

Records Management  
Interagency Coordinating Council



Biennial Report  
2019-2020

*Submitted to the*  
Office of the Governor and Texas State Legislature

by

The Records Management Interagency Coordinating Council

*November 1, 2020*

## **COUNCIL MEMBER AND DELEGATES**

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and Records Management Officer**

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*Representing the State Attorney General (permanent, voting member)*

Acting Vice-Chair

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Office of the Secretary of State

*Representing the Secretary of State (permanent, voting member)*

**Christi Koenig Brisky, Assistant General Counsel**

Department of Information Resources

*Representing the Department of Information Resources (permanent, voting member)*

**Dawn Crane, Records Management Officer**

Office of the Comptroller of Public Accounts

*Representing the Comptroller of Public Accounts (permanent, voting member)*

**Mark Smith, Director and Librarian**

Texas State Library and Archives Commission

*Representing the Texas State Library and Archives Commission (permanent, voting member)*

**Michael Reagor, Audit Research Specialist**

Texas State Auditor's Office

*Representing the State Auditor (permanent, non-voting member)*

**Brandon Harris, Chief Information Officer and Records Management Officer**

Railroad Commission of Texas

*Representing an IRM seat on the council (auxiliary, voting member)*

**Jeff Peden, Deputy Chief Information Officer**

Texas Workforce Commission

*Representing an IRM seat on the council (auxiliary, voting member)*

**Linda Reynolds, Director, East Texas Research Center**

Stephen F. Austin State University

*Representing the higher education seat on the council (auxiliary, voting member)*

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[This biennial report details history, activities, findings and recommendations of the Texas State Records Management Interagency Coordinating Council.]

## **PART I: EXECUTIVE SUMMARY**

The Records Management Interagency Coordinating Council is charged to review the activities of member agencies that affect the management of state records, study other records management issues, and report its findings and any recommended legislation to the governor and legislature in even-numbered years. The Council also adopts policies (which are adopted in turn as rules by each member agency) that coordinate the members' records management activities and make other improvements to state records management. The Council meets at least four times per year.<sup>1</sup>

During the 2019-2020 reporting period, the Records Management Interagency Coordinating Council (henceforth RMICC or the Council) supported the continued progress of the University Records Management Committee and the State Agency Coordinating Committee's Records Management Subcommittee to identify, communicate, and support opportunities for improvements across state agency records management programs.

Based on the work of the council, RMICC offers strategic recommendations to the Legislature, state agencies, and the Texas State Library and Archives Commission to improve governmental records management programs across the state.

### **Recommendations to Improve State Records Management Programs**

#### *To the Legislature*

RMICC supports the Texas State Library and Archives Commission's Exceptional Item Requests for the 2022-2023 Legislative Appropriations listed below:

- State Records Center Expansion - Design

This exceptional item request would provide the architectural and engineering funding to design a 60,000 square-foot expansion of the State Records Center located in Austin, Texas. This expansion would create approximately 180,000 cubic feet of storage space, enough to meet the state's need for records and archives storage for a minimum of 25 years or longer should the pace of records digitization increase.

- State Records Center Expansion - Construction

This exceptional item request would fund the construction a 60,000 square-foot expansion of the State Records Center located in Austin, Texas. This expansion would create approximately 180,000 cubic feet of storage space, enough to meet the state's need for records and archives storage for a minimum of 25 years or longer should the pace of record digitization increase.

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<sup>1</sup> 13 TAC §50.5.

Additionally, RMICC supports the passed sunset reauthorization of the Texas State Library and Archives Commission and the agency's continued permanent membership on the Council:

- **Maintain Relationship Between TSLAC and RMICC**

With the passing of HB1962 in 2019 reauthorizing the continuation and functions of the Texas State Library and Archives Commission, RMICC recommends the continuation of the established partnership between TSLAC and the Council.<sup>2</sup> Continuation of this partnership will help ensure public access to government information, and governmental transparency through compliant state records management programs.

***To State Agencies***

Previously proposed in the Council's 2017-2018 biennial report, RMICC once more proposes the below recommendations to state agencies:

- **Improve organizational alignment of the records management program to better support information governance for the organization**

Records management programs in state agencies, local governments, and universities should be aligned with the compliance office or with a similar department having the authority and resources to apply records management policies throughout the entire organization. Executive level records management support is crucial to effectively communicate, encourage, monitor, train and ensure that all departments comply with Texas Government Code Chapter 441 regarding Records Management, Texas Government Code Chapter 552 regarding the Public Information Act, and all applicable internal policies for managing records, regardless of media.

