

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
September 12, 2017

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 12, 2017, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Morgan Gieringer, Member
Vincent Houston, Member
Daniel Julien, Member
Craig Kelso (representing Mark Smith), Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member

GUESTS

Sarah Hendricks, Texas Department of Public Safety
John Hoffman, Department of Information Resources
Sarah Jacobson, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Jerry Sorrells, Texas State Technical College
Kay Steed, Employees Retirement System of Texas

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:05 p.m.

After calling the meeting to order, Ms. Hermesmeier introduced Ms. Karen Hattaway of the Office of the Attorney General (OAG), Mr. John Hoffman of the Department of Information Resources (DIR), and Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS).

The meeting was briefly adjourned due to a fire alarm. When the meeting resumed, the chair announced some agenda items would be taken out of order due to time constraints following the adjournment.

II. APPROVAL OF THE JUNE 6, 2017 AND AUGUST 31, 2017 MINUTES

The minutes to the Council meeting held June 6, 2017 were approved as follows:

MOTION made by Mr. Todd Kimbriel, seconded by Mr. Daniel Julien, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 6, 2017, as presented.

The minutes to the Council meeting held August 31, 2017 were approved as follows:

MOTION made by Ms. Hope Morgan, seconded by Mr. Stephen Quick, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held August 13, 2017, as presented.

III. AGENDA ITEM 8 – DIGITAL STORAGE STUDY

- Mr. Hoffman discussed the digital storage study. Mr. Hoffman is the Chief Technology Officer at DIR.
- In his role as chief technology officer, Mr. Hoffman has noted the rapid growth of data storage by state entities. There are approximately 50 petabytes of information storage in the state data center, he said. That is the equivalent of all written material in all languages throughout history, he noted.
- HB8 from the 85th legislative session directed DIR, in consultation with the Texas State Library and Archives Commission (TSLAC) to conduct a survey on state agency digital storage and records management practices and associated costs. HB8 directs asks that each state agency participate in the survey, and that DIR produce a report on the study by December 1, 2018. The report will give recommendations for reducing costs and improving efficiency.
- Mr. Hoffman noted DIR has been working with TSLAC to develop questions for the survey. DIR is considering adding questions for the survey to the current Information Resources Deployment Review (IRDR), he noted.
- As part of the survey, DIR is considering giving some in-depth snapshots of a few agencies for an enhanced perspective. State agencies have a very broad range of responsibilities, he noted.
- The IRDR is sent out to agencies in early January, with responses due in March, Mr. Hoffman said.
- Mr. Hoffman mentioned the acronym RIOT, which stands for redundant/incomplete/outdated and transitory. As much as 80 percent of all data storage may fall into these categories, which is costly for agencies. Ms. Morgan noted that the Railroad Commission held an annual “Trash Day” event to encourage employees to dispose of both paper and electronic records that were no longer required to be retained. She mentioned the storage needs of large agencies could be vastly different from those of small agencies as well.

- Mr. Hoffman noted the survey will not include information about microfiche or similar formats but will include tape backups.
- Mr. Kelso asked about which agencies might be used for the in-depth studies DIR is considering. Mr. Hoffman noted that volunteer agencies were being sought, and information gleaned from the IRDR might be used to choose other agencies for the in-depth studies.

IV. AGENDA ITEM 7 –SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Hendricks updated the Council on the June meeting of the State Agency Coordinating Committee Records Management Subcommittee. The subcommittee has been discussing the top challenges for records managers, and expects to develop a list of best practice recommendations at the subcommittee’s October meeting, she said.
- One of the biggest challenges the subcommittee identified is the amount of time available for employees to complete records management tasks. Many agencies are forced to delegate records management tasks to employees other than the records manager due to staffing constraints, she said.
- Ms. Hermesmeier noted the subcommittee has made tremendous progress in a short amount of time.
- Ms. Hendricks added that the subcommittee has seen some excellent examples of guidance they will incorporate into best practices. For example, one agency has a document broken down into frequently asked questions such as “Is a text message a record?” and similar items. The document is an excellent time saver both for the records manager as well as other employees. The subcommittee hopes to create a presentation that will apply to all agencies, she added.

V. AGENDA ITEM 9 – DISCUSSION AND FINALIZATION OF RMICC STRATEGIC DIRECTION FOR NEXT BIENNIUM

- Ms. Hermesmeier thanked Mr. Kimbriel and Ms. Morgan for the assistance with drafting the proposed strategic directions for the Council.

MOTION made by Mr. Todd Kimbriel, seconded by Ms. Hope Morgan, to adopt the draft strategic directions for the next biennium as presented.

- Ms. Hermesmeier noted the draft strategic directions include continued support of the University Records Management Committee (URMC), the Electronic Records Review Panel (ERRP), and the SACC Records Management Subcommittee. She asked for discussion regarding this continued support, and Mr. Kimbriel agreed with continued support of these groups.

