MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 10, 2019

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 10, 2019, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT
Todd Kimbriel, Chair
April Norris, Vice-Chair
Dawn Crane, Member
Brandon Harris, Member
Vincent Houston, Member
Gloria Meraz (representing Mark Smith), Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member

GUESTS
Jenny Alexander, Texas Health and Human Services
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Andrew Glass, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Texas Secretary of State
Erica Siegrist, Texas State Library and Archives Commission
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 Todd Kimbriel called the meeting to order at 2:01 p.m.

II.   AGENDA ITEM 1 – INTRODUCTION OF NEW RMICC MEMBERS

Mr. Kimbriel introduced Ms. Linda Reynolds of Stephen F. Austin University and Mr. Brandon Harris of the Railroad Commission of Texas.

III.   APPROVAL OF THE SEPTEMBER 10, 2019 MINUTES

The minutes to the Council meeting held September 10, 2019 were approved as follows:

MOTION made by Ms. April Norris, seconded by Mr. Jeff Peden, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 10, 2019, as presented.

IV.   <u>**AGENDA ITEM 11 – 2019 e-RECORDS CONFERENCE RECAP**</u>

- Mr. Kimbriel noted agenda items 11 and 12 would be taken up out of order, to accommodate Mr. Joshua Clark of the Texas State Library and Archives Commission (TSLAC)'s schedule.
- The 2019 e-Records Conference was held November 15 at the Commons Conference Center. Mr. Clark noted a pre-conference meeting of the Universities Records Management Subcommittee was not held as planned. The group did meet during the luncheon portion of the conference, he noted. Meetings for other groups may be held in conjunction with the conference in the future, he added.
- Feedback from the conference survey is positive, Mr. Clark said. Many participants noted face-to-face meetings are helpful and should be held at least once a year, he added.
- Mr. Kimbriel noted it is sometimes helpful to have a half day or full day added to a conference for such smaller group meetings. Conference participants are already traveling for the larger conference so adding an additional half or full day many times may be accommodated with travel and lodging schedules.
- Mr. Clark noted that such expansion of the e-Records Conference has been considered. However, obtaining meeting space for an additional day would increase the cost of the conference. Holding the conference as a single-day event helps keep the cost affordable and attracts more participants, he noted.
- Other feedback for the conference was from attendees who are new to e-records. These attendees expressed a desire to have more sessions focused on basic information rather than theoretical discussions.
- The feedback survey for the conference opened on November 21 and closes on December 11, Mr. Clark said. Response rate this year is low, which is not uncommon, he noted. Prior to 2015, the survey was on paper that was filled out by attendees and keyed in by TSLAC staff. Starting in 2015, the survey has been electronic in format and response rates have been lower. TSLAC is exploring options to increase the response rate to the survey.
- Next year will mark the 20th e-Records Conference, Mr. Clark said. Conference organizers are looking at what direction the conference will take for the next 20 years, he added. This year's information on cybersecurity was particularly well received, Mr. Clark said. There were 395 paying attendees this year, and overall attendee count was more than 400 including presenters.
- Mr. Kimbriel asked if planning has begun for the 2020 conference. Mr. Clark noted planning for the conference is a year-round activity. The Commons Conference Center is an excellent venue that is well-staffed, he added. However, the size of the Center limits the number of attendees. Mr. Kimbriel

asked if larger venues were being considered. Mr. Clark noted registration closed this year about four weeks before the conference date. About 30 people were added to a wait list, he added. Mr. Kelso noted there is a shortage of non-private venues that could accommodate 600 or more attendees. Private facilities are more costly, he added.

- One option being considered to allow for additional attendees is to split the conference into two days – one day for state government attendees and one for local government attendees, Mr. Clark noted. No firm plans have been made, he added. Mr. Kimbriel noted this would prevent desired collaboration between local and state government attendees at the conference. Mr. Clark added that a two-day conference could be problematic for some presenters as well. Mr. Kimbriel added that other spaces such as large-section classrooms could be used for the conference as well.