- **Develop electronic records management partnerships**

Agencies should create executive level, cross-functional, internal partnerships to address electronic records management. Partners should include executive, management, compliance, records management, information technology, archives, legal, audit, emergency management, departments, program areas, records creators, and other stakeholders as appropriate. Informed and proactive leadership is key to successfully aligning records management with an agency's strategic priorities and operational goals. Records management touches all aspects of an organization and state agencies and universities should have an approach that allows the records manager to contribute significantly to achieving effective records management and overall agency goals.

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<sup>2</sup>

*To the Texas State Library and Archives Commission*

RMICC proposes the following recommendations to TSLAC in support of the agency's continued efforts to assist state officials with services, training, resources, and guidelines to ensure government records are appropriately managed:

- Provide competitive records digitization service options

The state's response to the COVID-19 pandemic highlighted the need for reliable and secure access to electronic records. Accepting that records management is a function of a sustainable business continuity plan, and that telecommuting has become a cost-saving option for many agencies, RMICC recommends:

- TSLAC work with customers to provide digitized records with minimal indexing and send the scans to agencies so staff working from home can add detailed index metadata and file the records in the agency's electronic systems.
- TSLAC leverage the newly-authorized advertising services allowed by the passing of HB 1962 (2019) to inform agencies of imaging services through virtual forums, social media, and adding an FAQ to TSLAC's imaging webpage.
- TSLAC should upgrade current records digitization equipment and services to expand the agency's capabilities to digitize microfilm records.

- Provide virtual training options for government records professionals

Prior to virtual training, TSLAC provided in-person records management training to individual state agencies upon request. To align with the state's response to the COVID-19 pandemic, TSLAC pivoted from providing in-person records management training to revisiting and improving web-accessible training options. In support of this impactful and valuable transition to providing virtual training, RMICC recommends:

- TSLAC continue to regularly provide virtual training for state agencies, as this training provides cost-effective opportunities for records management officers and other state records management practitioners to refresh their professional knowledge.
- TSLAC expand the agency's collaboration with state agency records management officers (RMOs) to encourage the sharing of practical records management knowledge and experience with other records management professionals.

## **Council Initiatives and Project Reports**

### ***University Records Management Committee***

In March 2010, the University Records Management Committee (URMC) was established as a RMICC task force to analyze the status of records management programs of higher education institutions in Texas. In the previous two biennia (2016-2017 and 2018-2019), the Records Management Assistance (RMA) unit of TSLAC and URMC furthered the development of the Texas State Universities Records Retention Schedule (URRS), a policy document that identifies, describes, and provides retention guidelines for record types commonly created and used by universities. This biennium, RMA led the group's work, and the Texas State Universities Records Retention Schedule was adopted as a TSLAC administrative rule effective December 10, 2019.<sup>3</sup>

### ***SACC Records Management Subcommittee***

In 2016, RMICC collaborated with TSLAC to advocate for the creation of a Records Management Subcommittee under the State Agency Coordinating Committee (SACC). The purpose of the Records Management Subcommittee was to serve as subject matter experts and advisors for SACC regarding records and information management legislation, issues, and topics with cross-agency implications and impacts. RMICC maintains a primary, non-voting role on the SACC Records Management Subcommittee; participation includes attending monthly subcommittee meetings, contributing to subcommittee initiatives, and providing coordination between the subcommittee and RMICC activities.

During the 2019-2020 reporting period, a primary focus of the subcommittee's activities was monitoring the 86<sup>th</sup> Session of the Texas Legislature (January – May 2019) for proposed legislation impacting records management. While most of the bills the subcommittee followed during the session did not make it into law, two bills (SB944 and HB3834) passed and were subsequently examined by this subcommittee.<sup>4</sup> In November 2019, the subcommittee presented "For Good Measure: Developing Information & Records Management Metrics" at the annual TSLAC/DIR e-Records Conference. This session focused on the importance of measuring the effectiveness of records management programs and the opportunities for partnering with information security programs to improve cybersecurity by prioritizing efforts based on established metrics.

