

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 1, 2020

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 1, 2020, by teleconference.

MEMBERS PRESENT

April Norris, Acting Chair
Vincent Houston, Acting Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Brandon Harris, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member
Mark Smith, Member

GUESTS

Jenny Alexander, Texas Health and Human Services Commission
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Jennifer Follen, Office of the Attorney General
Sarah Hendricks, Texas Department of Public Safety
Priscilla Hernandez, Office of the Attorney General
Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Office of the Secretary of State
Mark Myers, Texas State Library and Archives Commission

I. CALL TO ORDER

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

II. AGENDA ITEM 1 – APPROVAL OF THE SEPTEMBER 8, 2020 AND OCTOBER 27, 2020 MINUTES

The minutes to the Council meeting held September 8, 2020 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the

Records Management Interagency Coordinating Council held September 8, 2020, as presented.

The minutes to the Council meeting held October 27, 2020 were approved as follows:

MOTION made by Ms. Linda Reynolds, seconded by Mr. Jeff Peden, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held October 27, 2020, as presented.

III. AGENDA ITEM 2 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Jenny Alexander of the Texas Health and Human Services Commission updated the Council on recent activities of the State Agency Coordinating Committee (SACC) Records Management Subcommittee. The subcommittee has been updating their bylaws, and the updated version was presented to the full committee at the committee's November meeting, Ms. Alexander noted.
- The subcommittee is changing their name from the Records Management Subcommittee to the Records and Information Management Subcommittee. The committee had questions and recommendations for the subcommittee regarding the updated bylaws and name change, Ms. Alexander said. SACC will vote on the changes at their February meeting.
- The subcommittee has been working on an educational project as well. The subcommittee has been developing two educational pamphlets, Ms. Alexander said. The pamphlets are targeted at records management officers and records managers. One of the pamphlets focuses on strategies for implementing agency-wide records management training, and the other pamphlet focuses on email management. The subcommittee has reviewed a first draft of the educational materials, and will review the second draft at the subcommittee's January meeting, Ms. Alexander said.
- The subcommittee's focus for the next few months will be the 87th Legislative Session, Ms. Alexander noted. The subcommittee hopes to finalize the new bylaws as well as the educational project in January as well.
- Ms. Norris asked about the revised draft of the bylaws. Ms. Alexander noted the revised draft will be distributed to subcommittee members prior to the subcommittee's January meeting. The draft will be finalized in January so it may be presented to the SACC at the committee's February meeting, she added.

IV. AGENDA ITEM 3- UPDATE ON PROGRESS WITH PROMONTORY POINT LOCATION

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) updated the Council on progress with construction at the Promontory Point location. Mr. Kelso indicated he toured the location in late November and

the site is progressing well. He anticipated the final inspection of the site will take place the first or second week of January. Some supply issues have been experienced due to the ongoing coronavirus pandemic, and adjustments have been made to some timelines as a result, Mr. Kelso said. He expects to begin putting shelving in place in the location in February, and it will be ready to begin accepting records in March or April.

- Ms. Norris asked if the supply issues had resulted in increased costs. Mr. Kelso noted that adequate contingency funds were available, and an additional security package for the building has been added as well. Camera and card readers for security will be in place at the location in January, he said.
- Ms. Norris congratulated TSLAC on being able to keep the project on schedule in spite of the challenges presented by the ongoing coronavirus pandemic.

V. AGENDA ITEM 4 - UPDATE ON STATE RECORDS CENTER CUSTOMER SURVEY

- Mr. Joshua Clark of TSLAC noted responses were received from 22 of 68 agencies who received the state records center customer survey. Although the report on the survey is still in draft format, Mr. Clark shared some of the results of the survey with the Council. TSLAC identified 508 records series as having paper records stored at the records center. Of those series, approximately 60 percent are no longer producing new paper records that need to be stored. The records are either now produced electronically, or the series that generated the paper records is inactive, he said. About 25 percent of the identified records series produce new paper records, he added. These series account for about 40 percent of the total hard copies stored at the records center.
- Survey questions included items regarding the reasons for ongoing production of paper records, Mr. Clark said. Survey results indicated there are competing budget needs, and many agencies do not have the budget to convert their business processes from paper to electronic recordkeeping.
- Agencies responding to the survey also indicated concerns about loss of access to electronic records due to such concerns as power outages or file format upgrades. Several agencies also indicated the paper records allow them to meet audit or other regulatory requirements in a timelier manner.

VI. AGENDA ITEM 5 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC updated the Council on recent activity at the Texas Digital Archive (TDA). He noted the TDA is now five years old as the public TDA site launched in May of 2015.
- The first records included in the TDA were 7 terabytes of records received from the Governor Perry administration, he said. About 18 terabytes of digital audio tapes from the Senate were included early on as well, Mr. Myers said. The TDA now includes slightly less than 69 terabytes of information, including more than 5,458,000 unique files. The TDA includes multiple copies of most files, he added.

