

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 7, 2021

The Records Management Interagency Coordinating Council (RMICC or Council) held a hybrid meeting on Tuesday, December 7, 2021.

MEMBERS PRESENT

April Norris, Chair
Vincent Houston, Vice-Chair
Christi Brisky, Member
Curt Bordelon (representing Dawn Crane), Member
Brandon Harris, Member
Gloria Meraz, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member

GUESTS

Jenny Alexander, Texas Health and Human Services
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Andrew Glass, Employees Retirement System of Texas
Talj Harper, Texas Department of Family and Protective Services
Maryrose Hightower-Coyle, The University of Texas at Austin
Craig Kelso, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Erica Siegrist, 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. Ms. Norris noted that some agenda items would be taken out of order to accommodate members' schedules.

II. AGENDA ITEM 1 – APPROVAL OF THE JUNE 8, 2021 MINUTES

The minutes to the Council meeting held June 8, 2021, were approved as follows:

- **MOTION** made by Ms. Christi Brisky, seconded by Ms. Linda Reynolds, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 8, 2021, as presented.

III. AGENDA ITEM 2 – DISCUSSION OF RMICC WEBSITE

- Ms. Norris noted the Council’s website workgroup had made good progress since the last Council meeting regarding the project to relocate hosting of the Council website from the Office of the Secretary of State (SOS) to the Department of Information Resources (DIR). She added that several items regarding the move have come to light that require the input of the Council.
- At the Council’s March meeting, the Council indicated a preference for retaining autonomy as far as making updates to the website after the move from SOS to DIR. Ms. Norris indicated that this model is not an option after the website moves to DIR. A ticketing system for making updates is currently in place at DIR and is used for other sponsored websites, she noted. Mr. Jeff Peden indicated this is a common model for website updates, and his agency uses a similar system. Ms. Norris agreed, and indicated her agency does as well.
- Ms. Gloria Meraz noted that the State Agency Coordinating Committee (SACC) website is hosted by DIR. She asked Ms. Jenny Alexander of Texas Health and Human Services about SACC’s experience with DIR. Ms. Alexander said she had not had made many updates to the SACC website, but her limited experiences were positive.
- **MOTION** made by Ms. Linda Reynolds, seconded by Mr. Vincent Houston, and carried unanimously to move forward with DIR hosting the Council website under the stated conditions.
- Ms. Norris indicated the Council needed to decide what information from the current website would be migrated to DIR hosting. Additionally, she said that information not moved to the new host would need to be stored elsewhere. Ms. Norris noted that information on the current Council website includes older documents such as minutes dating back to 1995. Mr. Brandon Harris noted that information included on the Council website should be in compliance with the Council’s records retention requirements. Mr. Peden agreed with Mr. Harris.
- Ms. Reynolds asked if historical information from the Council’s website could be added to the Texas Digital Archive (TDA). Ms. Norris indicated that preliminary indicators regarding creating a collection for the Council’s information in the TDA were favorable. Creating such a collection would allow access to the historical information without needing to maintain outdated information on the Council website, she noted. She added that the minutes and publications on the Council website are required to be maintained permanently under applicable records retention guidelines. Ms. Brisky noted that the Council website could include a link to a Council collection in the TDA.
- Mr. Harris and Ms. Meraz suggested that the three most recent biennial reports be maintained on the Council website, with older documents being moved to other storage. Ms. Norris suggested that the minutes

covering the same time period be retained on the Council website as well. Ms. Brisky asked if minutes from the year prior to each biennial report contained information regarding each biennial report. Ms. Norris indicated that she did not believe so.

- **MOTION** made by Ms. Gloria Meraz, seconded by Mr. Vincent Houston, and carried unanimously to move forward with migrating the three most recent biennial reports and six most recent years of minutes to DIR hosting for the Council website.
- **MOTION** made by Ms. Christi Brisky, seconded by Mr. Vincent Houston, and carried unanimously to move forward with pursuing the creation of a Council collection in the TDA.

