texas Health and Human Services  
Erica Wilson-Lang, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Acting Chair Stacey Napier called the meeting to order at 2:02 p.m.

**II. APPROVAL OF THE JUNE 5, 2018 MINUTES**

The minutes to the Council meeting held June 5, 2018 were approved as follows:

**MOTION** made by Mr. Stephen Quick, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 5, 2018, as presented.

**III. AGENDA ITEM 2 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE**

- Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS) stated she is giving her last update as chair of the SACC Records Management subcommittee. A new chair will be elected soon.
- The subcommittee has enjoyed guest presentations from the SACC Process Improvement, Audit and Training subcommittees over the summer, she noted. Each presentation focused on how that particular subject matter interacts with records management.
- The subcommittee’s next meeting will focus on the election of new officers and future plans.
- The subcommittee finalized their bylaws over the summer as well, Ms. Hendricks noted. Any questions about the bylaws should be directed to her, she said.
- Ms. Hendricks noted that since the retirement of Ms. Margaret Hermesmeyer, the Council has not had representation at the subcommittee meetings. Ms. Hendricks noted the role the Council had played in the formation of the subcommittee as well as the importance of continued Council representation at the subcommittee meetings. Ms. Hendricks said the subcommittee meets on the third Thursday of each month, and a phone call-in option is available for attendance as well.
- Ms. Hendricks noted the subcommittee will be part of a panel presentation at the annual e-Records conference. She added that Ms. Jenny Singer of Texas Health and Human Services (HHS) has been leading the effort to finalize the presentation. Ms. Singer added the subcommittee would be discussing the presentation at their next meeting. The presentation will include a moderator and three panelists, Ms. Hendricks added.
- Mr. Smith thanked Ms. Hendricks for her service as chair of the subcommittee, and noted the importance of forming the subcommittee itself. He asked if Mr. Kimbriel could be the designated Council representative for the subcommittee. If Mr. Kimbriel were unable to attend the meetings, other Council members could be called upon, Mr. Smith said. Ms. Napier indicated she believed Mr. Kimbriel would be able to attend most meetings and would reach out to other Council members as needed.

**IV. AGENDA ITEM 3 –WEBSITE TASK FORCE UPDATE**

- Ms. Angela Ossar of the Office of the Governor (OOG) and Ms. Hannah Schaeffer of the Department of Information Resources (DIR) updated the Council on the website task force. Ms. Ossar noted the task force is divided

into two areas of focus – content and graphics. Ms. Ossar is leading the content team and Ms. Schaeffer is leading the graphics team. Each team has meet one time, Ms. Ossar said.

- Recommendations from the content team fell into two categories – the big picture of the website as a whole and then smaller details, she said. For the big picture, the question to answer is why someone would visit the Council website, and what is the Council’s role in records management, Ms. Ossar noted. The website should be a good reflection of the mission and purpose of the Council, she added.
- The content team identified some missed opportunities to include information on the Council website, Ms. Ossar said.
  - Council subcommittees should have a more robust presence on the website. The SACC Records Management subcommittee should have a presence on the Council website as well, she said.
  - The last page of the Council’s educational brochures with information about agency partners could be turned into a part of the Council website as well, she noted.
  - Council agendas could be included on the website in addition to meeting minutes, making it easier for visitors to the website to browse the information.
  - A brief synopsis of the individual biennial reports might be included.
  - A “cheat sheet” of common records management abbreviations might be useful as well.
  - Current content should be featured more prominently than older content, she added.
- A more robust discussion of how the mission and purpose of the Council is conveyed on the Council website might be appropriate at the Council’s December meeting, Ms. Ossar added.
- Ms. Schaeffer presented recommendations from the graphics team. She noted some of the recommendations overlap with the content of the website as well.
  - A new header would be appropriate, Ms. Schaeffer indicated. The current photos in the header do not convey any information relating to records management or the Council. A redesigned logo might be a part of a new header, she added.
  - Site navigation might be added to the left side of the website. Alternatively, the entire website might be converted to a single-scroll style similar to the texas.gov website.
  - The publications portion of the website should have current and featured documents at the top. Older content could be moved to an archive page.
  - Meeting minutes could be better organized using a drop down list or an archive for older information as well, she added.
  - Upcoming meetings could be moved to the main homepage rather than a secondary page, Ms. Schaeffer said. The date, time and location of meetings could be featured more prominently. Moving the meeting

information to the main page would remove a link on the navigation bar as well, she noted.

