

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**December 5, 2017**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 5, 2017, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

Morgan Gieringer, Member

**GUESTS**

Megan Carey, Texas State Library and Archives Commission  
Gina Cervantes, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Maryrose Hightower-Coyle, The University of Texas at Austin  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Jill Ledbetter, Office of the Secretary of State  
Mark Myers, Texas State Library and Archives Commission  
Angela Ossar, Office of the Governor  
Nanette Pfiester, Texas State Library and Archives Commission  
Kay Steed, Employees Retirement System of Texas  
Erica Wilson-Lang, Texas State Library and Archives Commission  
Bonnie Zuber, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:01 p.m.

**II. APPROVAL OF THE SEPTEMBER 12, 2017 MINUTES**

Ms. Christy Brisky and Mr. Mark Smith noted typographical errors in the minutes. The minutes to the Council meeting held September 12, 2017 were approved as follows:

**MOTION** made by Ms. Hope Morgan, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 12, as amended.

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

- Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS) directed the Council’s attention to a handout for the SACC Records Management Subcommittee. The handout will be a presentation from the subcommittee to the full SACC membership, and includes the top challenges and goals identified by the subcommittee.
- The goals and challenges were identified by surveying the SACC members serving on the subcommittee. The goals represent what the subcommittee intends to accomplish on a yearly basis, Ms. Hendricks said. The five challenges are roadblocks faced by agencies as they try to have the best records management program possible. Many of the challenges are faced by most agencies, regardless of size, she noted.
- Ms. Hendricks noted the audience for the presentation is not comprised of agency personnel who are as familiar with records management as the Council members. She asked the Council to review the information and to respond to her with feedback.
- Ms. Hope Morgan asked about the audience for the presentation. Ms. Hendricks noted it is for the full SACC membership, including many high level agency managers. While these managers may not be working with records management on a daily basis, they are in the position to effect change in their agencies. The goal is to make records management an upfront thought rather than an afterthought, Ms. Hendricks added.
- Mr. Smith thanked Ms. Hendricks for her work on the subcommittee, and noted that additional avenues of engagement with the larger agencies regarding records management are always appreciated.
- Ms. Hendricks reiterated that feedback would be greatly appreciated, and directed the Council’s attention to the contact information on the last page of the handout.
- Ms. Hermesmeier noted the subcommittee is just starting its second year in existence. She complimented the subcommittee on the work it has done so far. She added the presentation was concise and was developed with a good perspective about the target audience.

**IV. AGENDA ITEM 3 –NEW TSLAC ANALYST POSITIONS ADDED**

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) noted two new analyst positions at TSLAC were authorized during the last legislative session. This is the first time such positions have been added since 1993, he noted. TSLAC is currently interviewing candidates for the positions and hopes to have the positions filled by February, he said.

**V. AGENDA ITEM 4 – NAGARA 2018 WINTER REGIONAL FORUM UPDATE**

- Mr. Kelso gave the Council information about the NAGARA Winter Regional Forum, to be held January 26 in Georgetown. This is the first in a series of regional conferences NAGARA intends to hold on a quarterly basis, he said.
- Mr. Kelso and Ms. Laura Saegert of TSLAC are program chairs for the forum. Registration is open for the event, Mr. Kelso said. He noted several items on the agenda for the meeting, including sessions on managing court records, cybersecurity, and personally identifiable information. One of the sessions on personally identifiable information is a TSLAC-led panel, he added.
- Cost for the forum is \$99 for NAGARA members and \$149 for non-members, Mr. Kelso noted. He encouraged the Council to attend and to spread the word about the forum to others who might be interested in attending.

**VI. AGENDA ITEM 5 – UPDATE ON NEW STATE RECORDS STORAGE CONTRACT RELEASED NOVEMBER 1**

- The state records center contracts were up for bid this year after five years of renewal on the previous contract, Mr. Kelso said. Two vendors from the previous contract asked to be included in the process again, he said.
- When the contracts were let on November 1, a large vendor from the previous contract was not included on the new contract. That vendor stores information for several state agencies, Mr. Kelso noted. Due to the change, agencies storing records with that vendor must remove their records from that vendor's storage facilities within 90 days, he noted. That deadline may be extended due to the volume of records affected, Mr. Kelso said. At least 235,000 boxes of records are affected, Mr. Kelso noted. Several of the affected agencies will be moving their records to TSLAC storage facilities, he noted. TSLAC is working with the agencies to streamline the transfer as well as to locate additional space to accommodate the records.
- Ms. Morgan asked about the possibility of digitizing any of the information to alleviate the storage space concerns for the records. Mr. Kelso noted agencies are charged \$80 – 100 per box for that service. Some of the records are long-term records the agencies did not want to scan, he noted.

