

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**December 4, 2018**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 4, 2018, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

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**

Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
Nanette Pfiester, Texas State Library and Archives Commission  
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 Todd Kimbriel called the meeting to order at 2:03 p.m.

**II. APPROVAL OF THE OCTOBER 25, 2018 MINUTES**

The minutes to the Council meeting held October 25, 2018 were approved as follows:

**MOTION** made by Mr. Mark Smith, seconded by Ms. Hope Morgan, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held October 25, 2018, as presented.

**III. AGENDA ITEM 2 – REPRESENTATION OF RMICC ON SACC RECORDS SUBCOMMITTEE**

- Mr. Kimbriel noted that the former Council chair Ms. Margaret Hermesmeier had been representing the Council at the subcommittee meetings. As Ms. Hermesmeier has retired, a new representative is needed. Ms. Norris volunteered to attend the subcommittee meetings.

**IV. AGENDA ITEM 3 –SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE**

- Ms. Jenny Singer of Texas Health and Human Services is the new chair of the State Agency Coordinating Committee (SACC) Records Management Subcommittee.
- Ms. Singer noted the subcommittee had a panel at the recent e-Records conference. Following the panel, several individuals approached her and showed interest in the subcommittee’s activities.
- Ms. Singer said that the subcommittee’s bylaws allow for an additional two non-voting members. The subcommittee is looking for members from outside of the SACC member agencies, she noted.
- During the upcoming legislative session, the subcommittee will continue to meet but will do so by conference call. The next scheduled meeting is December 13. The subcommittee will focus on analyzing possible impacts from legislation during the upcoming session, she said.
- Mr. Kimbriel noted there is already interest from legislators regarding recommendations from the 2018 Texas Digital Storage Study. Ms. Singer indicated there will be interest regarding the request from the Texas State Library and Archive Commission (TSLAC) for funding for additional storage space as well.
- Ms. Singer added she will continue to attend Council meetings, and Council members should feel free to reach out to her regarding any priorities the Council might have for the subcommittee.

**V. AGENDA ITEM 4 – WEBSITE TASK FORCE UPDATE**

- Mr. Kimbriel noted the Council originally planned to have a revision of the Council’s website completed before the upcoming legislative session. The site is currently hosted by the Office of the Secretary of State (SOS), but will be hosted by the Department of Information Resources (DIR) when it is updated he noted. DIR will work with SOS to migrate the site after the legislative session. Content and design changes to the site will be completed after the legislative session as well, he said.

## **VI. AGENDA ITEM 5 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mr. Mark Myers of TSLAC updated the Council about ongoing projects at the Texas Digital Archive (TDA).
- Two long-term projects are underway, he said. Digitizing of Texas Supreme Court cases from the 1840's through the 1890's has begun. There are several thousand case files in total, so this will be a multi-year project. Digitization of the cases files means all three branches of government are now represented in the TDA, Mr. Myers said.
- A second long-term project now underway is the digitization of Texas Department of Transportation (TXDOT) real property records. TXDOT is funding the digitization, which came about because of an audit report recommendation, Mr. Myers said. TXDOT real property records are in paper format only at this time which makes them difficult to search, he added.
- The TDA continues to add records from several legislators as well, Mr. Myers said.
- In March, the inventory of the TSLAC artifacts collection was included in the TDA, Mr. Myers noted. The inventory includes photos of all artifacts in the collection with associated metadata.
- Additionally, the TDA has begun digitizing 16mm film from the state highway department and the Department of Public Safety as well as from the Governor Price Daniels administration. These films are being digitized first for preservation concerns, Mr. Myers said. He noted that one 30-minute 16mm film can be as many as 80,000 individual .tiff images.
- A large collection of video from the Texas Department of Agriculture will be added to the TDA soon as well, Mr. Myers noted.
- Since 2014, approximately 30-40 terabytes of information have been added to the TDA, Mr. Myers noted. Recent additions include Texas Parks and Wildlife Department infrastructure records that were digitized from several hundred CDs. Information from the Texas Low-Level Radioactive Waste Disposal Authority is being extracted from 5 ¼" inch diskettes as well, Mr. Myers said.
- Mr. Kimbriel asked about the conversion of such information from legacy media. Mr. Myers noted that hardware needed to access older media types is increasingly difficult to acquire.
- The TDA continues to acquire records from state agencies as well, Mr. Myers said. This will be a continuing focus for the TDA, he noted. Most recently, the TDA acquired records from Agriculture Commissioner Susan Combs.
- Mr. Kimbriel asked about challenges with the acquisition of state agency records. Mr. Myers indicated there have been some small issues that have come up, but the issues have been resolved satisfactorily.
- Ms. Morgan noted the Railroad Commission has the original Texas land survey in digital format. She indicated that type of information should be included in the TDA.
- Mr. Myers noted page 18 of the 2018 Texas Digital Storage Study includes a recommendation that encourages state agencies to transfer records to the TDA.