- Ms. Reynolds noted there are agencies in other regions such as west Texas, and asked if the conference might be held in different locations to accommodate such attendees. Other cities such as Dallas and Houston would have venues that could accommodate a large number of attendees. Mr. Clark noted logistics and planning for regional conferences are more challenging. Another consideration would be to have the conference rotate between regions in the state, he said.

- Ms. Meraz asked about the last time the registration fee for the conference was increased. Mr. Clark noted this year's fee was raised slightly from 2018 and included an early-bird registration option that was less costly. Early registration makes conference planning for items such as catering easier, he said. Ms. Meraz noted the registration fee is very reasonable for such an informative event.

V. AGENDA ITEM 12 –SLRM CUSTOMER SERVICE SURVEY FY 18-19 UPDATE

- Mr. Clark noted the survey was distributed by email between November 21 and November 27. Emails were sent to all state agency personnel who had contact with TSLAC's State and Local Records Management Division (SLRM) during the biennium. This includes TexLinx users, e-Records attendees, TSLAC classroom training attendees and others.

- Some questions were the same as previous surveys, but two new sections were added to the survey this year. One new section covered recertification, and the other asked about TexLinx. Survey respondents asked for more specific training classes for TexLinx, he noted. Overall feedback from the survey is positive and helps TSLAC focus on process improvements that might be needed. Mr. Clark noted the survey is still open, and encouraged everyone to complete the survey if they had not already done so.

VI. AGENDA ITEM 3 – STAFF CHANGES AT SLRM

- Mr. Craig Kelso of TSLAC updated the Council on recent staff changes at SLRM. He noted Ms. Sarah Jacobson of TSLAC is now the Talking

Book Program Director as of November 1. Ms. Jacobson had been the Records Management Assistance (RMA) director. Ms. Megan Carey of TSLAC is the new RMA director. Additionally, one government information analyst left TSLAC for a new position. Interviews are underway to fill the two government information analyst positions that are unfilled, he added.

VII.   AGENDA ITEM 4 – STATE RECORDS CENTER UPDATE

- Mr. Kelso indicated TSLAC has been meeting with the Texas Facilities Commission (TFC) regarding planned renovations of the Promontory Point site. The timeline for the renovations to be completed has been pushed back slightly to mid-January 2021, he noted. If renovations are completed at that time, the location could be open two to three months later.
- The current State Records Center (SRC) is considered full at about 96 percent capacity, Mr. Kelso said. When the SRC reaches 98 percent capacity, it will be closed to further acquisitions. TSLAC is working with agencies who have records in the SRC to remove boxes that are eligible for destruction. There are approximately 350,000 boxes in the SRC at this time, Mr. Kelso said. In a typical month, about 4,000 boxes are brought in to the SRC and 1,000 are removed. At that rate, the current SRC will reach capacity before the additional space at the Promontory Point site is available.
- Mr. Kimbriel asked if there was a contingency plan for when the SRC reaches capacity. Mr. Kelso noted the Promontory Point site is the contingency plan. If the current SRC is at capacity before the Promontory Point site is completed, agencies may be asked to hold on to their records until space becomes available. Mr. Kimbriel noted that agencies make space planning decisions based on the ability to store records at the SRC as well. TSLAC holds quarterly conference calls with all state records management officers (RMOs), Mr. Kelso said. Those calls may move to monthly as the SRC nears capacity to ensure good communication with the RMOs, he added.
- Mr. Kimbriel asked if there was a projected date when the SRC might reach capacity. Ms. Meraz indicated TSLAC is working with TFC to complete the Promontory Point site as soon as possible. Mr. Kelso noted TSLAC will give agencies as much advance notice as possible regarding the SRC reaching capacity.
- Ms. Norris asked about storage reports being sent to individual agencies. Mr. Kelso noted reports listing items eligible for destruction were being prepared and should be sent to the agencies soon. These are reports listing records that are not coded for review, for direct transfer to the state archives, or on hold, he noted. Some legislator records will be transferred to the Legislative Reference Library (LRL) soon as well, he added.

