

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 7, 2022

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 7, 2022, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Chair
Vincent Houston, Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Brandon Harris, Member
Craig Kelso, Member
Jeff Peden, Member
Linda Reynolds, Member

MEMBERS NOT PRESENT

Michael Reagor, Member

GUESTS

Jenny Alexander, Texas Health and Human Services
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Andrew Glass, Texas State Library and Archives Commission
Talj Harper, Texas Department of Family and Protective Services
Sarah Hendricks, Texas Department of Public Safety
Maryrose Hightower-Coyle, The University of Texas at Austin
Michelle Johnson, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
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 MARCH 1, 2022 MINUTES

- The minutes to the Council meeting held March 1, 2022, were approved as follows:

- **MOTION** made by Craig Kelso, seconded by Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 1, 2022, as presented.

III. AGENDA ITEM 2 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Jenny Alexander of the Texas Health and Human Services Commission (HHSC) updated the Council on recent activities of the State Agency Coordinating Council Records and Information Management Subcommittee (SACCRIM). She noted the subcommittee presented their mid-year report to SACC at the May SACC meeting. The report was made available to the Council as well. Alexander indicated the report included a summary of the subcommittee's activities for the current year as well as plans for the upcoming year. Plans for the next year will focus on the upcoming legislative session, she added.
- SACCRIM finalized two educational pamphlets, Alexander said. The pamphlets focus on email management and on implementing a records management training program. The pamphlets were made available to the Council. The pamphlets will be posted on the Texas State Library and Archives (TSLAC) blog, and could be posted on the Council's website if the Council would like to do so, she said.
- Alexander noted the subcommittee meets virtually once a month. Each month, a different agency presents information about that agency's records management program to the subcommittee, she said. Recent presentations were from HHSC and the Texas Department of Family and Protective Services (DFPS).
- The subcommittee's next educational project will focus on records management in a hybrid environment, Alexander said. The subcommittee is currently gathering information and deciding if the project will include an educational pamphlet or other information such as a toolkit, Alexander said. The project was discussed at the subcommittee's April meeting.
- At the subcommittee's May meeting, contract records were discussed. Alexander noted her agency has an internal workgroup to study the implementation of SB20 with regards to records management. Alexander anticipates the implementation of SB20 will lead to ongoing discussions among the subcommittee members.
- The subcommittee is considering changes to their bylaws to conform to changes in the SACC bylaws. SACC is now allowing subcommittees to have officers that are not from SACC member agencies, Alexander said. Voting privileges may be extended to subcommittee members who are not from SACC member agencies as well, she noted. The subcommittee plans to discuss the changes at their June meeting, possibly adopt the changes at their July meeting, and elect new officers at their August meeting, she added.
- Craig Kelso said he felt the Council should promote the subcommittee's educational pamphlets on the Council website. Norris noted the Council's

strong relationship with the subcommittee, and noted the Council has a non-voting position on the subcommittee. Norris added that both she and Dawn Crane frequently attend the subcommittee's meetings. Alexander said that anyone who is a state or local government employee may attend the meetings, but the meetings are closed to members of the public such as vendors. Norris added the closed nature of the meetings allows for honest, robust and lively discussion among attendees.

- **MOTION** made by Dawn Crane, seconded by Brandon Harris, and carried unanimously to include the SACCRIM educational pamphlets on the Council's website.
- Norris added that information about SACCRIM will be included in the Council's biennial report.
- Alexander added that she will no longer be the SACCRIM chair after the subcommittee's August meeting. She will introduce the new chair to the Council after the elections. Norris thanked Alexander for her leadership on the subcommittee.

IV. AGENDA ITEM 3 – URRS AND RRS (UNIVERSITY RECORDS RETENTION SCHEDULE/RECORDS RETENTION SCHEDULE) STATUS UPDATE

- Megan Carey of TSLAC updated the Council regarding recent changes to the University Records Retention Schedule (URRS) and the Records Retention Schedule (RRS). She noted the proposed changes to both schedules were approved by TSLAC at the Commission's June meeting. A total of 95 comments regarding the proposed changes were received during the public comment period. These comments came from a total of three parties, Carey said. The adopted rulemaking will be filed for publication in the *Texas Register* soon, and Carey expects the changes to become effective by mid-July. An announcement will be included in the TSLAC blog once the changes are effective, she added.
- Questions regarding the changes can be directed to Carey, and TSLAC analysts will assist agencies in implementing the changes as needed.
- Carey added that the TSLAC Texas Record blog is where TSLAC posts a variety of information regarding records management. The blog allows TSLAC to easily communicate with state and local agencies, she added. A link to subscribe is included on the TSLAC website, Carey said. Kelso asked about the number of subscribers to the blog. Carey noted there are about 3,500 subscribers to the blog. Kelso included subscribers are from both inside and outside of Texas. Norris indicates she uses the blog to introduce new employees to the records management community.

V. AGENDA ITEM 4 – SOCIAL MEDIA RECORDS WEBINAR SERIES

- Michelle Johnson of TSLAC updated the Council regarding a new webinar series being produced by TSLAC. The first of an 8-part series of videos was

posted to the TSLAC website on June 1, she noted. The new videos are shorter, targeted training opportunities regarding social media records, she added. New videos will be added to the training portion of the TSLAC website every two weeks, Johnson said.