- TSLAC will be looking at their legislative appropriations request for the next session in order to explore expanding the storage facilities currently available on Shoal Creek, Mr. Kelso said.
- Mr. Smith noted the storage space shortage is an acute problem. With other large storage projects in the near future, TSLAC will be out of storage space by the end of 2018, he said. TSLAC is looking for ways to address the problem through different funding options, he noted. Leasing additional square footage can be expensive, he noted, as is construction of new storage space at current TSLAC facilities. Mr. Kelso noted the Shoal Creek facility had room to expand as it is located on 13 acres of property.

**VII. AGENDA ITEM 6 – e-RECORDS 2017 CONFERENCE UPDATE**

- Ms. Nanette Pfiester of TSLAC updated the Council on the 2017 e-Records Conference. She said about 365 people attended the conference, held on November 17. The event began with a joint session on the Public Information Act and then adjourned to several parallel tracks for attendees.
- Ms. Pfiester said the TSLAC communications team took pictures at the event and interviewed attendees. The team created a video about the conference that will be posted to YouTube, she said. Ms. Pfiester narrated the video, and she showed the video to the Council. Mr. Kelso indicated the video will be posted to the TSLAC Facebook page as well.
- Ms. Pfiester said DIR has developed a series of video vignettes, including one regarding data management. TSLAC staff assisted with the development of the data management video, and TSLAC images and photographs were used in the video as well. Two of the videos debuted at the e-Records Conference, Ms. Pfiester noted. The videos will be added to DIR's website as well, she said. Ms. Hermesmeier noted the videos are a great resource and it will be useful to have a link to the videos to share with others.

**VIII. AGENDA ITEM 7 – UPDATED RMICC EDUCATIONAL FLYERS FINAL VERSION APPROVAL**

- Ms. Pfiester noted the flyers were created in 2014 and needed to be updated to include such items as TSLAC's new logo and information about the Texas Digital Archive. One flyer is targeted at agencies and the other is for legislators. The companion information to the flyers was presented to the SACC Records Management Subcommittee for feedback in September as well, she said. Ms. Pfiester asked for the Council's approval of the updated flyers and companion information. The flyers and companion information will be distributed and placed on the Council website as well.
- Ms. Morgan asked if information about the new videos from DIR would be included in the information. Ms. Pfiester said the videos will be included on the Council website as well as the DIR website. Ms. Hermesmeier noted the Council will discuss the Council website later in the agenda.

- **MOTION** made by Mr. Mark Smith, seconded by Mr. Daniel Julien, and carried unanimously to approve the updated flyers and companion information for distribution and posting to the Council website.

**IX. AGENDA ITEM 8 – UPDATE ON DIR’S IRDR INSTRUCTIONS RELEASED THAT INCLUDE QUESTIONS FOR HB8 DIGITAL DATA STORAGE STUDY AND SERR COMPLIANCE**

- HB8 from the 85<sup>th</sup> Legislature included a requirement for DIR and TSLAC to conduct a digital data storage study, Ms. Pfiester said. DIR and TSLAC have been meeting to decide what questions should be included in the study. The questions will fit in DIR’s Information Resources Deployment Review (IRDR) that is conducted every other year. The IRDR is released in January and will be due in March, she said.
- Both DIR and TSLAC have distributed information about the IRDR already, Ms. Pfiester noted. DIR distributed the information to 77 agency information resource managers. TSLAC notified agency records management officers as well.
- Ms. Pfiester noted a section in the IRDR that asks about compliance with administrative rules. That section has been updated to match the new electronic records rules recently adopted by TSLAC.