VIII. <u>**AGENDA ITEM 5 – RECORDS CENTER AND ARCHIVES STORAGE STUDY AND AGENDA ITEM 6 – TRANSFER OF LEGISLATIVE RECORDS FROM ARCHIVES TO LEGISLATIVE REFERENCE LIBRARY**</u>

- Mr. Kelso noted that TSLAC had been charged by the Legislature with conducting a study regarding adding space to the current records center or moving the records center completely. A study conducted by TSLAC several years ago estimated the cost of moving the SRC to be approximately $52 million after selling the current property at Shoal Creek. A study conducted this year concluded the cost of adding space would be about $25 million. This year's study concluded the cost to move would be $50 – 60 million for space approximately 10 to 12 miles from the Capitol Complex, and at least $70 million for a closer location. The results of the study were due by December 1 and have been reported, he added. Feedback about the study has been received from the Senate finance office as well as the Legislative Budget Board, he noted.
- Ms. Norris asked if TSLAC would share the study with the Council. Mr. Kelso noted the study will be shared with the Council at a later date.
- Ms. Meraz noted the LRL now has custody over all legislative branch records. Transfer of the records from the archives to the LRL began in November, she added. The goal is to have the transfer completed by April 1, 2020, she added. Transfer of the legislative branch records will free up approximately 10,000 cubic feet of storage at the SRC, Ms. Meraz noted.
- Ms. Reynolds asked for clarification about the records. She asked if the records being transferred included records from the Republic of Texas. Ms. Meraz indicated those records were not part of the transfer – only records from the State of Texas and starting with the first legislative session.
- Ms. Meraz added that she did not know what plans the LRL has for providing access to the records as of yet. Mr. Reagor asked if the LRL has an archivist on staff. Ms. Meraz indicated they have a librarian on staff who has worked as an archivist.

IX. <u>**AGENDA ITEM 7 – RECORDS RETENTION SCHEDULE UPDATE**</u>

- Ms. Megan Carey of TSLAC noted that TSLAC was tasked by the Sunset Review Commission to update the state records retention schedule by April of 2020. From June 2019 through October 2019, TSLAC reviewed all of the records series included in the schedule. The review included such items as appropriateness of current retention periods, combining series and adding new series if needed. Some new series will be added, she said.
- The draft update was released to RMOs for an information comment period that ended last Friday, she said. Approximately 400 informal comments were received. Many of the comments were duplicative, she added.
- Ms. Carey anticipated the draft schedule would be submitted to TSLAC for approval December 19.

X.   AGENDA ITEM 8 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC was unavailable to give an update on the Texas Digital Archive (TDA) at the meeting.

XI.   AGENDA ITEM 9 – UNIVERSITY RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Mr. Jerry Sorrells of Texas State Technical College was unavailable to give a subcommittee update at the meeting. Ms. Erica Segrest of TSLAC noted she attended the e-Records Conference, and there was support for a university records management pre-conference session.
- Ms. Segrest noted the University Records Retention Schedule went into effect today.

XII.   AGENDA ITEM 10 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Jenny Alexander of the Texas Health and Human Services Commission (HHSC) updated the Council on recent SACC Records Management Subcommittee (SACC-RM) activities. Ms. Alexander is the current chair of the subcommittee. Ms. Alexander noted there has been a lot of turnover in SACC-RM membership lately, and the subcommittee does not have a vice-chair at the present time.
- The subcommittee's December meeting will be an informal networking session, Ms. Alexander said. The February and March meetings will be more formal, guided discussions, she added. One of those meetings will include presentations from the SACC Legal Affairs and IT Subcommittees, she said. The SACC Training and Development Subcommittee will be asked to give a presentation on cybersecurity training at an upcoming meeting as well, she added.
- Starting the spring, the SACC-RM meetings will meet at each member's agency on a rotating basis, Ms. Alexander said. The subcommittee has done this in the past, and it gives the subcommittee the chance to discuss each agency's records management program.
- SACC-RM presented "For Good Measure: Developing Information & Records Management Metrics" at the 2019 e-Records Conference, Ms. Alexander said. The presentation focused on developing performance measures in records management. The presentation stressed the benefits of creating performance measures, and partnering with information security and information technology personnel.

