

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**June 6, 2017**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 6, 2017, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Margaret Hermesmeier, Chair  
Vincent Houston, Member  
Daniel Julien, Member  
Stacy Napier (representing Todd Kimbriel)  
Stephen Quick, Member  
Michael Reagor, Member  
Mark Smith, Member

**MEMBERS NOT PRESENT**

Morgan Gieringer, Member  
Hope Morgan, Member

**GUESTS**

Ben Barlow, Texas State Library and Archives Commission  
Megan Carey, Texas State Library and Archives Commission  
Gina Cervantes, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Angela Ossar, Office of the Governor  
Nanette Pfiester, Texas State Library and Archives Commission  
Kay Steed, Employees Retirement System of Texas

**I. CALL TO ORDER**

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:02 p.m.

**II. APPROVAL OF THE MARCH 7, 2017 MINUTES**

The minutes to the Council meeting held March 7, 2017 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 March 7, 2017, as presented.

**III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITY RECORDS MANAGEMENT COMMITTEE**

- Ms. Sarah Jacobson of the Texas State Library and Archives Commission (TSLAC) updated the Council on the latest activities of the University Records Management Committee (URMC).
- Ms. Jacobson said the URMC anticipates the university records retention schedule will be finalized in late 2017 or early 2018.
- Ms. Jacobson noted that she has been the co-chair of the URMC for several years along with Ms. Maryrose Hightower-Coyle of The University of Texas at Austin. The URMC asked for volunteers to serve as chair or co-chair, and Mr. Jerry Sorrells of the Texas State Technical College (TSTC) volunteered. Mr. Sorrells has approximately 14 years of records management experience, Ms. Jacobson noted. TSLAC will still be involved with the URMC in a support role headed by Ms. Megan Carey, she added.
- Ms. Jacobson noted Mr. Sorrells is aware of the nine strategic initiatives recently identified by the URMC. The URMC will poll university records management officers and decide which of those strategic initiatives will be the next area of focus for the group.
- Ms. Hermesmeyer asked Ms. Jacobson if the URMC needed assistance from the Council. Ms. Jacobson noted the URMC will continue to look to the Council for guidance and support.

**IV. AGENDA ITEM 3 –STATE AGENCY RMO ANNUAL MEETING RECAP**

- Mr. Craig Kelso of TSLAC noted the State Agency Records Management Officer (RMO) meeting was held April 7. This was the first time the meeting was held during a legislative session, he added. Attendance was excellent, with 85 attendees representing more than 50 agencies at the meeting. Several universities from outside the Austin area sent attendees, he noted.
- Topics of discussion included the ongoing legislative session as well as the state electronic records rules, Mr. Kelso said.
- At the meeting, Ms. Jelain Chubb of TSLAC announced that the Texas Digital Archive (TDA) is now open to all state agencies. Agencies interested in adding records to the TDA should contact Ms. Chubb or Mr. Mark Myers of TSLAC, Mr. Kelso said.
- Other information presented at the meeting included a refresher course for how to add users to the TexLinx system, as well as the 2018 fee schedule.
- TSLAC intends to facilitate a new brown bag lunch series with agency records management officers, Mr. Kelso said. The brown bag lunches will give the group the chance to meet at least quarterly to exchange information and network, he said.

- At the April RMO meeting, Mr. Kelso noted that several of the smaller agencies attending the meeting got together and exchanged information. The group of smaller agencies contacted Ms. Carey about arranging a training session specifically for small agency RMOs.
- The last item on the meeting agenda was a discussion of the ongoing TSLAC sunset, Mr. Kelso said. The RMOs asked a large number of questions and provided feedback to TSLAC that will be used in the initial draft of TSLAC's self-evaluation, he added.
- Ms. Hermesmeyer noted it might be interesting to follow up with the small agency RMO group about their shared concerns and compare them to information from the State Agency Coordinating Committee (SACC) regarding larger agencies. Mr. Kelso noted a follow up with the small agency group might be appropriate after the training session.

**V. AGENDA ITEM 4 – UPDATE ON TSLAC SUNSET**

- Mr. Mark Smith indicated Assistant State Librarian Ms. Gloria Meraz is coordinating the sunset review process for TSLAC. The initial draft of the agency's self-evaluation report has been prepared, and TSLAC met with the Sunset Commission on June 5. TSLAC will meet with the Sunset Commission again in August. The self-evaluation report is due by the end of August, Mr. Smith noted. Feedback from the Council will be solicited, Mr. Smith indicated.
- Mr. Smith noted the state agency RMO meeting provided excellent feedback to TSLAC. One issue raised at the meeting was that TSLAC should focus on maximum rather than minimum time periods for records retention, he said. Mr. Kelso added that concerns were raised at the state agency RMO meeting regarding required training for RMOs as well. Other items identified by TSLAC during the self-evaluation included disposition of records from legislators. Some of those records are being transferred to regional historical resource depositories or other places rather than to the TDA.
- Ms. Hermesmeyer noted the Government Code, §441.203 charges the Council with duties relating to the government "blue pages". This provision is outdated, and she asked about plans for revising that statute. Mr. Smith agreed the provision was antiquated.
- Mr. Kelso noted the self-evaluation report is due by the end of August. Any recommendations should be provided by the end of July, he noted. Ms. Hermesmeyer noted any recommendations could be forwarded to her as the Council will not meet again until September.

