

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
September 13, 2022

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 13, 2022, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Chair
Curt Bordelon (representing Dawn Crane), Member
Christi Brisky, Member
Brandon Harris, Member
Craig Kelso, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member

MEMBERS NOT PRESENT

Vincent Houston, Vice-Chair

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Andrew Glass, Employees Retirement System of Texas
Talj Harper, Texas Department of Family and Protective Services
Sarah Hendricks, Texas Department of Public Safety
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, The University of Texas System
Roy Philips, Railroad Commission of Texas
Erica Rice, Texas Alcoholic Beverage Commission
Elista Street, The University of Texas at Austin
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 2:03 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE JUNE 7, 2022 MINUTES

- The minutes to the Council meeting held June 7, 2022, were approved as follows:

- **MOTION** made by Craig Kelso, seconded by Christi Brisky, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 7, 2022, as presented.

III. AGENDA ITEM 2 – DISCUSSION OF UPCOMING OFFICER ELECTIONS

- Norris reminded the Council that election of officers will be held at the December Council meeting for the 2023-2024 term. She noted the Council's bylaws do not require elections for auxiliary members. Norris asked the current auxiliary members to consider extending their service to the Council for the next two-year term. Norris thanked the current auxiliary members for their service to the Council.
- Norris noted she is the current chair of the Council and Vincent Houston is the current vice-chair. She asked that members interested in holding office contact her with any questions. Voting for the chair and vice-chair will take place at the December Council meeting, she said.

IV. AGENDA ITEM 3 – DISCUSSION OF RMICC BIENNIAL REPORT

- Norris said the final draft of the report has not been finalized, but it is about 70 percent complete. The Council will need to hold a special meeting in October to approve the final draft, she added. She proposed October 18 at 2 p.m. as a tentative date for the special meeting.
 - **MOTION** made by Brandon Harris, seconded by Linda Reynolds, and carried unanimously to hold a special meeting of the Council on October 18 at 2 p.m. for the purpose of approving the biennial report.
- Norris noted the report includes information regarding the 2021-2022 strategic initiatives, the establishment of the State Agency Coordinating Committee Records and Information Management Subcommittee (SACCRIM), and the Texas Digital Archive (TDA), as well as other recent Council activities. She indicated the final draft of the report will be distributed to members by September 27, with revisions due by October 4. If corrections are needed, a revised draft will be distributed to members by October 11 so they may prepare for the October 18 special meeting, she added.

V. AGENDA ITEM 4 – DISCUSSION OF RMICC WEBSITE

- Norris said Jeff Peden has been serving as the Council's liaison to the Department of Information Resources (DIR) regarding relocation of hosting the Council's website from the Secretary of State (SOS) to DIR. She thanked Peden for his work.
- Norris noted that at the Council's March meeting, the Council voted to retain the three most recent biennial reports as well as meeting minutes that correspond to those reports on the website. Older information will be archived

with the Texas State Library and Archives Commission (TSLAC) as appropriate, she added. The changes have been made to the current website, and it is ready to be relocated to DIR, she added. The page on the website previously known as “Publications” has been renamed to “Reports” as well, Norris said. Once the website is relocated, a new page for publications will be added to the website. That page will host publications created by the Council as well as publications from records management partners such as TSLAC and SACCRIM. The 2021-2022 biennial report will be added to the website when it is finalized, Norris added. Norris added that SOS has a complete backup of the Council’s website, including the data that was removed.

- Additionally, Norris noted that there are costs associated with the certificates needed for Council’s website. Cost for the SSL certificate is about \$150 annually, and SOS has been paying that cost for as long as SOS has hosted the website, she said. Norris asked Peden to find out the cost of renewing the domain for the Council’s website as well. That cost will be paid by DIR when the website is relocated, as the Council’s website is a subdomain of the state.tx.us domain. Norris indicated the Council needs to be aware of the administrative costs associated with the Council’s website. Peden agreed to find out the cost, and indicated he thought it was about \$100 annually.
- Norris said DIR is working with the data center services program to deploy new website infrastructure. Once that process is complete, DIR will reach out to the Council with a proposed date for the relocation of the Council’s website. Peden added that he will follow up with DIR to get the target date.
- Brandon Harris asked if the website would convert to the texas.gov form of the domain when the website was relocated. Peden indicated that might be possible for DIR to accomplish. Norris reminded the Council that the Council had voted to keep the current URL when the relocation takes place. Norris said changing the URL might be a topic for future discussion when the relocation is complete.

VI. AGENDA ITEM 5 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council on activities at the TDA. Since June, the TDA has continued work on the Texas Department of Transportation right of way records. Seven districts from the department have been digitized. This will be a multi-year project, he noted.
- The TDA received a transfer of records from the Office of the Attorney General as well. The transfer includes approximately 50,000 files of open records letter rulings from 1997 – 2002. TDA staff are processing the records at this time.
- TDA staff are looking at ways to revamp accession of meeting minutes so they can be added to the TDA more quickly, Myers said. Meeting minutes are routinely received by the TDA, he added. This will include updates to finding aids for several agencies as well, Myers said.
- Myers noted the state publications division of TSLAC is currently fully staffed after some personnel changes. Many of these publications are legislative appropriations requests as well as agency strategic plans,

financial plans and operating reports. Other types of documents will be considered as well, he noted.