XIII. **AGENDA ITEM 13 – UPDATE ON IMPLEMENTATION OF HB402 – UELMA**

- Ms. Jill Ledbetter of the Texas Secretary of State (SOS) updated the Council on the implementation of HB402. HB402 implements the Uniform Electronic Legal Materials Act (UELMA), she noted. HB402 names SOS as the official publisher of state administrative rules and session laws. As the official publisher, HB402 charges SOS with authenticating, preserving, and making available on a permanent basis those items. Ms. Ledbetter noted the Texas Legislative Council is charged with the same tasks regarding the state constitution.
- HB402 also charges SOS and TSLAC with creating an implementation plan for UELMA and presenting that plan to the Legislature. A workgroup has been formed and has met twice, she added.
- Several concerns with the bill have been identified by the workgroup, Ms. Ledbetter said. The first of those concerns is the focus on electronic versions of the administrative rules as being the official version of the rules. As the electronic version of the Texas Administrative Code (TAC) is not considered the official version, the bill does not apply to TAC at this time, she noted. At such time as the electronic version is declared the official version, then UELMA would apply. Ms. Ledbetter does not anticipate that happening until the print version of the *Texas Register* ceases to exist. When the electronic version of TAC is declared the official version, funding from the Legislature would be required to implement UELMA, she noted. Existing on-demand publishing options from the TAC database might be harnessed to comply with UELMA when the time comes, she added.
- Ms. Ledbetter noted that SOS has not published "session laws" since the requirement was removed during the 82nd Legislative Session. Two sessions of legislative bills are included on the SOS website at all times, she added. Authentication of these bills would be less than $500 per year using a private authentication service such as that provided by Entrust, she noted. The legislative bills are a small number of documents every other year, she added. Legislative bills are transferred to the University of North Texas Portal to Texas History website for permanent retention when they cycle off the SOS website, Ms. Ledbetter added.
- The workgroup has asked TSLAC to explore options in the Texas Digital Archive regarding authentication, preservation and access for the legislative bills as well, Ms. Ledbetter noted.
- The report to the Legislature is due by September 1, 2020 and is being drafted by the workgroup at this time, Ms. Ledbetter said.
- Adoption of UELMA also guarantees reciprocity with other UELMA states, Ms. Ledbetter noted. Although other states are authenticating their administrative rules, Ms. Ledbetter noted that Texas has a far greater volume of rulemaking activity that those states. Texas updates its online TAC database more frequently than most of those states as well.

XIV.   AGENDA ITEM 14 – DISCUSSION OF RMICC WEBSITE

- Ms. Norris noted the Council has been discussing a redesign of the Council website for some time. At the Council's September meeting, Ms. Norris volunteered to lead a task force regarding the redesign. She added that Mr. Peden and Ms. Crane also volunteered to work on the task force.
- Ms. Norris noted that the current design of the Council website is somewhat dated and has not been updated in some time. Additionally, the website is currently hosted by SOS, but SOS does not have the resources to accommodate redesign of the website.
- In September of 2018, a previous website redesign task force recommended content reorganization and refreshing the look and functionality of the site. The task force asked the Council to consider what the objective of the site should be, and where it should be hosted. Where the site is hosted drives what type of updates can be included and determines who has access to updating the site as well, she noted.
- Ms. Norris asked about the objectives for the redesign. Mr. Kimbriel noted the original discussions of the website design focused on making the website more visually appealing and more user-friendly. The current website is not an accurate reflection of the Council and the Council's work, he added. He noted the original redesign of the website was put on hold due to time constraints during the legislative session.
- Ms. Norris agreed that a refresh of the website would be beneficial. The current website design does not reflect the dynamic world of records management, she added. She asked the new Council members their opinion of the current website. Ms. Reynolds noted that the current website is very plain, and she needed to read the minutes from previous meetings to find out about current Council projects and priorities.
- Mr. Kimbriel noted that accessibility requirements need to be included in any redesign of the website.
- Ms. Meraz noted that the primary audience for the website is government employees and not the general public. Ms. Crane asked if traffic to the website had been tracked. Ms. Ledbetter noted that metrics for the site were not available. Ms. Norris stated the website helps the Council meet some of its statutory requirements for posting meetings, meeting minutes, and other information. Ms. Meraz noted the website does not need to be crafted to inform everyone. The audience for the website should be targeted in accordance with the Council's legislative mandate, she noted.
- Ms. Norris noted the Council might consider a multi-phase redesign project. For instance, the website could be moved to a new host that would be able to provide metrics, she said. Metrics would allow the Council to be more informed when making decisions about the redesign. Options for a new host include the Department of Information Resources (DIR), TSLAC, and Texas.gov, she added. If there is a cost associated with hosting the website, the member agencies would need to split the cost as the Council is not funded, Ms. Norris said. Hosting the website through DIR or TSLAC might be free, she noted.

