

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 5, 2023

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 5, 2023, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Chair
Craig Kelso, Vice-Chair
Curt Bordelon, Member
Christi Brisky, Member
Vincent Houston, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member
Ray Young, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Izamar Collins, Employees Retirement System of Texas
Brady Cox, Public Utility Commission
Andrew Glass, Employees Retirement System of Texas
Raul Gonzales, Texas State Library and Archives Commission
Sarah Hendricks, Texas Department of Public Safety
Robert Haynes, Texas Health and Human Services
Katherine Hoffman, Texas State Library and Archives Commission
Jill S. Ledbetter, Texas Secretary of State
Mark Myers, Texas State Library and Archives Commission
John Schooley, Texas Health and Human Services
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 2:01 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE SEPTEMBER 12, 2023
MINUTES

- Jill Ledbetter noted the list of members present included in the draft meeting minutes was incorrect. The list indicated Dawn Crane attended the meeting when the correct name should have been Curt Bordelon.

- The minutes to the Council meeting held September 12, 2023, were approved as follows:
 - **MOTION** made by Craig Kelso, seconded by Roy Young, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 12, 2023, as corrected.

III. AGENDA ITEM 2 – UPDATES ON RMICC STRATEGIC INITIATIVES FOR 2023-2024

- Norris reminded the Council that the strategic initiatives for 2023-2024 include updates to the Council bylaws, relocation of the Council website, and Council recordkeeping. Norris noted that records for the Council previously held by the Texas Secretary of State (SOS) were transferred to the Texas State Library and Archives (TSLAC) prior to the meeting. TSLAC will be the custodian of the Council’s records moving forward, she added. Bonnie Zuber of TSLAC will manage the retention of the records as well as the transfer of archivable records to the Texas Digital Archive (TDA) as appropriate. Archivable records include items such as meeting minutes and agendas, Norris added. Further discussion regarding Council recordkeeping will be brought to the Council as needed in the future, Norris said. Such decisions could include disposition of records as needed, either through destruction or transfer to the TDA.
- Kelso updated the Council on the status of the relocation of the Council website from hosting by SOS to hosting by the Department of Information Resources (DIR). Kelso said that he and Ledbetter attended a meeting on November 9 that included individuals from DIR as well as from the SOS information technology department. Kelso added that the relocation has been a long-term project for the Council, but good progress was made during the meeting. One of the DIR developers was mocking up a potential new site while the meeting was being conducted, Kelso said. An additional meeting will likely be held in January or February to continue progress on this project, Kelso said, with relocation taking place in March or April. Kelso thanked Christi Brisky of DIR for her assistance with the project as well. Norris noted the project had been more lengthy than anticipated, and it would be good to have it completed soon.
- Brisky informed the Council that the bylaws workgroup met earlier in the year following the Council’s June meeting. The workgroup reached an agreement regarding the structure of the Council’s bylaws and administrative rules. Brisky noted the workgroup is simplifying the bylaws and administrative rules, updating statutory references as needed, and removing information that is obsolete. Brisky added that the proposed rule review concerning the Council’s administrative rules has been filed for publication in the *Texas Register*. The notice advises the public that the Council is currently reviewing their administrative rules. Future rulemaking in regard to the Council’s administrative rules may occur at a later date as needed, Brisky noted. Any future rulemaking would require Council approval, she added. The workgroup will meet again later in the month, Brisky said. Norris noted that the Council’s

administrative rules in the *Texas Administrative Code* includes bylaw information. The workgroup is looking at what bylaw information should be contained in the Council's bylaws only and should be removed from the administrative rules. Information remaining in the administrative rules will address what is required by statute, she added. Norris noted that the updates are a large project, and that Brisky is heading the workgroup. Norris noted the public visibility of the project as well. Brisky added that one specific concern relating to auxiliary Council members is being updated in the bylaws. Linda Reynolds noted the need for this update at a previous Council meeting. Norris said that drafts of proposed changes will be presented at future Council meetings. Kelso indicated the proposed rule review is included in the December 8 issue of the *Texas Register*.