This biennial report details history, activities, findings and recommendations of the Records Management Interagency Coordinating Council. We encourage review of the full report for more information regarding the work of the Council and subcommittee recommendations.

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<sup>3</sup> Texas State Library and Archives Commission. (2019) *Texas State University Records Retention Schedule*. <https://www.tsl.texas.gov/slr/urrs>

<sup>4</sup> Relating to the Public Information Law, Senate Bill (SB) 944, 86<sup>th</sup> Legislature, Regular Session (2019); and Relating to the requirement that certain state and local government employees and state contractors complete a cybersecurity training program certified by the Department of Information Resources, House Bill (HB) 3834, 86<sup>th</sup> Legislature, Regular Session (2019).



## PART II: COUNCIL HISTORY

The Records Management Interagency Coordinating Council was established in 1995 by Senate Bill 366 of the 74th Legislative Session. RMICC replaced the State Library and Archives Commission's Records Management and Preservation Advisory Committee, which was abolished by the same act. During the 75th Legislative Session, RMICC's responsibilities were expanded to implement Senate Bill 897, which included a directive to study electronic records. During the 78th Legislative Session in 2003, RMICC's membership was revised to include the addition of one faculty member of a public senior college or university and two executive branch state agency information resource managers. In 2007, the Texas Building and Procurement Commission was removed from the Council's membership in accordance with House Bill 3560 of the 80th Legislative Session.

### **Composition, Statutory Charges, Mission and Goals**

As of 2020, the Council is composed of the following officers or officer's designee:

- the Attorney General;
- the Comptroller of Public Accounts;
- the Executive Director, Department of Information Resources;
- the Secretary of State;
- the Director and Librarian, State Library and Archives Commission;
- the State Auditor, who serves as a nonvoting member; and
- three auxiliary voting members appointed by the Council chair with the consent of a majority vote. The auxiliary voting members include
  - one faculty member of a public senior college or university, as defined by the Education Code, § 61.003, who has demonstrated knowledge of records and information management; and
  - two individuals who serve as information resources managers, under the Government Code, § 2054.071, for state agencies in the executive branch of government.

As assigned by Government Code, § 441.203(e)1-3, the Council is charged to:

- review the activities of each member agency that affect the state's management of records,
- study other records management issues, and
- report the Council's findings and any recommended legislation to the governor and the Legislature.

The Council's mission statement specifies that the council will coordinate the management of government records by

- informing the Legislature on records management issues and making recommendations to improve records management processes and accountability,
- facilitating the transition from paper to electronic records, and
- developing consistent records management in state agencies.

The Council seeks to realize this mission by:

- facilitating the awareness of and access to practical and appropriate records management resources for state and local government entities,
- supporting the Texas State Library and Archives Commission in the further development of the Texas Digital Archives, and
- supporting initiatives for the appropriate development of electronic records management for state and local government.

## **History and Accomplishments**

The organizing meeting of RMICC was held on November 30, 1995. In the last 25 years, in collaboration with state agencies and state universities, RMICC has published biennial reports and special project reports, and fostered formation of records management focus groups including:

- Materials for legislators, state agencies and universities (updated, 2018)
- Formation of the SACC Records Management Subcommittee (2016)
- Formation of the Electronic Records Review Panel (2015)
- Informational material for legislators, state agencies and universities (2014)
- University Records Management Committee Report (2012)
- Best Practices Committee Report with Records Management (2012)
- Best Practices Committee Report (2010)
- University Records Management Committee Report (2010)
- Records Management Officer Job Guidelines (2008)
- Electronic Records Management in Texas Government Survey Report (2003)
- Electronic Records Research Report (1998)

Selected publications are available on the Council's website at <https://rmicc.state.tx.us> as standalone reports or as attachments to biennial reports.

## **Role in Current and Future State Government Records Management**

The member agencies of RMICC represent major guiding forces in state government. These member agencies have vested interests in their own and other agencies' records management practices. Each member of RMICC contributes to a balanced and informed view of records management in Texas government today. Working together, RMICC's members provide necessary and unique perspectives to current and future records management challenges and solutions as seen in the following examples.

The Texas State Library and Archives Commission continues to provide records management assistance and archival services to all state agencies.