- The TDA continues to solicit records from state agencies, and records from all branches of government are included in the TDA. State publications are being added to the TDA as well, Mr. Myers said. Those publications include strategic plans, operating budgets, and legislative appropriations requests, he added.
- Recently, the TDA upgraded to a new version of their software, and to a sole tenancy in the AWS government cloud. These upgrades allow more flexibility to develop new features.
- Because of the upgrades, uploads into the TDA were suspended for most of August and part of September. New content is again being added, and the TDA website has a new look and feel including a new logo, Mr. Myers noted.
- Other ongoing projects include adding right of way documents from the Texas Department of Transportation. The Austin and Houston district documents have been completed, and work is continuing on the El Paso district. This project includes about 10 terabytes of data, Mr. Myers said.
- Letterpress books from several governors have been digitized as well, Mr. Myers said. These documents include records from Governor Sam Houston through Governor Richard Coke, and Governor Thomas Campbell as well. These items date from the 1850s to 1911. Supreme Court case files from the mid- to late- 1800s are being digitized as well, Mr. Myers said.
- Information for the TSLAC artifacts collection is included in the TDA as well. The information includes digital photographs of the physical objects in the artifacts collection along with associated metadata. Historic broadsides will be included in the TDA soon, as well as the Constitutional Conventions collection, Mr. Myers said.

VII. AGENDA ITEM 6 – e-RECORDS CONFERENCE 2020 UPDATE

- Mr. Clark updated the Council on the 2020 e-Records conference that was held November 18 and 19. He noted the theme of this year’s conference was “Records are Virtually Everywhere”. The conference was held as two half-day sessions this year, and was held online only using TEAMS and Zoom. Participants included representatives from 70 state agencies and institutions of higher education as well as 109 local governments. There was a total of 520 participants. As the conference was held virtually this year and was free of charge, more attendees were able to participate, Mr. Clark said.
- There were 11 sessions total during the conference. Mr. Clark noted that Ms. Gloria Meraz of TSLAC moderated a panel discussion called “Pivoting in a Pandemic: Records (and People) are Virtually Everywhere”. Ms. Sarah Hendricks of the Texas Department of Public Safety was one of the panelists as well. Mr. Clark noted this discussion of how agencies adopted to the coronavirus pandemic was particularly well-received.

- Mr. Clark added that Mr. Ed Kelly, Chief Data Officer of the State of Texas, stepped in and gave an excellent presentation regarding the Texas Data Management Program and how it relates to records management. Mr. Kelly filled in for a presentation that had to be canceled at the last minute, Mr. Clark said.
- All conference sessions were recorded and will be made available soon on the TSLAC website, Mr. Clark said.

VIII. AGENDA ITEM 7 – UPDATE ON UNIVERSITY RECORDS RETENTION SCHEDULE (URRS)

- Ms. Megan Carey of TSLAC updated the Council regarding the University Records Retention Schedule (URRS). TSLAC will be reviewing and updating the schedule, which was created approximately three years ago. Since the schedule was adopted as an administrative rule one year ago, TSLAC has become aware of the need to revise some parts of the schedule, Ms. Carey said. This is not unexpected when a completely new schedule is adopted, she added.
- Ms. Carey indicated that feedback from the Council regarding the schedule could be sent to her.
- Ms. Norris noted that in the year the schedule has been in effect, many universities have found it to be a helpful resource.

IX. AGENDA ITEM 8 – REQUIRED REPORTS PROJECT UPDATE

- Mr. Clark updated the Council on the Required Reports Prepared by State Agencies and Institutions of Higher Education report. He noted the report had been added to the TSLAC website on October 2, and transmitted to the Office of the Governor and the Legislative Budget Board (LBB) in mid-October as well. He added that Senator Jane Nelson is expected to sponsor the legislation related to the report during the upcoming legislative session.
- There are 1167 reports included in the document, including 95 new reports. There were 271 reports that were changed, and other reports were removed from the document for various reasons, Mr. Clark noted.
- In September, TSLAC submitted testimony to the House Appropriations Committee regarding the document.
- Typically, TSLAC has about a 50 percent response rate to the survey regarding required reports. TSLAC and the LBB are working together to find strategies to increase the response rate, Mr. Clark said. Even agencies that have no changes to their reports need to respond to the survey and make that clear, he added.

X. AGENDA ITEM 9 – UPDATE ON 87TH LEGISLATURE

- Ms. Norris noted this agenda item will be on the agenda for each meeting during the upcoming legislative session. While there are no immediate updates for the upcoming session, Ms. Norris noted TSLAC tracks any bills that could have an impact on records management.