IV. AGENDA ITEM 3 – E-RECORDS CONFERENCE UPDATE

- Joshua Clark of TSLAC gave the Council information regarding the 2023 e-Records Conference. Clark said the conference had 316 attendees, representing 48 state agencies, 11 universities, and 60 units of local government. This year's conference featured three breakout sessions, up from two in 2022, Clark said. There were 33 exhibitors as well, up from 26 last year. Increasing the number of exhibitors helps control the cost to individual attendees, Clark noted.
- Registration fees were processed through an event planner this year, which allowed credit card payments to be accepted and sped up the payment process, Clark said.
- Excellent feedback was received for the conference through the conference survey. This year's survey rated the conference approximately one half point higher on a ten point scale when compared to survey results from previous years, Clark said. Ratings for the conference venue were overwhelmingly positive as well, he noted. Additional seating capacity is being considered for next year's event, Clark added.
- Next year's conference is tentatively set for November 22, 2024. The conference is generally scheduled for the third week of November each year, Clark said.
- Norris noted she attended the conference this year and found it informative and engaging. She added that payment emails from the event planner were sent to each attendee by a specific event planner staff member. Norris noted this personalized interaction might have helped improve payment rates.
- Bordelon noted he attended as well, and also found the conference valuable. Norris said the conference featured a good selection of topics, including artificial intelligence. Mark Myers of TSLAC noted that he attended the conference this year in a support role, and he also received excellent feedback from attendees.

V. AGENDA ITEM 4 – TEXAS DIGITAL ARCHIVE UPDATE

- Myers updated the Council on activities at the Texas Digital Archive (TDA).

- Work continues on the Texas Department of Transportation (TxDOT) collection in the TDA, Myers said. Information for the Wichita Falls District was finished in early September, and information for the Abilene District is being worked on at this time. Currently 11 of the 25 TxDOT right of way districts are included in the collection.
- Records continue to be received by the TDA from a variety of state agencies, Myers said. These include open records letter rulings from the Office of the Attorney General as well as other items such as meeting minutes from the Veterans Land Board, Employees Retirement System of Texas, and the Texas State Board of Pharmacy.
- Other records being processed for inclusion in the TDA include training and employment records from the Texas Department of Criminal Justice (TDCJ), Myers noted. This includes information from as early as the 1890s through the 1930s and 1940s. Other information for TDCJ being digitized includes training films made for the agency. Additionally, convict ledgers from the Rusk and Huntsville penitentiaries are being digitized. These ledgers date from the 1840s to 1976, Myers said. Other monthly reports and outgoing letters from TDCJ dating back to the 1800s are being digitized as well.
- Voter registration lists compiled by SOS from 1867-1870 are being digitized from microfilm of the original ledgers, Myers said. Currently the records can be searched by voter name only.
- Information from the Joseph Dillard Gates Collection is being processed as well. The collection consists primarily of business and real estate documents and correspondence. The Gates family was a prominent land-owning family in Texas in the 19th and 20th centuries.
- Local government records for counties whose names begin with C are being processed as well, Myers said. This is a project in conjunction with records originally digitized by Ancestry.com. Ancestry.com digitizes the records and places them on their website with free access for residents of Texas. After a certain period of time has passed, the digital records are given to TSLAC and may be included in the TDA. These are records that TSLAC would not normally provide, Myers said.
- TSLAC has been working on alternatives methods for bringing records into the TDA, Myers said. One option being worked on is allowing transfer of records via ftp, utilizing TSLAC's account with Box. Myers highlighted a new rule regarding transfers that has been included by TSLAC in the *Texas Administrative Code* (13 TAC §10.5). The new rule requires that a transfer form and inventory spreadsheet accompany all transfers. The rule is geared toward paper records as TSLAC was receiving transfers of paper records that were unorganized. Inventories of electronic records are easier to generate, Myers added.
- State publications have been added to the TDA for the last three to four years, Myers said. Inclusion of this material has allowed the TDA to include records from nearly every state agency, college and university. These publications include financial reports, budgets, legislative appropriations requests and

similar documents, Myers added. He added the TDA will be 10 years old in 2024.

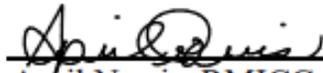
- Norris complimented Myers on the growth of the TDA over the past ten years. She added that her office recently used the new transfer form for the first time, and it has been a helpful resource.

VI. OTHER BUSINESS

- Norris welcomed new member Young, representing the Railroad Commission of Texas. Young is replacing former member Brandon Harris.
- Norris reminded the Council that the Council's biennial report is due in October of 2024, and it will be a topic of discussion at the 2024 Council meetings.
- Meeting dates for the Council for 2024 will be March 5, June 4, September 10 and December 3 if the Council keeps to the same schedule as prior years, Norris said. Brisky indicated she has a standing meeting every Tuesday at 2 p.m., and a time change to the Council's meetings would be welcome. Kelso added that the Council has met at 10 a.m. in the past. Vincent Houston noted a time change to 10 a.m. would be advantageous for him as well. Norris indicated the Council will next meet on March 5 at 10 a.m., and will vote on other meeting dates and times for 2024 at that meeting.

VII. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 2:44 p.m.



April Norris, RMICC Chair