- Mr. Kimbriel noted the Council website is an advocacy website for records management issues. The website should be a resource for communicating records management information to state and local agencies. Such information could include items from TSLAC as well as from the URMC and SACC-RM Subcommittee, he added. The website should build awareness of available records management resources and activities, he noted.
- Ms. Norris asked if the Council agrees that a website redesign should continue to be pursued. Ms. Crane asked if Ms. Norris meant more than just a template change for the website. Ms. Norris noted the website design will remain the same if SOS continues to host the website. Ms. Ledbetter noted that small changes could be made, but SOS does not have the resources to initiate a complete redesign of the website's appearance and functionality.
- Mr. Peden asked about the cost of a website redesign. Who would be responsible for development of the new website? He asked if DIR would be able to provide that level of support. Mr. Kimbriel noted the DIR website development team would take on that role if the website were hosted by DIR. Ms. Norris noted moving the website to DIR would mean the website might need to conform to DIR's website requirements. Ms. Crane noted the Council would need clarification from DIR and from TSLAC about what level of support could be provided and what requirements would need to be met.
- Mr. Kimbriel noted that DIR is currently working with a contractor regarding redesign of the DIR website. Proposed redesign information for DIR will more than likely be available in January, he noted. Any redesign of the DIR website will more than likely not be completed until around the time of the next legislative session. Mr. Kimbriel anticipates the DIR website may change platforms as part of the redesign. The timing for moving the Council website to DIR would be affected by this change, he noted.
- Mr. Kimbriel noted DIR would be willing to host the Council website. Ms. Meraz noted TSLAC will work with DIR. She added the Council website needs to look modern and fresh and be accessible and usable.
- Ms. Norris asked if the Council needed to take a formal vote to move forward with the project. Mr. Kimbriel noted the Council should vote.

   MOTION made by Ms. Dawn Crane, seconded by Mr. Vincent Houston, and carried unanimously to continue the work of the website redesign subcommittee to further discover, support, and make recommendations for revitalization of the Council website.

XV. SCHEDULING OF MEETING DATES FOR 2020

- Mr. Kimbriel noted the Council meetings on the first Tuesday of March, June and December and the second Tuesday of September from 2 to 4 p.m. Ms. Norris asked if that schedule works for Ms. Reynolds, as Ms. Reynolds travels from out of town for the meetings. Ms. Reynolds said the current schedule is acceptable to her. Mr. Kimbriel noted the Council will continue to meet on the current schedule.

XVI. <u>OTHER BUSINESS</u>

- No other business.

XVII. <u>PUBLIC COMMENT</u>

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:21 p.m.
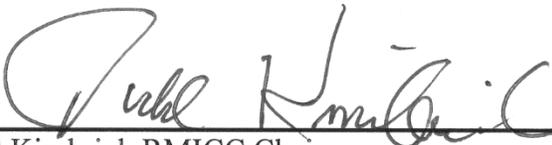
Todd Kimbriel, RMICC Chair