- The second draft strategic direction is for the Council to update and publish information brochures for distribution to legislators and state agencies. Mr. Kimbriel noted the SACC Records Management subcommittee might be able to create other such informational materials in the future.
- Ms. Hermesmeyer noted the third draft strategic direction was for the Council to support DIR and TSLAC in the implementation of HB8. Ms. Morgan noted this information gathering effort will be helpful in furthering the goals of the Council.
- An additional draft strategic direction included recommendations for the SACC Records Management subcommittee. The recommendations are:
 - to explore the positioning of the records management function across agencies' organizational structures, its relation to the agency RMO, and to provide a summary report to the Council;
 - to explore the possible creation of a statewide job classification for a records management series, and provide a summary report to the Council; and
 - to help increase awareness of the Texas Digital Archive (TDA) across state agencies but including information about the TDA in slide presentations and other outreach activities.
- Ms. Morgan noted that the acronym "TDA" for the Texas Digital Archive is the same acronym used by the Texas Department of Agriculture. Mr. Kelso noted the acronym is used as part of the branding for the Texas Digital Archive. Ms. Hermesmeyer asked if the draft strategic directions should be revised to remove the acronym to avoid confusion.
- Mr. Kelso noted the first two recommendations to the subcommittee would help bring clarity to records management across the state, and should be supported by the Council.
- Recommendations for the ERRP were an additional draft strategic direction. Those recommendations included exploring collaboration on common initiatives with state agencies such as DIR and TSLAC. Additionally, the ERRP should provide guidance on sharing information (including data sharing), use of industry standards, the future of digital government, and the importance of metadata.
- Ms. Hermesmeyer asked for any further recommendations or discussion about the draft strategic directions. She noted the Council's meeting in August was instrumental in developing the draft strategic directions, and complimented the Council for agreeing to the additional meeting. With no additional discussion forthcoming, Ms. Hermesmeyer asked for a vote on the motion to adopt the draft strategic directions as presented.

MOTION carried unanimously to adopt the draft strategic directions for the next biennium as presented.

VI. AGENDA ITEM 3 – UPDATE FROM THE UNIVERSITY RECORDS MANAGEMENT COMMITTEE

- Ms. Sarah Jacobson informed the Council she has stepped down as chair of the URM. Mr. Jerry Sorrells of Texas State Technical College (TSTC) is the new chair. Mr. Sorrells said he is excited about becoming the new chair of the URM, and will work to carry forward initiatives already being explored by the URM.
- Mr. Sorrells noted his long-term background in records management at TSTC. His work at TSTC include such activities as a monthly shred day, where employees are encouraged to dispose of records that no longer need to be retained. He emphasized that knowledge sharing is key to effective records management, especially as duties are passed on to new employees. He complimented the URM on the excellent work it has done to date.

VII. AGENDA ITEM 4 – UPDATE ON STATE ELECTRONIC RECORDS RULES, EFFECTIVE AUGUST 31, 2017

- Ms. Nanette Pfiester of TSLAC noted the state electronic records had not been updated in several years. A draft update was distributed for information comment in the summer of 2016, and formal comment in the summer of 2017. The draft was finalized and went into effect August 31. The new rules were more general policies, and do not refer to specific technology as extensively. Additional resources have been included on the TSLAC website as well and more are forthcoming, she noted.
- Mr. Kimbriel asked about the rule review timeframe for the new rules. Ms. Pfiester noted the rules will be reviewed on a normal four-year review schedule.

VIII. AGENDA ITEM 5 – e-RECORDS 2017 CONFERENCE UPDATE

- Ms. Pfiester that 120 attendees have registered for this year’s e-Records conference. Approximately 300 total attendees are expected, and 18 exhibitors will be at the conference. The conference includes an excellent balance of case studies, outside speakers, and vendor presentations.
- Mr. Kelso noted registration for the conference is limited due to space limitations. Last year, conference registration was closed about three weeks prior to the event. Ms. Pfiester noted the cost for attending is \$50 this year, down from \$65 last year.

IX. AGENDA ITEM 6 – RMICC EDUCATIONAL FLYERS DRAFT UPDATE

- Ms. Pfiester distributed draft updated educational brochures to the Council. She noted updates included the addition of information about the Texas Digital Archive and other changes such as the new TSLAC logo.
- Ms. Pfiester noted there are two separate brochures – one designed for use by state agencies, and another for legislators. The agency brochure could be printed out and used as a poster, or included on an agency’s intranet, she said.

- The brochure for legislators is useful for legislative staff when legislators retire or move, Ms. Pfiester noted.
- Information was developed to accompany the education brochures as well, Ms. Pfiester said. The intent of the companion information was to serve as the basis for short discussions about the importance of records management with other employees who may not be records managers.
- The educational brochures and companion information will be distributed to the SACC Records Management subcommittee for input as well, Ms. Pfiester said.

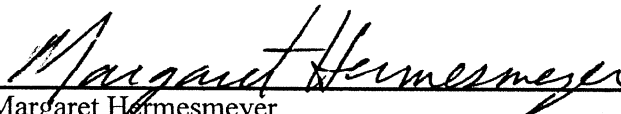
X. OTHER BUSINESS

- No other business.

XI. PUBLIC COMMENT

Ms. Jacobson noted TSLAC will host a brown bag lunch seminar will be held for records managers on October 16. The seminar will be a way for records managers to meet and share best practices and other information. The October 16 will focus on feedback regarding improving TSLAC training resources. Additional seminars will be held quarterly, she noted. For attendees unable to attend in person, a conference call will be held October 17. The site for the seminar is the William P. Clements State Office Building, Room 103, she said.

In the absence of any further business, the meeting stood adjourned at 3:26 p.m.


Margaret Hermesmeier
RMICC Chair