- Other continuing projects at the TDA include digitization of more Supreme Court M case files from 1840 – 1892, as well as records from the 1975 Texas Constitutional Convention. The constitutional convention records include the ordinances from the 1875 convention, Myers said.
- The TDA continues to add records to the confederate pension applications collection as well. These records were digitized by Ancestry.com several years ago, and digital records were provided to the TDA by Ancestry.com. Approximately 55,000 files of these files have been added to the TDA, Myers said.
- TSLAC staff are utilizing FromThePage, a crowdsourcing initiative, to help transcribe court dockets from the Third Court of Appeals. Two trial dockets have been transcribed so far, Myers said.
- Updates have been made to the National Association of Government Archives and Records Administrators (NAGARA) collection as well, Myers noted. State Archivist Jelain Chubb is a previous chair of NAGARA, and the TDA is the repository for NAGARA’s records, Myers said.

VII. AGENDA ITEM 6 – REPORT OF REPORTS 2023

- Joshua Clark of TSLAC noted responses to the assessment were due to TSLAC on August 31. The response rate to the latest assessment was approximately 67 percent, up from 50 percent in prior years, Clark said. The Legislative Budget Board (LBB) suggested a letter regarding the assessment be sent to agency heads, and Clark noted that letter helped increase the response rate. The final report is due on January 1, but it is completed in September to facilitate needed bill drafting for the upcoming legislative session.
- Clark thanked agencies who responded to the assessment, and added that he improved response rate has been reported to the LBB.

VIII. AGENDA ITEM 7 – UPDATE ON e-RECORDS 2022

- Clark said the date for the 2022 e-Records Conference is November 18. The conference will be held in-person at the University of Texas Commons Conference Center.
- Most speakers at the conference are confirmed, and the agenda will include 11 sessions in total. Sessions include general opening and closing sessions as well as lunch and learn sessions. Four blocks will include a choice of breakout sessions. One of those sessions will be a workshop-style session concerning data governance led by a speaker from the Lower Colorado River Authority, he added.

- As of September 2, 15 of the 28 available spaces for vendors were reserved as well, Clark said. Cost for exhibitor space goes up to \$750 from \$650 on September 14, Clark added.
- The online registration portal will open soon, he said. Agency records management officers and information resource managers will receive an email regarding registration soon. Cost for attending is \$85 for registrations received before October 28. After October 28, the cost increases to \$100, Clark said.
- As the event is in-person only, TSLAC is offering an on-demand pass that will allow those unable to attend access to recordings of the event. Recordings will be available for 90 days following the event, and are available to in-person attendees as well. A hybrid conference is being considered for next year, Clark added.
- Payment for the conference will be accepted by credit card this year, Kelso said. Credit card payment is required at the time of online registration. Billing for registration is also available for registrants who prefer not to use a credit card.
- Norris asked about the on-demand registration. Clark added that sessions will be recorded, and then added to an attendee hub at a later date. Access to the attendee hub may be purchased through the on-demand option and will be available for 90 days. Access to the attendee hub is included for in-person attendees as well, Clark said. Recordings will include closed captioning, Clark added. The cost for the on-demand option is the same as for in-person registration, he said. On-demand registration will be accepted for a few days following the conference as well, Clark added.

IX. AGENDA ITEM 8 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Talj Harper of the Texas Department of Family and Protection Services updated the Council on the recent activities of the SACCRIM Subcommittee. Harper is the vice-chair of the subcommittee.
- The subcommittee recently updated its bylaws to allow representatives from non-SACC member agencies to serve as officers. These changes align with changes to the SACC bylaws, Harper said.
- SACCRIM received applications for membership from three agencies, she noted. Moving forward, the subcommittee will accept such applications at the subcommittee's April meeting.
- Elections for the chair and secretary positions will be held at the subcommittee's September 15 meeting, Harper said.
- At the subcommittee's August meeting, the current educational project was discussed. The project centers on the subject of records management in a hybrid environment, Harper said.
- Kelso asked about the process for petitioning for membership. Harper noted membership is discussed at the subcommittee meetings. Several agencies who attend the meetings as guests have expressed interest in becoming members, she noted. Kelso asked if local governments could also be a part of the

subcommittee. Harper noted that local governments are not specifically restricted from participating, but membership is generally restricted to state agencies only.

X. OTHER BUSINESS

- Norris noted the recent retirement of Ed Kelly from DIR. Kelly was the state's Chief Data Officer. Norris expressed her appreciation for Kelly's collaboration and presentations. Brisky noted Kelly has accepted a role as a contractor with another state agency. Brisky added that Neil Cooke will serve as the interim Chief Data Officer.

XI. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 2:55 p.m.



April Norris, RMICC Chair