- The list of current members could be moved under the “About RMICC” section as well.
- Ms. Morgan asked if the graphics team would be able to design a new logo. Ms. Schaeffer indicated they would be able to do so.
- Ms. Napier asked about the next steps for the task force. A conference call will be held September 12 among Ms. Ossar, Ms. Schaeffer, and Mr. Kimbriel, Ms. Ossar said.

## V. **AGENDA ITEM 4 – STATE RECORDS CENTER UPDATE**

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) updated the Council about the state records center. He noted the center typically brings in about 24,000 boxes of records per year and destroys or transfers about 21,000 boxes per year. In the current year, the center has brought in more than 42,000 boxes and destroyed more than 29,000 boxes. The center is at about 89% capacity, he noted. For FY 19, he expects about 60,000 boxes to be brought in with about 32,000 boxes to be destroyed. Those figures would put the center at about 96% percent capacity.
- TSLAC has been drafting legislative appropriation requests to address the storage center space concerns, Mr. Kelso said. He indicated he expects existing capacity to be filled by December 2019. About 200 – 400 boxes per week are being transferred from a third-party vendor who is no longer approved to store records, he added. That number is expected to increase in November.
- Other solutions to the lack of storage space are being addressed with the Texas Public Finance Authority (TPFA), Mr. Kelso said. Short-term plans to lease additional storage space might be able to be financed through the TPFA master lease program, Mr. Kelso indicated. TSLAC has asked for emergency authority from the Office of the Governor as well as the Legislative Budget Board to move forward with this plan.
- Mr. Kelso noted support from the member agencies of the Council would be appreciated moving forward. Such support could be in the form of letters to the Office of the Governor and the Legislative Budget Board, or testimony during the upcoming legislative session. Ms. Norris and Ms. Morgan asked about draft language for such letters of support.
- Mr. Smith pointed out that TSLAC is offering solutions to the legislature regarding the shortage of storage space. If the legislature chooses not to accept the solutions TSLAC is proposing, the problem will still exist and will require a series of solutions across multiple agencies. That course of action would likely be more costly and require more time and effort, he noted.

**VI. AGENDA ITEM 5 – UPDATE ON TSLAC SUNSET COMMISSION PROCESS**

- Mr. Smith indicated TSLAC received the draft report from the Sunset Commission staff in July. Four main issue areas were identified in the report:
  - Overcrowded nature of the archives and backlog of archival material. A more strategic approach was suggested.
  - Records management issues in regards to records from state legislators specifically. Confidentiality of these records and the process for transferring such records to TSLAC was discussed. It was suggested that alternate locations be considered for transfer of these records.
  - Flexibility in approving records retention schedules for local governments.
  - Administrative of competitive grants in the library development division.
  - Continuation of TSLAC for an additional 12 years.
- TSLAC has prepared their agency response to the report and has had their hearing with the Sunset Commission, Mr. Smith said. Most of the questions from the Sunset Commission were not in regards to records management issues, he added.
- On November 14 and 15, the Sunset Commission will meet regarding the staff recommendations. Additional recommendations could be added at that time as well, Mr. Smith said. Mr. Smith thanked the Council for the Council’s support during the process.

**VII. AGENDA ITEM 6 – UPDATE ON TSLAC BROWN BAG LUNCH SERIES**

- Ms. Sarah Jacobson of TSLAC updated on the Council on the TSLAC brown bag lunch meeting. The meetings began in October of 2017 and three have been held so far, she said. The meetings began as a way for records managers to get together more often than only the annual records manager meeting, she noted.
- On average, there are about 20 attendees at the meetings. The first two meetings were led by TSLAC staff, Ms. Jacobson said. At the last meeting, Ms. Hendricks served as the guest speaker at the meeting. The intention is to have presentations from guest speakers at each meeting from now on, Ms. Jacobson said. Ideas for future guest speakers or topics would be appreciated, she added.
- The next meeting will be held in December or early January, Ms. Jacobson said. The meetings are open to all state agencies.

