

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
October 27, 2020

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, October 27, 2020, by teleconference.

MEMBERS PRESENT

April Norris, Acting Chair
Vincent Houston, Acting Vice-Chair
Dawn Crane, Member
Brandon Harris, Member
Michael Reagor, Member
Linda Reynolds, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Christi Brisky, Member
Jeff Peden, Member

GUESTS

Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Texas Secretary of State

I. CALL TO ORDER

A quorum being present, Acting Chair April Norris called the meeting to order at 2:05 p.m.

II. AGENDA ITEM 1 – REVIEW, DISCUSS AND APPROVE THE 2019-2020 BIENNIEL REPORT TO THE LEGISLATURE

- Ms. Norris thanked everyone involved in the drafting of the report and asked if there were any changes or corrections that needed to be made.
- Mr. Smith thanked the Council for including information in the report regarding the priorities of the Texas State Library and Archives Commission (TSLAC) in regards to records management. Ms. Norris noted that TSLAC plays an important role in records management for both state and local agencies in Texas.
- Mr. Harris asked who would represent the Council if a legislative committee had questions about the report. He inquired about who had testified on behalf of the Council during prior sessions. Ms. Jill Ledbetter of the Texas Secretary of State (SOS) noted that such testimony has been infrequent during prior sessions, and the current chair of the Council had testified as needed on behalf

of the Council. Ms. Norris noted that she assumes the chair of the Council would fulfill such duties if required. Mr. Harris asked how the Council would be notified of any items requiring the Council's input. Ms. Norris noted she would share any such inquiries or requests for information with the Council if they arise.

- **MOTION** made by Ms. Dawn Crane, seconded by Mr. Vincent Houston, and carried unanimously to approve the report as written for submission to the legislature and other governmental bodies as required.
- Mr. Harris extends his thanks to Ms. Norris for her work on the report.
- Ms. Norris noted the cover letter to the report has been drafted, and the report will be electronically distributed as required by the end of the day.
- Ms. Norris noted that a limited number of printed copies of the report have been produced in the past, and asked if any of the members would like a printed copy. Mr. Smith noted that the electronic copy is sufficient for the TSLAC publications clearinghouse. Ms. Crane asked for a printed copy of the report.

III. OTHER BUSINESS

- Ms. Norris said the next meeting of the Council is December 1. She reminded the Council members that chair and vice-chair will be elected at that meeting. If any members are interested in serving as chair or vice-chair, she asked them to let her or Ms. Ledbetter know. Additionally, she noted the Council will set their 2021 meeting dates at the December meeting as well.

IV. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 2:22 p.m.

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April Norris
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April Norris, RMICC Chair