

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
September 12, 2023

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 12, 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
Brandon Harris, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member

MEMBERS NOT PRESENT

Vincent Houston, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Maribel Charnichart, Department of Family and Protective Services
Izamar Collins, Employees Retirement System of Texas
Andrew Glass, Employees Retirement System of Texas
Robert Haynes, Texas Health and Human Services
Katherine Hoffman, Texas State Library and Archives Commission
Jill S. Ledbetter, Office of the Texas Secretary of State
Mark Myers, Texas State Library and Archives Commission
Lena Roberts, Texas Department of Motor Vehicles
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 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE JUNE 6, 2023 MINUTES

- The minutes to the Council meeting held June 6, 2023, were approved as follows:
 - **MOTION** made by Craig Kelso, seconded by Jeff Peden, and carried unanimously to approve the minutes of the meeting of

the Records Management Interagency Coordinating Council held June 6, 2023, as presented.

III. AGENDA ITEM 2 – DISCUSSION OF RMICC STRATEGIC INITIATIVES FOR 2023-2024

- Norris noted the Council adopted several strategic initiatives for the next biennium. One of those initiatives concerned the Council website. Norris asked Peden for an update on the website project. Peden responded that he had made multiple requests for an update from the Department of Information Resources (DIR) over the last two months, but DIR had not given an update to him. Brisky asked Peden who he had contacted at DIR. Peden noted there had been personnel changes. Brisky said that Gina Misquez-Smith would be a good contact person moving forward, and added that she will contact Misquez-Smith for assistance. Norris thanked Brisky for her assistance.
- Norris noted the relocation of the Council website to DIR hosting has been on the Council’s agenda for several years, and she hopes to have the relocation completed before the Council’s December meeting. She added that the Council will be working on the biennial report and bylaws updates in 2024.
- Another strategic initiative for the Council is to relocate the Council records currently held by the Office of the Texas Secretary of State (SOS) to the custody of the Texas State Library and Archives Commission (TSLAC). The transfer is happening because the Council is listed on the TSLAC records retention schedule, not the SOS records retention schedule, Norris said. Additionally, the Council will continue to explore the possibility of including the archivable records from the collection in the Texas Digital Archive (TDA), Norris added.
- Brisky provided an update on the other strategic initiative – updating the Council’s bylaws. The bylaw update workgroup met in June and laid out a potential strategy for needed rulemaking. Brisky noted the rulemaking process is formal and the timeline for the initiative may expand into 2024. Norris noted the deadline for comments from Council members regarding the initiative are due to Brisky by the end of September.
- Norris asked about the rule review process for the Council’s current administrative rules. Brisky noted that rule review is a separate process from rulemaking. Kelso added that TSLAC will take on the responsibility of filing the needed documents for rulemaking as well as rule review on behalf of the Council. Filing the proposed rule review notice would be appropriate at this time, Brisky added. Norris asked about deadlines for rule review. Ledbetter noted rule review is to be completed on a four-year cycle, which is different from the deadlines for rulemaking.
- Once the bylaw update workgroup has finished their assessment of needed rulemaking, the Council will approve the rulemaking and it will then be filed for publication in the *Texas Register*, Brisky said.
- Kelso added that TSLAC has standard language that can be used to draft the proposed rule review notice. TSLAC files these notices regularly, he said.

- **MOTION** made by Christi Brisky, seconded by Linda Reynolds, and carried unanimously to file a notice of proposed rule review of the Council’s administrative rules for publication in the *Texas Register*.

IV. AGENDA ITEM 3 – PROFESSIONAL AWARENESS EVENTS

- Norris noted that October is National Archives Month. Kelso said TSLAC is scheduling activities to commemorate the event, and the agency website will be updated soon with that information. Information will be included at <https://www.tsl.texas.gov/arc/thrab/archivesmonth> in late September or early October.
- October is Cybersecurity Awareness Month as well, Norris noted. DIR may have information regarding Cybersecurity Awareness Month included on their website, she added.
- Norris added that DIR will be hosting the DIR Discover 2023 conference in late September. She said that registration was closed for the conference, and asked if any members of the Council would be attending. The agenda has some items of interest, she noted.

V. AGENDA ITEM 4 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council on activities at the TDA.
- Myers noted that October 10 is Electronic Records Day. The commemoration is an initiative promoted by the Council of State Archivists, he added.
- The Childress and Wichita Falls Districts have been added to the Texas Department of Transportation (TxDOT) collection in the TDA since the Council’s last meeting, Myers said. Currently 11 of the 25 TxDOT right of way districts are included in the collection, with other districts in process.
- Electronic records are being received from other state agencies in various ways as well, Myers added. Those include digitization of the Supreme Court case files from 1840 to 1892. Digitization of the Supreme Court case files is a multi-year project, Myers said. Files and indexes from the Court of Criminal Appeals are being added as well. These files were digitized by Ancestry.com and have been available for free to Texas residents through the Ancestry.com website, Myers added. These materials are now being added to the TDA, he said.
- Republic of Texas pension records continue to be added to the TDA as well, Myers said. These records date from 1832-1837, 1842 and 1870 through the 1920s, Myers added. SOS executive record books dating from 1835-1917 are being included in the TDA. These record books include correspondence from presidents of the Republic of Texas, Texas governors and other state officials.
- Some local government records that were digitized by Ancestry.com are being added to the archive as well. These records are from counties whose names start with A or B, and relate to wills and probate matters.
- Texas Department of Criminal Justice training and employment records dating from the 1890s through the 2000s are being added, Myers said. These are

microfilm records that are being digitized. Fragile microfilm is being prioritized for digitization, Myers added.