- Records management assistance services include standard retention schedules, administrative rules, agency retention schedule review and approval, training, consulting, inactive records storage, imaging and micrographic services. The

commission also works with agencies using Council on Competitive Government's digital imaging services and secure document destruction contracts.

- Archival services include archival record review and archival record accession into the State Archives. The state archivist and archival staff identify and protect historical records as well as those records being created today. The State Archives provides access to archival materials for educators, students, researchers, government entities and others.

The Department of Information Resources is the technology expert, providing administrative rules as well as the ability to purchase technology solutions. Their close association with RMICC focuses on records created, stored, managed or migrated in various technologies.

The Office of the Comptroller provides oversight and guidance to agencies regarding financial, payroll, travel and other fiscal areas. For example, a travel audit may highlight areas in which procedures and information may be improved by an agency's records management practices. The Comptroller's centralized technology implementations (i.e. Centralized Accounting and Payroll/Personnel System [CAPPS], Unified Statewide Accounting System [USAS], Unified Statewide Payroll/Personnel System [USPS], State Property Accounting [SPA], and Human Resource Information System [HRIS]) affect agencies' records and retention schedules.

The Office of the Attorney General provides the legal perspective to agencies regarding records needed for litigation and the discovery process including e-discovery. The office also investigates citizen complaints regarding difficulty accessing agencies' records under the Public Information Act or the Open Meetings Act.

## **PART III: COUNCIL RECOMMENDATIONS**

The Records Management Interagency Coordinating Council offers several strategic recommendations to the Legislature, state agencies, and the Texas State Library and Archives Commission to improve governmental records management programs across the state.

### **Recommendations to the Legislature**

RMICC supports the Texas State Library and Archives Commission's Exceptional Item Requests for the 2022-2023 Legislative Appropriations listed below.<sup>5</sup>

#### ***State Records Center Expansion - Design***

This exceptional item addresses architectural and design costs. TSLAC is requesting funds for construction costs in a separate exceptional item.

This exceptional item request would provide the architectural and engineering fees to design a 60,000 square-foot expansion of the State Records Center located in Austin, Texas. This

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<sup>5</sup> See Appendix A for additional details on the TSLAC Legislative Appropriations Request exceptional items.

expansion would create approximately 180,000 cubic feet of storage space, enough to meet the state's need for records and archives storage for a minimum of 25 years, or longer if the pace of record digitization increases.

TSLAC is mandated by the Legislature to offer state agencies a cost-effective solution to records storage and to preserve and maintain the archives of the state of Texas. At the current pace of new incoming records, TSLAC will run out of available space to store records and archives in five years. A study required in 86<sup>th</sup> legislative session confirmed that expansion of the State Records Center is the most economical plan for records storage.<sup>6</sup>

Efficient access to the records of state and local agencies is vital to ensure transparency in government and to ensure legal and financial accountability. Proper records management reduces liability and costs by shortening the time to locate records for daily operation. Currently, an estimated 90 percent of all state records are in digital format. Agencies, with guidance from TSLAC, have successfully converted many state records to digital format. However, the remaining 10 percent of state records, which total hundreds of thousands of cubic feet of records, comprises some of the most important documents of state business, materials that are not easily or inexpensively convertible to digital format. Examples of paper records that are not easily convertible to digital files include litigation files, parolee files, facility and home health licensing and certification files, and non-capital habeas corpus files. Unfortunately, agencies have few options to store these records. For agencies located in Austin, the only options besides self-storage are the TSLAC State Records Center or a single private-sector vendor.

### ***State Records Center Expansion - Construction***

This exceptional item addresses construction, fixtures, furniture and equipment costs. TSLAC is requesting funds for architectural and design costs in a separate exceptional item.

This exceptional item request would construct a 60,000 square-foot expansion of the State Records Center located in Austin, Texas. This expansion would create approximately 180,000 cubic feet of storage space, enough to meet the state's need for records and archives storage for a minimum of 25 years, or longer if the pace of record digitization was increases.

TSLAC is mandated by the Legislature to offer state agencies a cost-effective solution to records storage and to preserve and maintain the archives of the state of Texas. At the current pace of new incoming records, TSLAC will run out of available space at the State Records Center to store records and archives in five years. In the 86th Legislature, TSLAC was allocated funds to provide a short-term solution to record storage needs. TSLAC was also directed to conduct a study to explore alternatives for records and archival storage solutions. That study determined that expansion of the State Records Center was the most cost-effective solution to the state's records and archival storage needs.