IV. AGENDA ITEM 4 – DISCUSSION OF RMICC STRATEGIC DIRECTIONS FOR THE NEXT BIENNIUM

- Ms. Norris noted the Council had discussed strategic directions for the next biennium at several prior Council meetings. Since the last meeting, Ms. Norris said she has received no further input regarding additional projects. Ms. Norris and Mr. Houston met and discussed priorities as well.
- Ms. Norris indicated the Council should formalize how the Council manages records and records retention. Current records retention requirements for the Council are included in the Texas State Library and Archives (TSLAC) records retention schedule, she noted. Additionally, the Council should work with TSLAC to establish a collection for Council records in the TDA, she said. Several members commented that these projects were good areas of focus for the Council.
- **MOTION** made by Ms. Linda Reynolds, seconded by Mr. Jeff Peden, and carried unanimously to formalize Council records retention practices and to pursue a Council collection in the TDA.

V. AGENDA ITEM 5 – SELECTION OF MEETING DATES FOR 2022

- Ms. Norris noted the Council traditionally meets on the first Tuesday of March, June, and December and the second Tuesday of September at 2 p.m. She proposed the Council follow the traditional schedule and meet on March 1, June 7, September 13 and December 6 in 2022.
- **MOTION** made by Mr. Brandon Harris, seconded by Mr. Vincent Houston, and carried unanimously to meet on the dates and time as specified.

VI. AGENDA ITEM 3 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Norris noted that the next biennial report is due on November 21, 2022. Historically, the Council has approved the final draft of the report at the Council's September meeting. In order to approve the final draft at the September meeting, the first draft would need to be completed for

the Council to review by the June meeting, she noted. Final discussions of content to include in the report will be held at the Council's March meeting, Ms. Norris added.

- Ms. Norris reminded Council members that at the March 2021 Council meeting, members agreed to submit or update individual agency information that is included in the report. These individual agency paragraphs should be provided to her prior to the March 2022 meeting, she said. This information outlines the roles and responsibilities of each member agency regarding support of the statutory responsibilities of the Council.
- **MOTION** made by Mr. Vincent Houston, seconded by Ms. Linda Reynolds, and carried unanimously to move forward with the timeline for the biennial report as presented.

VII. AGENDA ITEM 6 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Alexander noted she is the current chair of the SACC Records and Information Management Subcommittee. The subcommittee presented a panel discussion at the 2021 e-Records Conference in November, she said. Ms. Brisky moderated the panel, she added. The panel was well received by conference attendees, receiving a 9.3 out of 10 score on post-conference evaluations, Ms. Alexander said. Panelists focused on the rapid transition to telework caused by coronavirus pandemic as well as upcoming trends in records management, Ms. Alexander noted.
- In August, the subcommittee held elections for the offices of secretary and vice-chair, Ms. Alexander said. Mr. Michael Shea from Texas Workforce Commission was elected secretary and Ms. Talj Harper from the Texas Department of Family and Protective Services was elected vice-chair.
- The subcommittee's September meeting focused on business continuity and essential and vital records. Guest speakers at the meeting were Ms. Heather Hernandez from the State Office of Risk Management and Mr. Alex Abdun-Nabi of Capital Metro.
- The subcommittee's next meeting is in December, and will focus on information from the e-Records Conference as well as discussion of a new educational project to pursue, Ms. Alexander said. Other topics of discussion will include SB 475 requirements for data management officers, she added.

VIII. AGENDA ITEM 7 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC updated the Council on recent activities at the TDA. As of December 1, the TDA contains approximately 83.8 terabytes of data, he said. The data includes about 14.5 million records total, with six million unique records. Many files are duplicated to maintain a preservation copy as well as an access copy of the record, Mr. Myers said.