- The TDA is now accepting records transfers by ftp, Myers said. This option is available for small transfers, and leverages existing TSLAC resources. This option does require a licensing agreement from the transferring agency, he noted. Transfers made this way are monitored for successful completion.
- Myers noted that TSLAC has added an additional administrative rule that governs transfer of records to the state archives. State agencies are now required to provide TSLAC with a PDF form and an Excel inventory of records that have met retention that carry the archival code “R” (needing archival review) or “A” (ready for archival transfer). The agency has updated the frequently asked questions portion of their website to include information about this new requirement, Myers added. The new requirement gives allows for better organization and verification of records transfers.
- Another new collection being added to the TDA is TSLAC public relations and social media records. The project arose from TSLAC’s efforts at capturing records from TSLAC’s Twitter account. TSLAC is developing a tool to allow Twitter records to be moved into the TDA. Access to some of the records has been affected by the recent name change from Twitter to X, Myers added. TSLAC is working with Twitter records only at this time, and not records from other social media platforms. Agencies would have to download their Twitter archive and give it to the TDA, he added. Questions over what constitutes a “record” from a social media site have come up, he noted, and current tools may not capture all aspects of social media postings. There are many questions still remaining to be answered about social media records, including what records are considered archivable, he said. Work continues to refine the tool to capture social media records, Myers added.
- Norris noted that the progress on making transfer of records easier is helpful and appreciated.

VI. AGENDA ITEM 5 – RMO/DMO GUIDANCE DOCUMENT (DIR AND TSLAC COLLABORATION)

- Bonnie Zuber of TSLAC noted the guidance document is now available on the TSLAC website. Information about the document will be posted to the TSLAC blog soon. The document is a quick start guide for collaboration between an agency’s records management officer (RMO) and data management officer (DMO).
- The document delineates the responsibilities for TSLAC and DIR guidance, Zuber said. Each agency has a different role, she added. DIR will also publicize the document, she added. Other resources are available through the Office of Chief Data Officer Sharepoint site, Zuber said. Zuber encourage members to join the Open Data Portal Users Group (ODPUG) as well as the artificial intelligence user group. More records retention professionals are asking about artificial intelligence as it relates to records management, Zuber said.

VII. AGENDA ITEM 6 – OPEN DATA PORTAL – STATE AGENCY RETENTION SCHEDULES

- Megan Carey noted that TSLAC had recently added retention schedules to the Open Data Portal. TSLAC focused on schedules they create and maintain as well as schedules they approve, she said.
- The 12 local government schedules that were uploaded include 2,434 unique record series, she added. Uploading the schedules to the Open Data Portal allows local governments to view, maintain, visualize, and interact with the schedules as well as create their own internal retention schedules. Local governments are required to create their own schedule, she noted. The schedules included in the Open Data Portal are easier to export and manipulate, Carey said. Some data issues were encountered while uploading the state agency schedules to the portal, but those issues are being resolved, Carey added.
- The agency records retention schedule was uploaded to the portal today, Carey said. The university records retention schedule will be uploaded soon. Uploading the schedules will allow agencies to create their own schedules more easily and will focus more attention on the university records retention schedule, Carey added.
- Norris noted that adding the schedules to the portal supports research, and the format in the portal is easier to search. She asked if the experience with uploading the schedules to the portal would create changes in the schedule recertification process in the future. Carey noted that the process for submitting amendments to existing schedules is not likely to change at this time.

VIII. SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Lena Roberts of the Texas Department of Motor Vehicles updated the Council on recent activities of the State Agency Coordinating Committee Records and Information Management Subcommittee (SACCRIM). The subcommittee held elections in August for the offices of vice-chair and secretary, she said. Talj Harper was re-elected as vice-chair and Gloria Riveria was re-elected as secretary, Roberts said.
- Roberts noted that SACCRIM has become a good resource for agencies looking to hire records management professionals. Several agencies received funding for additional records managers and analysts from the most recent legislative session, she added.
- Roberts said that TSLAC analysts are becoming more active on the subcommittee. The subcommittee offers analysts real-world insights from the agencies perspectives.
- Roberts added that TSLAC is compiling a guidance document regarding email management for agency executives. She noted that many agencies have questions regarding email retention, so a guidance document would be

welcome. Roberts noted that SACCRIM fosters collaboration and information sharing among agencies.

- Norris said that SACCRIM meets on the third Thursday of every month, and meetings are held virtually. Anyone wishing to attend may contact Roberts for information.

IX. OTHER BUSINESS

- Brisky mentioned that information on October cybersecurity webinars will be added to the DIR website in the next few days.
- Norris announced that Curt Bordelon is replacing Dawn Crane as the Council representative from the Comptroller of Public Accounts. Bordelon is the records management officer for his agency as well, Norris said. Norris invited Bordelon to join any Council workgroup that would be of interest as well.
- Norris noted the Council's December meeting will include refreshments, and encouraged in-person attendance. A virtual option will still be available, she added. Norris added the Council should celebrate the accomplishments of the past year.

X. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 3:02 p.m.


April Norris, RMICC Chair