The State Records Center currently houses the records of 81 state agencies. These records comprise approximately 10% of records not in digital format and not easily or inexpensively

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<sup>6</sup> Texas Government Code § 441.182(a) & (e) requires the agency to operate a state records center. Texas Government Code § 441.181 requires preserving archival state records.

convertible to digital format. Examples of paper records that are not easily convertible to digital files include litigation files, parolee files, facility and home health licensing and certification files, and non-capital habeas corpus files. These paper records account for a significant portion of records stored at the State Records Center. The expansion would provide 32,000 square feet of storage for state records and 28,000 square feet of archival space (enough for approximately 100,000 cubic feet of records).

Based on previous successful collaborations between RMICC and TSLAC to facilitate state records management, RMICC supports the passed sunset reauthorization of the Texas State Library and Archives Commission and the agency's continued permanent membership on the Council.<sup>7</sup>

### ***Maintaining Relationship Between TSLAC and RMICC***

With the passage of HB1962 in 2019 reauthorizing the continuation and functions of the Texas State Library and Archives Commission, RMICC recommends the continuation of the TSLAC and RMICC partnership. Continuation of this partnership will help ensure public access to government information, and governmental transparency through compliant state records management programs.

This partnership is in part exercised by continuing to have TSLAC as a permanent member of RMICC. TSLAC plays a pivotal role on the Council, providing continuity for council activities. Additionally, TSLAC provides invaluable records management expertise, especially in the development of cost-effective innovations to assist state agencies and other governmental bodies with appropriately and effectively managing active and archive electronical records. This ensures essential governmental services are available to Texas residents and the documentary legacy of Texas is preserved for future generations.

### **Recommendations to State Agencies**

The COVID-19 pandemic is requiring state government to undergo significant transformations in organizational administration and delivery of services. Governmental decision makers are having to rethink key elements of business continuity and reconsider the vital role records management plays in providing the essential services of government. A well-executed records management program is a powerful tactical tool, as it expedites secure control of and access to mission critical information, increasing government's agility and responsiveness during demanding circumstances.

Previously proposed in the council's 2017 - 2018 biennial report, RMICC once more proposes the below recommendations to state agencies:

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<sup>7</sup> Relating to the continuation and functions of the Texas State Library and Archives Commission, including the custody and ownership of certain state records and real property, House Bill (HB) 1962, 86<sup>th</sup> Legislature, Regular Session (2019).

***Improve organizational alignment of the records management program to better support information governance for the organization***

Records management programs in state agencies, local governments, and universities should be aligned with the compliance office or with a similar department having the authority and resources to apply records management policies throughout the entire organization. Executive level records management support is crucial to effectively communicate, encourage, monitor, train and ensure that all departments comply with Texas Government Code Chapter 441 regarding Records Management, Texas Government Code Chapter 552 regarding the Public Information Act, and all applicable internal policies for managing records, regardless of media.

***Develop electronic records management partnerships***

Agencies should create executive level, cross-functional, internal partnerships to address electronic records management. Partners should include executive, management, compliance, records management, information technology, archives, legal, audit, emergency management, departments, program areas, records creators, and other stakeholders as appropriate. Informed and proactive leadership is key to successfully aligning records management with an agency's strategic priorities and operational goals. Records management touches all aspects of an organization and state agencies and universities should have an approach that allows the records manager to contribute significantly to achieving effective records management and overall agency goals.

**Recommendations to the Texas State Library and Archives Commission**

RMICC proposes the following recommendations to TSLAC in support of the agency's continued efforts to assist state officials with services, training, resources, and guidelines to ensure government records are appropriately managed:

***Provide competitive records digitization service options***

During the biennium, TSLAC upgraded several pieces of records digitization equipment, implemented a new image-capture software, and implemented a secure portal for transferring electronic records. These operational enhancements provided TSLAC the ability to quickly scan large-format paper records, allowing agencies to manage and access these records more efficiently via electronic format.