- Mr. Smith noted that TSLAC provided testimony to the joint hearing of the Office of the Governor and the LBB. Mr. Smith noted that several TSLAC employees will be tracking legislation during the upcoming session. If TSLAC identifies any legislation that could have an impact on records management, he indicated the agency would share that information with the Council.
- Ms. Norris noted that any insight on legislation is welcome. In the past, she has found updates from TSLAC as well as the SACC Records Management Subcommittee helpful. She added that any other Council members who identify legislation of interest should bring the information to the Council's attention.
- Ms. Brisky added that the Department of Information Resources (DIR) also tracks legislation that might impact records management. DIR tracks legislation that might impact all agencies as a whole as well, she added. Mr. Peden said that part of his role at the Texas Workforce Commission is to provide cost breakdown analysis of legislation from the information technology perspective.
- Ms. Norris noted that disaster recovery and preparedness may be a focus for the upcoming session due to the ongoing coronavirus pandemic. Ms. Brisky noted that there have been quite a few bills filed relating to cybersecurity, voter issues, and law enforcement concerns. Ms. Norris added that redistricting will also be a focus for the upcoming session.

XI. AGENDA ITEM 10 – ELECTION OF RMICC OFFICERS

- Ms. Norris opened the floor to nominations for the election of chair and vice-chair of the Council. She noted the election of officers at this meeting is required by the Council's bylaws.
- Ms. Norris asked for nominations for vice-chair. She noted the vice-chair must be a permanent member of the Council. No nominations were received. Mr. Houston volunteered to continue serving as vice-chair.
- **MOTION** made by Mr. Mark Smith, seconded by Ms. Christi Brisky, and carried unanimously to accept Mr. Vincent Houston as vice-chair of the Council for the upcoming biennium.
- Ms. Norris asked for nominations for chair. Mr. Smith asked if Ms. Norris was eligible to serve as chair, as she has been serving as the interim chair. Ms. Norris confirmed she is eligible to serve as chair and would be willing to do so.
- **MOTION** made by Mr. Mark Smith, seconded by Ms. Linda Reynolds, and carried unanimously to accept Ms. April Norris as chair of the Council for the upcoming biennium.

XII. AGENDA ITEM 11 – SCHEDULING OF MEETING DATES FOR 2021

- Ms. Jill S. Ledbetter of the Office of the Secretary of State noted the Council's standing meeting schedule is at 2 p.m. on the first Tuesday of March, June, and December, and the first Tuesday of September that does not directly follow Labor Day. If the Council were to adhere to that schedule, the meeting dates for 2021 would be March 2, June 8, September 14 and December 7, she added.

- Mr. Reagor noted that March 2 is Texas Independence Day, which is a skeleton crew holiday. Ms. Norris recommended moving the March meeting to March 9. Ms. Ledbetter noted the June meeting should be moved to June 8, as June 1 is the day following Memorial Day.
- Ms. Norris asked if the Council would like to hold meetings by videoconference instead of teleconference in the future. Mr. Smith and Mr. Houston noted they would be interested in holding meetings by videoconference. Ms. Ledbetter noted that some open meetings requirements are currently suspended due to the coronavirus pandemic, and added that any future videoconference meetings would need to be open to the public. Ms. Brisky added that most of the video conferencing software available provides a telephone number where users can call in. Those numbers would need to be toll-free, she noted. Ms. Norris said she will check on available options for videoconferencing, and will share any information with the Council.
- **MOTION** made by Ms. Dawn Crane, seconded by Mr. Brandon Harris, and carried unanimously to accept March 9, June 8, September 14 and December 7 as the 2021 meeting dates for the Council.

XIII. OTHER BUSINESS

- Ms. Crane noted that she, Mr. Smith and Mr. Peden had met by teleconference with DIR concerning the Council website.
- Ms. Crane said that DIR had indicated they would be willing to host the Council website and maintain the Council's URL for the site. DIR would also be willing to host, maintain and update the Council website as well as possibly build a new website for the Council. Ms. Crane indicated the Council will need to make a decision about which direction they wish to proceed with regard to the Council website. Having DIR build a new website for the Council would require the Council to conform to the content management system used by DIR for such sites, she added.
- Ms. Norris asked for recommendations for the best way forward for the Council website. Mr. Myers inquired about who will provide support for the site. He noted that some content management systems are more powerful but less user-friendly than others and might require more direct technical support.
- Mr. Smith asked about who would be responsible for the creation and build out of the website. The Council needs to answer that question in addition to deciding who will host the site, he added. Ms. Norris noted that the Council will need to decide who can take on these tasks, and several Council members may need to assist. There is a difference between redesigning the site and the ongoing maintenance and updates the site will require, she noted.
- Ms. Crane and Mr. Smith noted the Council should take advantage of the expertise DIR is offering in regard to the update of the Council website.

- Ms. Norris stated the Council should consider the options and be prepared to make decisions regarding the Council website at the Council's March meeting.
- Ms. Norris informed the Council that the Council's biennial report was submitted to the Legislature on October 27 and has been posted on the Council's website. She added that no comments have been received regarding the report. Any members needing paper copies of the report should contact her, she added.

XIV. PUBLIC COMMENT

- No public comment.

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

DocuSigned by:
April Norris
AE3597553E2742A...

April Norris, RMICC Chair