- Texas Department of Transportation right-of-way files continue to be uploaded, Mr. Myers said. Records from the Austin, Houston, El Paso and Odessa districts have been completed, and work has begun on the Lubbock and San Angelo districts as well. As of October, the project includes about 15 terabytes of data that has been uploaded into the TDA, Mr. Myers said. The project was highlighted at the e-Records Conference as well, he noted.
- State agency publications such as strategic plans and financial reports continue to be uploaded as well, Mr. Myers said. These publications are submitted digitally, he added. Supreme Court case files from 1840 -1892 continue to be included in the TDA as well.
- Other information added to the TDA recently includes the items relating to the December 3, 2009 dedication of the Lorenzo De Zavala State Archives and Library Building as a National Literary Landmark. Former first lady Laura Bush spoke at the event, which commemorated 100th anniversary of TSLAC as well, Mr. Myers noted.
- Photographs of Brownsville in the early 1900's from the Harry Lund Collection have been added to the TDA recently as well. Additionally, approximately 54,000 Confederate pension applications have been digitized in conjunction with Ancestry.com. The applications were previously available on the Ancestry.com website, but are now being made available through the TDA as well, Mr. Myers said.
- Blueprints and other large-format documents for the Battleship Texas have been digitized and added to the TDA as well, Mr. Myers said. The documents had been housed on the ship itself, but were transferred to TSLAC by the Texas Parks and Wildlife Department for digitization. Audio-visual material from Governor Alan Shivers election and re-election campaigns has been added to the TDA recently. The material dates from 1949 through 1956, Mr. Myers said.

IX. AGENDA ITEM 8 – e-RECORDS CONFERENCE 2021 UPDATE

- Mr. Joshua Clark of TSLAC updated the Council on the e-Records Conference, held November 17 and 18. The theme for this year's conference was "Accelerating Towards the Texas of Tomorrow", he said. This type of theme has been the focus of other e-records conferences across the United States this year, he added.
- Total attendance at the conference was 490 attendees, Mr. Clark said, with approximately 360 simultaneous views. Attendance was down slightly from the 2020 conference, which had 530 attendees. A total of eleven presentations were offered at the conference.
- The conference survey is available through December 10. TSLAC is experimenting with ideas to increase the response rate to the survey, Mr. Clark noted. Feedback from survey responses is used to help plan the next conference, he said.
- Recordings of the presentations will be added to the TSLAC YouTube page, Mr. Clark said. An announcement will be made through the TSLAC blog when they are available.

- Plans for the 2022 conference are already underway, Mr. Clark said. He anticipates the 2022 e-Records Conference will be held in person.
- Ms. Norris added that she had attended the conference, and found the virtual attendance option useful. Having a virtual option allows attendees to participate in at least some sessions even if their schedule does not allow for participation in the entire conference, she noted. She added that virtual attendance allows for agencies outside of Austin to participate as well.

X. AGENDA ITEM 9 – UPDATE ON THE UNIVERSITY RECORDS RETENTION SCHEDULE

- Ms. Erica Siegrist of TSLAC updated the Council on the work of the TSLAC taskforce updating the University Records Retention Schedule (URRS). Ms. Siegrist is leading the project. The URRS contains all of the mandatory minimum records retention requirements that state universities in Texas must follow, she noted. The URRS is meant to be a compliment to the Records Retention Schedule (RRS), with the URRS containing only records that specific to universities. Universities follow the RRS for records that are not specific to universities only.
- Feedback from universities about the current URRS is that it is too long and contains too many redundancies, Ms. Siegrist said. TSLAC hopes to eliminate these issues with the next edition of the URRS.
- A first draft of the revised URRS has been completed, Ms. Siegrist said. Changes include needed updates to legal citations and retention periods. Additionally, nearly half of the current record series included in the URRS have been withdrawn or bucketed with other series. An additional two series have been added as well, Ms. Siegrist said. The draft has been distributed to university records management officers, with informal comments solicited by December 31. Informal comments are solicited before the draft URRS is submitted to the Texas State Library and Archives Commission for approval and published for public comment in the *Texas Register*. The draft will be presented to the Commission at the February Commission meeting.
- Some records series are being moved from the URRS to the RRS, Ms. Siegrist noted. Changes to the RRS related to the update of the URRS will also be submitted to the Commission in February, she said. Some of these changes are edits to the current RRS to accommodate series that were moved from the URRS. All state agencies will be able to comment on the changes to the RRS, she added.

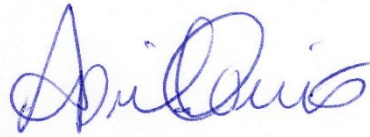
XI. OTHER BUSINESS

- No other business.

XII. PUBLIC COMMENT

- No public comment.

- **MOTION** made by Ms. Gloria Meraz, seconded by Mr. Brandon Harris, and carried unanimously to adjourn the meeting.
- In the absence of any further business, the meeting stood adjourned at 3:26 p.m.



April Norris, RMICC Chair