Further, the state's response to the COVID-19 pandemic, which included a significant transition from conventional office work to telecommuting scenarios for many state agencies, highlighted the need for reliable and secure access to electronic records. Ensuring the delivery of essential services to the residents of Texas requires state agencies to have access to essential business records. Accepting that records management is a function of a sustainable business continuity plan, and that telecommuting has become a cost-saving option for many agencies, RMICC recommends:

- TSLAC work with customers beyond current "scan on demand" services to provide records with minimal indexing and send the scans to agencies so staff working from

home can add detailed index metadata and file the records in the agency's electronic systems.

- TSLAC leverage the newly-authorized advertising services allowed by the passing of HB1962 to inform agencies of imaging services through virtual forums, social media, and adding an FAQ to the TSLAC's imaging webpage.<sup>8</sup>
- TSLAC should upgrade current records digitization equipment and services to expand the agency's capabilities to digitize microfilm records.

### ***Provide virtual training options for government records professionals***

Prior to virtual training, TSLAC provided in-person records management training to individual state agencies upon request. To align with the state's response to the COVID-19 pandemic, TSLAC pivoted from providing in-person records management training to revisiting and improving web-accessible training options. Using web and video conferencing solutions, TSLAC has steadily provided virtual training to state officials since August 2020, and currently has virtual training offerings scheduled through the end of 2020. In support of this impactful and valuable transition to providing virtual training, RMICC recommends:

- TSLAC continue to regularly provide virtual training for state agencies, as this training provides cost-effective opportunities for records management officers and other state records management practitioners to refresh their professional knowledge.
- TSLAC expand the agency's collaboration with state agency records management officers to encourage the sharing of practical records management knowledge and experience with other records management professionals.

## **PART IV: COUNCIL INITIATIVES AND PROJECT REPORTS**

### **University Records Management Committee**

In March 2010, the University Records Management Committee (URMC) was established as a RMICC task force to analyze the status of records management programs of higher education institutions in Texas. Since its inception, the goals of the URMC were to encourage collaboration among the various university records management professionals, investigate best practices to develop a model university records management program, and make recommendations to RMICC and TSLAC on topics impacting records management programs of Texas higher education institutions.

In the previous two biennia (2016-2017 and 2018-2019), the Records Management Assistance (RMA) unit of TSLAC and URMC continued to develop the Texas State Universities Records Retention Schedule (URRS), a policy document that identifies, describes, and provides retention guidelines for record types commonly created and used by universities. The draft URRS was

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<sup>8</sup> The Texas State Library and Archives Commission. *Imaging and Microfilm Operations*. <https://www.tsl.texas.gov/slr/micro>.

completed and distributed to Texas universities for review and comment in early 2016. The objective was for the URRS to be formalized as a TSLAC Administrative Rule, providing a foundational policy tool for Texas institutions of higher-education, the same as the State Records Retention Schedule used by Texas state agencies.

### ***Activity Update***

RMA of TSLAC led the group's work this biennium to prepare the draft Texas State Universities Records Retention Schedule for the process of becoming an administrative rule. This process includes review and approval by the TSLAC governing board, review by the Governor's Office, and publication in the *Texas Register*. After addressing the revision recommendations provided through the process, the newly revised Texas State Universities Records Retention Schedule was adopted as a TSLAC Administrative Rule effective December 10, 2019.

The Texas State Universities Records Retention Schedule is a product of a nine-year project involving staff from the Texas State Library and Archives Commission, and various Texas State Universities (including Texas State University, Texas Tech University, Texas A&M University, The University of Texas at Austin, The University of Texas Medical Branch at Galveston, and The University of Texas Health Science Center at San Antonio.)

### ***Future Projects***

With the completion and implementation of the Texas State Universities Records Retention Schedule, URMC accomplished its primary objective as a RMICC task force. Further, the task force has struggled over the last biennium to sustain leadership and engagement within the university community. At the September 2020 meeting, RMICC voted to suspend the URMC task force, with the option to reactivate the task force should there be need or interest in the future. RMICC extends gratitude to all the institutions and individuals who contributed to the work of the task force and congratulates the group on their accomplishment.

## **SACC Records Management Subcommittee**

In 2016, RMICC and TSLAC collaborated to advocate for the creation of a Records Management Subcommittee under the State Agency Coordinating Committee. The primary purpose of the State Agency Coordinating Committee (SACC) is to examine administrative and management practices, to review problems and issues which have an impact across agency lines, and to encourage and foster management practices which are beneficial and cost-effective for all state agencies. In furtherance of this purpose, the Records Management Subcommittee was established to serve as subject matter experts and advisors for the SACC regarding records and information management legislation, issues, and topics with cross-agency implications and impacts. The subcommittee also offers a forum for mutually beneficial knowledge sharing among agencies, and an opportunity for agencies to identify common issues and develop potential solutions.