**VII. AGENDA ITEM 6 – RECORDS CENTER STORAGE UPDATE**

- Mr. Craig Kelso of TSLAC updated the Council regarding storage space at the state records center. Currently, there are about 35,000 spaces available. An additional 55,000 boxes are eligible for destruction, he said. Agencies with records eligible for destruction are being contacted, he noted. Additionally, there are approximately 59,000 additional boxes on hold for archival review and 6,000 on legal hold that would otherwise be eligible for destruction.
- Mr. Kelso noted that Mr. Mark Smith and Ms. Gloria Meraz of TSLAC are working with legislators regarding the state records center storage concerns.
- Beginning in January, monthly conference calls will be held to update agencies regarding spaces available, legislative initiatives, and current capacity levels. Those calls will be held throughout 2019, he noted. The state records center is anticipated to be at capacity in December of 2019, Mr. Kelso said.
- Mr. Kimbriel inquired about the destruction process. Mr. Kelso noted that agencies may initiate the destruction process themselves by sending an email noting the records that need to be destroyed. Records are removed for destruction within 30 days, he said. Actual destruction of the records is managed by a private vendor, he added.
- Mr. Kelso noted there is a new forum for state records management officers (RMOs) on the TSLAC website. The forum will be used to communicate with RMOs about current records management topics and concerns as well as solicit information from the RMOs.
- Mr. Kelso noted that as part of the TSLAC Sunset Commission process, the State Joint Curatorial Facilities Feasibility task force was formed. The group consists of representation from several state agencies. The group is tasked with exploring options for space for future archival holdings. A report from the task force will be forwarded to the Sunset Commission next week, Mr. Kelso said. The report from the task force might help support the future expansion of the state records center on Shoal Creek Boulevard. Additional space at another location is being considered to fill the need for space until the current state records center could be expanded, Mr. Kelso added.

**VIII. AGENDA ITEM 7 – UPDATE ON TSLAC SUNSET COMMISSION HEARING**

- Mr. Smith updated the Council on the TSLAC Sunset Commission hearing held November 14 and distributed a handout listing key issues to the Council.
- The Sunset Commission recommended continuing TSLAC for another 12 years. All recommendations from TSLAC staff were accepted by the Sunset Commission at the hearing.
- The Sunset Commission recommended that TSLAC develop a strategic plan for managing the state archives. That plan is already being developed, Mr. Smith said.
- TSLAC received several questions from the Sunset Commission regarding records management for legislator records. The questions included inquiries

about the confidentiality of such records as well as the disposition process. A working group will be created to address issues concerns relating to legislator records, Mr. Smith noted.

- Another recommendation changes the date of adoption of a minimum records retention schedule from September 1, 2019 to April 1, 2020.
- Mr. Smith noted three other adopted recommendations of interest to the Council:
  - TSLAC will have the authority to advertise the agency’s services, pending approval of the statutory authority required.
  - TSLAC will be able to sell archival replicas. Mr. Smith noted that other agencies including the General Land Office and the State Preservation Board already have this authority but TSLAC did not. While such sales may not generate a large amount of revenue, they are an additional educational resource, Mr. Smith noted.
  - Mr. Smith noted the recommendation previously discussed by Mr. Kelso that TSLAC work with other agencies to explore curatorial storage options at the Shoal Creek location.
- Mr. Smith said that TSLAC appreciates the support provided by the Council. The recommendations will require legislation to be introduced during the upcoming session, he added.

**IX. AGENDA ITEM 8 – e-RECORDS CONFERENCE 2018 UPDATE**

- Ms. Nanette Pfiester updated the Council on this year’s e-Records conferece. There were a total of 383 attendees this year, she said. The conference featured keynote speakers as well as two separate five session educational tracks.
- Evaluations completed by participants rate this year’s conference at 8.6 on a 10 point scale. Last year’s conference was rated at 8.4, she noted. Participants came from at least 60 different state agencies as well as many local agencies. Attendees came from as far away as El Paso, she said.
- Ms. Pfiester noted that 2020 will be the 20<sup>th</sup> year the conference has been held. Items of interest including photos and videos from the conference are being posted to the TSLAC blog, Ms. Pfiester said.

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

- HB8 from the 85<sup>th</sup> Legislative Session required a digital data storage study. The study was published last Friday and will be distributed to RMOs and included in the TSLAC blog soon, Ms. Pfiester said.
- Mr. Kimbriel noted the study has received positive feedback from Representative Giovanni Capriglione.
- Ms. Pfiester and Mr. Kimbriel complimented the collaborative effort between TSLAC and DIR that resulted in the study.

**XI. AGENDA ITEM 10 – ELECTION OF RMICC OFFICERS**

- Mr. Kimbriel noted he is the acting chair for the Council following the retirement of Ms. Hermesmeier. He noted he is willing to serve as the vice chair, but the chair position might be better occupied by a member with a records management background. He asked for nominations for the chair position.
- Ms. Norris noted that the chair position rotates between the permanent members of the Council. A permanent member may not hold more than two consecutive terms, she added.
- Ms. Morgan nominated Mr. Kimbriel to be chair, citing his ability to work with legislators as well as DIR as assets to the Council.
- Mr. Kimbriel asked for nominations for vice chair. Mr. Quick recommended Ms. Norris.
- **MOTION** made by Ms. Morgan, seconded by Mr. Smith, and carried unanimously to approve Mr. Kimbriel as chair of the Council.
- **MOTION** made by Mr. Smith, seconded by Ms. Morgan, and carried unanimously to approve Ms. Norris as vice chair of the Council.

**XII. AGENDA ITEM 11 – SCHEDULING OF MEETING DATES FOR 2019**

- The Council will meet at 2 p.m. on the first Tuesday of March, June and December and the second Tuesday of September for 2019.

**XIII. OTHER BUSINESS**

- Mr. Kimbriel noted the upcoming retirement of Ms. Pfiester. The Council presented Ms. Pfiester with a letter and certificate of appreciation for her long-term support of the Council.
- Mr. Kelso said a retirement reception will be held for Ms. Pfiester on December 10 from 2:30 until 4 p.m. at TSLAC. All Council members are invited to attend.

**XIV. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 2:52 p.m.

  
Todd Kimbriel, RMICC Chair