

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**December 6, 2022**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 6, 2022, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

April Norris, Chair  
Vincent Houston, Vice-Chair  
Dawn Crane, Member  
Brandon Harris, Member  
Craig Kelso, Member  
Jeff Peden, Member  
Michael Reagor, Member  
Linda Reynolds, Member

**MEMBERS NOT PRESENT**

Christi Brisky, Member

**GUESTS**

Megan Carey, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Andrew Glass, Employees Retirement System of Texas  
Rebecca Hanna, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Maryrose Hightower-Coyle, The University of Texas at Austin  
Bonnie Zuber, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Chair April Norris called the meeting to order at 2:03 p.m.

**II. AGENDA ITEM 1 – APPROVAL OF THE SEPTEMBER 13, 2022 AND OCTOBER 18, 2022 MINUTES**

- The minutes to the Council meeting held September 13, 2022, were approved as follows:
  - **MOTION** made by Craig Kelso, seconded by Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 13, 2022, as presented.

- The minutes to the Council meeting held October 18, 2022, were approved as follows:
  - **MOTION** made by Jeff Peden, seconded by Brandon Harris, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held October 18, 2022, as presented.
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### III. AGENDA ITEM 2 – ELECTION OF RMICC OFFICERS

- Norris noted the Council will be electing both the chair and vice-chair position at this meeting. Additionally, although Council bylaws do not stipulate the need for election of auxiliary members, Norris asked each auxiliary member to confirm their intention to continue in that role. Harris, Peden and Reynolds affirmed their intent to continue serving as auxiliary members. Norris thank each member for their service and their willingness to continue as auxiliary members of the Council.
- Reynolds added that the bylaw information regarding the auxiliary member representing higher education needs to be updated. Norris noted the needed change and indicated it would be included in future Council discussions regarding the bylaws.
- Norris asked if there were members who were interested in serving as the vice-chair of the Council. She noted that Houston has been serving as the Council’s vice-chair, but is unable to continue to do so. He will remain a Council member. Kelso indicated his willingness to serve as the Council’s vice-chair. He noted the member representing TSLAC has not served as a Council officer since approximately 2013.
  - **MOTION** made by Craig Kelso, seconded by Vincent Houston, and carried unanimously to elect Craig Kelso as the Vice-Chair of the Council.
- Norris asked for members who might be interested in serving as the Council’s chair. Norris noted she was willing to serve another term., but this will be the last term she is eligible to serve under the Council’s bylaws.
  - **MOTION** made by April Norris, seconded by Craig Kelso, and carried unanimously to elect April Norris as Chair of the Council.

### IV. AGENDA ITEM 3 – SCHEDULING OF MEETING DATES FOR 2023

- Norris noted that if the Council follows the same schedule as previous years, the meeting dates for 2023 would be March 7, June 6, September 12 and December 5 at 2 p.m. She added the September meeting is later in the month due to the Labor Day holiday, and this schedule complies with the Council’s statutory requirement for number of meetings per year.

- **MOTION** made by Linda Reynolds, seconded by Brandon Harris, and carried unanimously to approve the schedule of meetings for 2023 as presented.

**V. AGENDA ITEM 4 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mark Myers of the Texas State Library and Archive Commission (TSLAC) was unable to attend the meeting, so no update was presented.

**VI. AGENDA ITEM 5 – 2021-2022 STRATEGIC INITIATIVES SUMMARY**

- Norris called the Council’s attention to the pages in the Council’s most recent biennial report that discuss the Council’s strategic initiatives. The three areas of focus were improving the Council’s website, reforming the Council’s recordkeeping practices, and creating a Council records collection in the state archives.
- Norris asked Peden of the status of the impending move of the Council website from hosting by the Texas Secretary of State’s Office (SOS) to the Department of Information Resources (DIR). Peden noted the anticipated date for the move is mid-February of 2023. Norris added the move had been rescheduled from September due to complications with some DIR resources. Norris said the current website as hosted by SOS is ready for the transfer. Norris asked Peden if he would continue working with DIR to facilitate the transfer, and Peden indicated his willingness to do so. Norris thanked Peden for his assistance with the project.
- Norris noted that discussion are ongoing with TSLAC about putting a plan in place for the Council records. She noted some of the records are both permanent and archival. Bonnie Zuber of TSLAC has been assisting Norris and Jill Ledbetter of SOS with the planning, Norris added. The transfer of records will involve multiple teams at TSLAC. Ledbetter is working on preparing the hard copy records for transfer, and Norris is creating a form for the transfer.
- Norris noted all three of the current projects will remain part of the Council’s strategic initiatives discussion for the next biennium.

**VII. AGENDA ITEM 6 – STATE AGENCY RECORDS MANAGEMENT TRAINING – CALL FOR INPUT FOR FUTURE TRAINING**

- Megan Carey of TSLAC updated the Council on records management training at TSLAC. She noted that while TSLAC does accept requests for in-person training, many training sessions are held online via Zoom. The Zoom option allows more agencies to receive training, she noted.
- TSLAC is developing more training modules, and Carey added there may be more training information released via social media as there was over the past few months. TSLAC is focused on breaking training down into smaller, more easily digestible pieces that can be targeted to specific groups or in response to

a specific need. Topics being considered are email management as well as retention schedule development and interaction.

- Carey asked the Council members to share their feedback about possible topics for future training. If Council members need or want specific training, Carey asked them to reach out to TSLAC for assistance.
- Norris asked if Council members had questions about Carey's update. She restated that TSLAC has chosen to focus on three areas currently – email management, retention schedule development and retention schedule implementation. Carey noted that most training is currently focused on front line records management personnel at agencies. TSLAC is considering developing training that would be focused on presenting records management information to agency leadership. Reynolds noted she receives questions focused on the repercussions for not maintaining records appropriately. She added that might be good information to present as part of training. Norris added she has received this type of question as well.

#### **VIII. AGENDA ITEM 7 – UPDATE ON e-RECORDS 2022**

- Joshua Clark of TSLAC updated the Council on the 2022 e-Records Conference, held November 18 at the University of Texas Commons Conference Center. Clark said there were 303 attendees at the conference, representing 54 state agencies, 12 institutions of higher education, 51 local governments and three professional associations. He added that for the last in-person conference several years ago, there were 334 attendees so attendance this year was comparable. An additional 69 attendees registered for online access to conference materials that was provided after the event. Recordings of the conference will be available for about 90 days after the conference date, Clark added.
- The conference survey and CPE forms were distributed electronically this year, Clark said. Clark encouraged attendees to fill out the survey and provide feedback, as feedback is useful when planning the next conference. Invoices for attendees who did not pay using a credit card will be distributed soon, Clark added. Clark said feedback already received indicated attendees were excited to be meeting in person this year, and that the hybrid option was beneficial. Norris added that she had received similar feedback from attendees from her agency.

#### **IX. OTHER BUSINESS**

- Kelso asked about information from the SACC Records and Information Management Subcommittee (SACCRIM). Norris noted that the leadership of SACCRIM is new, and as the Council's representative to the subcommittee she will welcome them to present information at the Council's meetings. Sarah Hendricks of the Texas Department of Public Safety noted the next SACCRIM meeting is the third Thursday of the month, which is December 15 at 3 p.m.

**X. PUBLIC COMMENT**

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 2:34 p.m.

DocuSigned by:  
*April Norris*  
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April Norris, RMICC Chair