RMICC maintains a primary, non-voting role on the SACC Records Management Subcommittee. Council participation includes attending monthly subcommittee meetings, contributing to subcommittee initiatives, and providing coordination between the subcommittee and RMICC activities.



### ***Activity Report***

During the 2019-2020 reporting period, a primary focus of the subcommittee's activities was monitoring the 86<sup>th</sup> Session of the Texas Legislature (January – May 2019) for proposed legislation impacting records management. While most of the bills the subcommittee followed during the session did not make it into law, two bills (SB944 and HB3834) passed and were subsequently examined by this subcommittee. The subcommittee's February 2020 meeting was dedicated to a discussion of SB944, which clarifies the application of the Texas Public Information Act to business records held on the personal devices of separated employees. The meeting was attended by guests from the SACC Legal Subcommittee and the Office of the Attorney General. The April 2020 meeting was dedicated to a discussion of HB3834, which sets standards for cybersecurity training at state agencies. This meeting was attended by representatives from the Department of Information Resources.

In November 2019, the subcommittee presented "For Good Measure: Developing Information & Records Management Metrics" at the TSLAC/DIR annual e-Records Conference. This session focused on the importance of measuring the effectiveness of records management programs and the opportunities for partnering with Information Security programs to improve cybersecurity by prioritizing efforts based on established metrics. The presentation was well received; attendees gave it an average score of 8.6 out of ten on the post-conference evaluations.

The subcommittee had scheduled additional educational events through June 2020 to include visiting subcommittee member agencies to learn about their records management programs, but these events have been temporarily postponed due to COVID-19 and associated response and mitigation efforts. The Records Management Subcommittee chair provided subcommittee activity updates to the SACC and RMICC at scheduled meetings.

### ***Future Objectives and Activities***

The Records Management Subcommittee is focused on producing and disseminating new informational resources to support the professional development of state records management practitioners. The subcommittee plans to release its first two resources focusing on email management and developing agency-wide records management training in late 2020. Additionally, the subcommittee will monitor the 87<sup>th</sup> legislative session for bills that impact state records and information management programs. The subcommittee chair will continue providing regular updates to SACC and RMICC as appropriate on subcommittee activities and legislative issues. RMICC will continue to participate as subject matter experts and resources for the subcommittee.

**Records Management Subcommittee Members/Alternates as of October 2020:**

Name	Agency	Role
Talj Harper	Department of Family and Protective Services	Primary
TJ Wasden	Department of Family and Protective Services	Alternate
Christi Brisky	Department of Information Resources	Primary
<i>Vacant</i>	Department of Information Resources	Alternate
Sarah Hendricks	Department of Public Safety	Primary; Vice Chair
Jessica Ballew	Department of Public Safety	Alternate
Jenny Alexander	Health and Human Services Commission	Primary; Chair
John Schooley	Health and Human Services Commission	Alternate
Cynthia Martinez	Health and Human Services Commission	Alternate
April Norris	Records Management Interagency Coordinating Council	Primary
Leticia Rodriguez	Texas Commission on Environmental Quality	Primary
Veronica Barnes	Texas Commission on Environmental Quality	Alternate
Carl Hazlewood	Texas Department of Criminal Justice	Primary
Carie Beaty	Texas Department of Criminal Justice	Alternate
Karin Hays	Texas Department of Insurance	Primary
Melissa Burkhart	Texas Department of Insurance	Alternate
Dana Colbert	Texas Education Agency	Primary
Montgomery Meitler	Texas Education Agency	Alternate
Karol Davidson	Texas Juvenile Justice Department	Primary
<i>Vacant</i>	Texas Juvenile Justice Department	Alternate
Melissa Laneman	Texas Parks & Wildlife Department	Primary
Duston Crews	Texas Parks & Wildlife Department	Alternate
Craig Kelso	Texas State Library and Archives Commission	Primary
Joshua Clark	Texas State Library and Archives Commission	Alternate
Nohemi Ruiz	Texas Department of Transportation	Secretary; Primary
<i>Vacant</i>	Texas Department of Transportation	Alternate
Michael Shea	Texas Workforce Commission	Primary
Gina Cervantes	Texas Workforce Commission	Alternate
Elida Arriaga	Texas Workforce Commission	Alternate