**VIII. AGENDA ITEM 7 – e-RECORDS CONFERENCE 2018**

- Ms. Nanette Pfiester of TSLAC gave the Council information about the upcoming e-Records Conference. Registration for the conference opened in

August to state agencies and to local governments in September. Currently, 121 individuals have registered for the conference. Capacity for the conference is approximately 350 individuals including staff, speakers and individuals.

- The agenda for the conference includes as keynote address as well as five concurrent sessions, Ms. Pfiester said. Last year's conference included four concurrent sessions.
- Several state agencies are participating on panels or giving presentations, she said. One local government is participating as well. Several presentations from private companies are scheduled as well.
- Ms. Pfiester noted that the 2019 will be the 20<sup>th</sup> year for the conference.

**IX. AGENDA ITEM 8 – REQUIRED REPORTS PROJECT UPDATE**

- TSLAC is required to create a list of any reports required in statute to be produced by a state agency to give to another state agency, Ms. Pfiester said. The report has been required since 2007, and is produced every other year.
- The report was finalized and distributed in the past week and will be available on the TSLAC website soon, Ms. Pfiester said.

**X. AGENDA ITEM 9 – HB8 DIGITAL DATA STORAGE STUDY**

- HB8 from the 85<sup>th</sup> Legislative Session required a digital data storage study, Ms. Pfiester noted. The workgroup for the study has been meeting for over a year, she added.
- The report is required by December 1 and is being drafted, Ms. Pfiester said. Several agencies volunteered to give more in-depth information as part of the report, she added.
- She noted DIR is leading the project with support from TSLAC. The draft report will be presented to DIR November 1, and an update on the study will be included at the e-Records Conference.

**XI. AGENDA ITEM 10 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITIONS**

- Ms. Napier noted the recent retirement of Ms. Hermesmeier, who was the Council chair. Mr. Kimbriel has been serving as acting chair since Ms. Hermesmeier's retirement. Ms. Napier noted the Council will hold elections for new officers at the Council's December meeting and asked Council members to consider serving as an officer.
- Ms. Morgan noted that her job duties have changed since she became a member of the Council, and she may be required to no longer serve on the Council. She indicated she had suggested Mr. Jeff Peden of the Texas Workforce Commission to Ms. Hermesmeier as a possible new member for the Council some time ago. Mr. Smith asked if anyone had spoken to Mr. Peden regarding joining the Council.

- Ms. Napier indicated Mr. Kimbriel will reach out to Mr. Peden before the December Council meeting regarding serving on the Council. She noted Mr. Kimbriel would be willing to continue as Council Vice-Chair as well.
  - **MOTION** made by Ms. Hope Morgan, seconded by Mr. Stephen Quick, and carried unanimously to extend an offer of membership on the Council to Mr. Jeff Peden.

**XII. AGENDA ITEM 11 – RMICC BIENNIAL REPORT DRAFT REVIEW – DISCUSSION AND STATUS**

- Ms. Napier asked that any comments or remaining information needed to finalize the biennial report be sent to the Council clerk, Ms. Jill Ledbetter, no later than October 1. Ms. Ledbetter will coordinate distribution of the information as necessary to Council members. Mr. Quick asked about information that needs to be added to the report. Ms. Napier indicated Mr. Kimbriel was coordinating obtaining the remaining information. Mr. Smith indicated TSLAC would assist as well.
- Mr. Quick noted the Council will need to hold a meeting in October to approve the draft report. A meeting date will be scheduled in late October, Ms. Ledbetter said.

**XIII. OTHER BUSINESS**

- Ms. Ledbetter reminded the Council that meeting dates for 2019 will be set at the December meeting.

**XIV. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:01 p.m.

  
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Todd Kimbriel  
RMICC Acting Chair