**X. AGENDA ITEM 9 – TSLAC BIENNIAL CUSTOMER SERVICE SURVEY**

- Ms. Pfiester noted TSLAC is conducting their biennial customer service survey. TSLAC conducts surveys after training is completed and at the conclusion of the e-Records Conference as well. For the biennial survey, letters were sent to all agency heads and emails were sent to customers who received training or otherwise interacted with TSLAC staff, she said. About 1500 emails were sent, and approximately 130 responses have been received to date. The deadline for responses is December 8, she said.

**XI. AGENDA ITEM 10 – UPDATE ON REQUIRED REPORTS PROJECT**

- The required reports project is a biennial project for TSLAC and is included in TSLAC’s budget rider, Ms. Pfiester said. The report is drafted with assistance from the Legislative Council. The next report is due January 1, 2019 but will be finished in November 2018 to facilitate needed legislation, she said. The report will be sent out to recipient agencies in the spring of 2018.

**XII. AGENDA ITEM 11 – UPDATE ON THE TEXAS DIGITAL ARCHIVE**

- Mr. Mark Myers of TSLAC updated the Council on the Texas Digital Archive (TDA). Updates have been made to the user interface in the last month, he noted. More options for viewing media are included, he noted.

- As of September 2017, all of the publicly available records from the Perry administration are now included in the TDA, he said. The data included over two million digital documents and 4,000 cubic feet of paper records, Mr. Myers noted. Some documents are being converted from obsolete formats, he added. Some documents are not publicly available but are full-text searchable for public information requests, Mr. Myers said.
- All records from Representative Sylvester Turner are included in the TDA as well. Other legislators' and legislative committees' information will be included soon, Mr. Myers said.
- Three transfers of records have been received from the Texas Historical Commission, Mr. Myers noted. The goal for the TDA in the coming year is to receive more agency transfers, he said. Some digital video has been received from the Texas Parks and Wildlife Department as well.
- Circuit court records from 1843 through 1892 are being digitized, Mr. Myers said. Including court records in the TDA is an ongoing project, he added. Some courts are transferring records to the TDA electronically rather than in paper format.
- A clearinghouse for state publications was discussed during the last legislative session but that bill did not pass, Mr. Myers noted. A state publications section of the TDA is being developed, he said. That section includes strategic plans at this time.
- Digital photographs of artifacts held by TSLAC were taken several years ago. These photographs as well as information about the artifacts is being added to the TDA, Mr. Myers said. This will expedite searches regarding those artifacts.
- The TDA is working with The University of Texas to recover information from 5 ¼ inch floppy diskettes. The University of Texas has equipment suitable for such recovery. University students searched TSLAC's archives for media on 5 ¼ inch diskette as well as in other formats. Mr. Morgan asked if the goal is to put the information the media into archival format. Mr. Myers indicated that is the goal.

### **XIII. AGENDA ITEM 12 – DISCUSSION OF RMICC WEBSITE**

- Ms. Jill Ledbetter of the Office of the Secretary of State updated the Council on changes to the Council website. She noted a security certificate has been applied to the website, and discussions are ongoing about changing the URL for the website to the texas.gov format.
- Ms. Ledbetter noted the Council's website has not been redesigned in some time. She indicated a discussion regarding updating and redesigning the website might be an agenda item for the Council's March meeting. Ms. Hermesmyer noted a task force on the website might be an appropriate approach.

### **XIII. AGENDA ITEM 13 – SCHEDULING OF MEETING DATES FOR 2018**

- Ms. Hermesmeyer noted the usual meeting dates for the Council are the first Tuesday in March, June and December and the second Tuesday in September at 2 p.m. She asked the Council for input on the proposed dates and meeting time for 2018: March 6, June 5, September 11 and December 4 at 2 p.m. The Council members indicated the proposed dates and time were acceptable.

**MOTION** made by Ms. Hope Morgan, seconded by Mr. Vincent Houston, and carried unanimously to approve the meeting dates and time as presented.

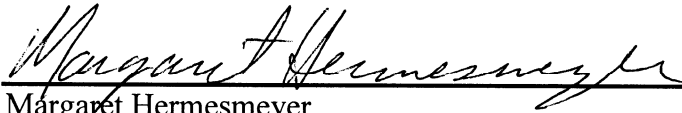
**XIV. OTHER BUSINESS**

- No other business.

**XV. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:09 p..m.

  
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Margaret Hermesmeyer  
RMICC Chair