# **Appendix A**

**Texas State Library and Archives Commission  
2022-2023 Legislative Appropriations Request  
Exceptional Items**

**Item Name: Records Center Expansion Design**

**Item Priority: 1**

**Total request: \$1,400,000**

Description/Justification:

This item would provide the architectural and engineering fees to design the expansion of the State Records Center. TSLAC is mandated by the Legislature to offer state agencies a cost-effective solution to records storage and to preserve and maintain the archives of the state of Texas. At the current path, TSLAC will run out of available space to store records and archives in five years. A study required in the last session confirmed that expansion of the State Records Center is the most economical plan for records storage. Texas Government Code 441.182(a) & (e) requires the agency to operate a state records center. Sec. 441.181 requires TSLAC to preserve archival state records.

Efficient access to the records of state and local agencies is vital to ensure transparency in government and to ensure legal and financial accountability. Proper records management reduces liability and costs by shortening the time to locate records for daily operation. The State Records Center currently houses the approximately 10 percent of state records not in digital format and not likely to be digitized in the near future, such as litigation case files (76,174 boxes), Health Agency records such as nursing home files (78,414 boxes), and parolee files (40,524 boxes). The expansion will provide 32,000 square feet of storage for state records and 28,000 square feet of archival space (enough for approximately 100,000 cubic feet of records). This new space will be temperature and climate (humidity) controlled, include cold storage needed for archival preservation, and include shelving required for temporary and archival storage. It will also include 24/7 HVAC and security for the full space.

External/Internal Factors:

Due to the existing concerns for the state budget in the upcoming biennium, we have broken this item out into two parts, requesting separately the architectural fees necessary to design the expansion of the State Records Center. Completion of the architectural and engineering plans would allow the project to proceed while postponing construction costs to a future biennium. Expansion of the State Records Center would address the state's need for adequate records and archives storage space for at least the next 20-25 years. Funds requested for this portion of the project are consistent with the 2019 updated storage and expansion analysis study and includes anticipated TFC fees.

**Item Name: Records Center Expansion Construction**

**Item Priority: 3**

**Total request: \$25,270,000**

Description/Justification:

This item will construct a 60,000 square-foot expansion to the State Records Center and provide at least a 20-year solution to the state's need for records and archives storage. TSLAC is mandated by the state to offer a cost-effective solution to records storage and to preserve and maintain the archival record of the state. The State Records Center on Shoal Creek is quickly reaching capacity. In the 86th Legislature, TSLAC was allocated funds to provide a short-term solution to record storage needs. TSLAC was also directed to conduct a study to explore alternatives for records and archival storage solutions. That study

determined that expansion of the State Records Center was the most cost-effective solution to the state's records and archival storage needs. Texas Government Code 441.182(a) &(e) requires the agency to operate a state records center. Sec. 441.181 requires preserving archival state records.

Efficient access to the records of state and local agencies is vital to ensure transparency in government and to ensure legal and financial accountability. Proper records management reduces liability and costs by shortening the time to locate records for daily operation. The State Records Center currently houses the records of 81 state agencies. These records are among the approximately 10% not in digital format and not likely to be digitized in the near future, such as litigation case files (76,174 boxes), Health Agency records such as nursing home files (78,414 boxes), and parolee files (40,524 boxes). The expansion will provide 32,000 square feet of storage for state records and 28,000 square feet of archival space (enough for approximately 100,000 cubic feet of records). This new space will be temperature and climate (humidity) controlled, include cold storage needed for archival preservation, and include shelving required for temporary and archival storage. It will also include 24/7 HVAC and security for the full space.

External/Internal Factors:

Due to existing concerns for the state budget in the upcoming biennium, we have broken this exceptional item out into two projects, requesting separately the architectural fees necessary to design the expansion of the State Records Center. TSLAC is asking for architectural and design costs in a separate exceptional item. This item reflects construction, fixtures, furniture and equipment costs. Expansion of the State Records Center would address the state's need for adequate records and archives storage space for at least the next 20-25 years.