**VI. AGENDA ITEM 5 – UPDATE ON 2017 e-RECORDS CONFERENCE**

- Ms. Nanette Pfiester of TSLAC said the date for the 2017 e-Records Conference is November 17, a Friday.
- TSLAC will have a conference call with the Department of Information Resources (DIR) in the next week to formalize the call for presentations for

the conference, she added. The conference will feature case studies and panel discussions as it has in previous years, and the call for presentations will be issued soon. The event will be held at the Pickle Center – the same venue as last year, she added.

**VII. AGENDA ITEM 6 – UPDATE ON TEIM TRAINING INITIATIVE**

- Ms. Pfiester noted the Texas Enterprise Information Management (TEIM) training initiative includes DIR and TSLAC as well as other agencies. The training utilizes a 10 segment knowledge wheel created by a data management group, she said. Short vignettes are being created for each segment of the wheel by the contractor, she added.
- TSLAC has offered the contractor use of images from the TSLAC collections for the project, Ms. Pfiester said.
- Mr. Smith asked about the timeline for the project. Ms. Napier indicated she has seen the first vignette already, and Ms. Pfiester added the project should be completed by the end of the fiscal year.

**VIII. AGENDA ITEM 7 – UPDATE ON THE STATE ELECTRONIC RECORDS RULES (SERR) PROJECT**

- Ms. Pfiester noted the State Electronic Records Rules (SERR) project has been a multi-year effort involving numerous stakeholders. TSLAC solicited informal comments from stakeholders regarding the project in the summer of 2016, she noted. The proposed rules were published in the May 26 issue of the *Texas Register*.

**IX. AGENDA ITEM 8 – DISCUSSION OF UPDATES TO EDUCATIONAL BROCHURES**

- Ms. Pfiester noted the Council’s educational materials were created in June of 2014. Updates such as including the new TSLAC logo on the brochures are needed, she said. Information about the Texas Digital Archive is not included in the materials and should be added as well. Additionally, any changes arising from the 85<sup>th</sup> Legislative Session will be included.
- Ms. Pfiester anticipates the draft version of the updated educational materials will be completed by the Council’s September meeting.

**X. AGENDA ITEM 9 – UPDATE ON THE 85<sup>TH</sup> LEGISLATURE**

- Approximately 6,000 bills were filed for the 85<sup>th</sup> Legislative Session, and 1,211 of those bills passed, Ms. Pfiester said. She highlighted four bills of interest to the Council that passed.
  - HB8 calls for a digital data storage study to be conducted to find out what agencies are storing and how well they are

- applying their retention schedules to the data being stored. TSLAC will work with DIR on the study, she said,
  - SB47 calls for the Office of Court Administration to study local records regarding misdemeanors. TSLAC will offer retention schedule and other information regarding the records being studied, she said.
  - SB79 updates the Public Information Act to allow “governmental bodies” to direct requestors to a specific URL for requested information. Previously, only “political subdivisions” were allowed to provide information in this manner.
  - SB706 abolishes the Council on Competitive Government (CCG) and transfers its functions to the Comptroller of Public Accounts effective September 1, 2017. The digital imaging contract previously administered by the CCG will be transferred to DIR and may be re-bid, Ms. Pfiester said. Other CCG contracts such as the secure document destruction contract may be administered by the Comptroller of Public Accounts, she noted.
- Ms. Napier noted the First Called Session begins on July 18. Ms. Pfiester noted the session could last as long as 30 days. Ms. Napier indicated the special session call includes Sunset legislation for five agencies as well as an additional 19 items to be taken up after the Sunset legislation.
- Mr. Smith noted that TSLAC received authorization from the legislature for an additional two analyst positions. The additional analysts bring the total number to eight plus the supervisor, Mr. Smith noted.

**XI. AGENDA ITEM 10 – DISCUSSION OF STRATEGIC DIRECTION FOR RMICC FOR NEXT BIENNIUM**

- Ms. Hermesmeier noted the Council discussed the strategic direction for the next biennium at the December and March Council meetings. With a special session being called, the Council may want to wait until the September meeting to finalize the strategic direction, she said.
- Ms. Hermesmeier noted ideas for the strategic direction that had been suggested at prior meetings:
  - continued Council support for the URMIC, the Electronic Records Review Panel (ERRP), the SACC Records Management Subcommittee, and the e-Records conference.
  - provide guidance, standards or best practices for initiatives regarding metadata standards, a digital storage study, content management, data sharing, the future of digital government, and guidelines for records management from a technology perspective.

- Ms. Hermesmeier asked the Council for other suggestions, and asked if the September meeting was an acceptable timeframe to finalize the strategic direction. Mr. Quick noted the September meeting was appropriate because of the upcoming special session.
- Ms. Hermesmeier asked the Council to think about ways to make the ideas into a specific, manageable direction. She asked the Council to consider what items would make the ideas manageable. Mr. Smith asked if there was information the Council needed to help narrow the scope of the ideas into a specific direction. He indicated several TSLAC staff members might be able to provide information on metadata standards, for example.
- Ms. Napier suggested the Council might want to hold a work session dedicated to discussing the proposed strategic direction in more depth. Ms. Hermesmeier asked the Council if holding such a session in August would be beneficial. Mr. Quick suggested the work session be held in late August due to the special session.

## **XII. OTHER BUSINESS**

- Ms. Napier noted there is now a mobile-friendly version of the Capitol Complex directory. The directory can be searched in a variety of ways and includes map information, she said. Additionally, users may dial directly from the search results in the new version. The new version is updated daily and may be used on a desktop as well, she said.

## **XIII. PUBLIC COMMENT**

No public comment.

In the absence of any further business, the meeting stood adjourned at 2:55 p.m.

  
Margaret Hermesmeier  
RMCC Chair