- Norris asked if the content in the webinars is included in the social media guidance document recently produced by TSLAC. Johnson noted the webinars include the most current guidance.

VI. AGENDA ITEM 5 – TSLAC GOVERNMENT INFORMATION ANALYST STAFFING CHANGES

- Carey noted that the Records Management Assistance (RMA) team at TSLAC has had some staffing changes in the past few months. The senior analyst departed in May, and an additional analyst is leaving as well. The job opening has been posted, and will close at the end of the month, Carey said.

VII. AGENDA ITEM 6 – AGENCY ASSESSMENTS FOR REPORT OF REPORTS 2023

- Joshua Clark of TSLAC noted TSLAC has been working on an improved assessment process for responses to the report. The latest assessment will be a fillable .pdf form that includes information about the report being assessed along with the questions being asked. Previous assessments included two separate documents – one for the report information and one for the assessment, he noted. Additionally, large agencies that have subcommittees or administratively attached agencies will receive the assessment for all agencies including subcommittees and other agencies in a single document, as well.
- The final report is due to the Legislative Budget Board (LBB) by January 1, but it is typically finalized earlier to facilitate needed bill drafting for the upcoming legislative session, Clark said. Agency assessments are due by August 31, with the report finalized by the end of October. TSLAC will send information to agency heads regarding the assessment soon, he added. The typical response rate to the assessment is about 50 percent, Clark said.
- Brandon Harris asked if the information regarding the assessment was being sent to anyone other than agency heads. Clark said the information is sent to the agency head with the expectation that it will be distributed to staff as appropriate. Some budget contacts receive the information as well, and distribution is determined by the LBB. Harris asked if the Council could be notified when the assessment information is distributed. Norris indicated that the information could be communicated to the Council, if desired.

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

- Clark noted 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. Clark added that a hybrid conference was considered that would allow both in-person and online attendance, but TSLAC did not have adequate resources available to hold a hybrid conference this year. TSLAC is considering a hybrid conference for 2023, he added.

- The theme of this year’s conference is “Discovering the Path Forward”, Clark said. He noted that government will more than likely never go back to how it delivered services in 2019. Stakeholder expectations have changed and new technology is now available, he added.
- The call for presentations and call for exhibitors will happen in June, Clark said. Information regarding the conference will be included on the TSLAC website and the TSLAC blog, he said. Past conference participants will receive an email regarding the conference as well, Clark said.

IX. AGENDA ITEM 8 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council regarding recent activities at the Texas Digital Archive (TDA).
- Myers noted the Texas Department of Transportation real property records for the Lubbock and San Angelo Districts have been digitized. The next districts to be digitized will be Laredo and Pharr, he added. This is an ongoing, multi-year project, Myers said.
- TDA staff recently met with the Office of the Attorney General regarding records transfers as well, Myers said.
- Confederate pension applications continue to be uploaded to the TDA. These applications were formerly available free of charge for Texas residents through the ancestry.com website, he added. There are approximately 54,000 applications, and about half are now available in the TDA.
- Other projects at the TDA include Third Court of Appeals trial docket indexes from 1892 – 1922. These records are being transcribed with assistance from the crowdsourcing resource FromThePage as they are hand-written documents, Myers noted.
- Another project is the transcription of a German diary from Austin in the 1800s, Myers said.
- Plans for the Battleship Texas from the Texas Parks and Wildlife Department are being included in the TDA, Myers said. There are about 3,000 plans, including some plans that were oversize and some that were fragile and needed conservation, he added.
- Another project at the TDA includes traffic safety public service announcements recorded on 16 mm film by Governor Price Daniels. Additionally, a portion of the diary of diplomat José Bernardo Maximiliano Gutiérrez de Lara from 1811-1812 has been added to the TDA along with papers from Allen McCree, who served as architect of the Capitol from 1988 to 1992. McCree oversaw the interior preservation and underground extension of the Capitol Building.
- An effort is being made to increase the number of electronic publications included into the TDA as well. These are serial reports such as financial reports

and budgets, Myers said. The TDA would like to include more minutes and reports, and is looking at how to streamline submission of those files, Myers said.

- The TDA is looking at ways to capture archivable social media records as well, Myers said. Not all social media records are archivable, he said, but the TDA is researching tools available to capture social media records that are archivable.
- Norris asked about the relationship between the TDA and the TSLAC publications depository. Publications that are not archivable but that require permanent retention are included in the publications depository, he said. Official state publications must still be sent to the depository, Myers added.
- Norris asked Myers about metrics for the TDA that might be included in the Council's biennial report. Myers indicated that type of information could be obtained from State Archivist Jelain Chubb.

X. OTHER BUSINESS

- Norris noted the Council needs to determine the disposition of Council records that will not be transferred to the Department of Information Resources (DIR) when DIR begins to host the Council website. Norris added that TSLAC is the custodian of the records, which include minutes and biennial reports. Kelso said that Bonnie Zuber of TSLAC would be the TSLAC staff member coordinating the transfer of the records. Norris noted that further discussion regarding the transfer will be needed, and will be coordinated with Zuber.

XI. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 3:07 p.m.

April Norris

April Norris, RMICC Chair