

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 4, 2019

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 4, 2019, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Todd Kimbriel, Chair
April Norris, Vice-Chair
Dawn Crane, Member
Jill Ledbetter (representing Vincent Houston), Member
Gloria Meraz (representing Mark Smith), Member
Michael Reagor, Member

MEMBERS NOT PRESENT

Jeff Peden, Member

GUESTS

Jenny Alexander, Texas Health and Human Services
Joslyn Caesar, Texas State Library and Archives Commission
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
William Fish, Texas Legislative Services
Maria Freed, Texas State Library and Archives Commission
Andrew Glass, Texas State Library and Archives Commission
Priscila Hernandez, Office of the Attorney General
Sarah Jacobson, Texas State Library and Archives Commission
Julie Johnson, Capital Metropolitan Transportation Authority
Craig Kelso, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, Office of the Governor
Erica Siegrist, Texas State Library and Archives Commission
Jerry Sorrells, Texas State Technical College System

I. CALL TO ORDER

A quorum being present, Chair Todd Kimbriel called the meeting to order at 2:01 p.m.

II. APPROVAL OF THE MARCH 5, 2019 MINUTES

The minutes to the Council meeting held March 5, 2019 were approved as follows:

MOTION made by Ms. April Norris, seconded by Ms. Gloria Meraz, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 5, 2019, as presented.

III. AGENDA ITEM 2 – INTRODUCTION OF NEW TSLAC ANALYSTS

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TLAC) introduced three new analysts recently hired at TSLAC. Ms. Maria Freed and Ms. Erica Siegrist joined TSLAC in April. Ms. Jocelyn Casesar joined TSLAC May 20. One analyst left TSLAC on May 31, Mr. Kelso noted. He anticipates hiring a new analyst to fill the vacancy by September.

IV. AGENDA ITEM 3 –STATE RECORDS CENTER EXPANSION UPDATE

- Mr. Kelso updated the Council on the expansion of the state records center. During the 86th Legislature, TSLAC did not receive approval of the funding for the expansion of the state records center, he said. A rider was added to legislation asking TSLAC to do a study of other locations outside of the downtown Austin area as sites for future expansion. The report on the study is due by December 1, 2019, he added.
- SB500 did award an additional \$4.4 million in funds for renovation of the Promontory Point Drive location to store public records, Mr. Kelso said. TSLAC is working with the Texas Facilities Commission, but the bill has not been signed yet, he added. Renovation of the Promontory Point location will help with storage needs for the next three to five years, Mr. Kelso said. Without the additional space of the Promontory Point location, Mr. Kelso anticipated being unable to take in more records after August of this year.
- Mr. Kimbriel asked about the strategy for the study requested by the legislature. Ms. Meraz noted a similar study had been done three years ago, so much of the preliminary work has been done. Information will need to be updated from the last study, and additional locations will need to be included, she said. When the study was done three years ago, Mr. Kelso noted a large complex in San Antonio was mentioned as a possible site. Ms. Meraz noted that legislators have reached out to agency records management officers (RMOs) inquiring about expected turnaround times for accessing records stored offsite. She noted that distance as well as cost is a factor for choosing locations.

V. AGENDA ITEM 4 – APRIL 26, 2019 STATE RMO MEETING UPDATE

- Mr. Kelso noted there were 65 attendees representing 45 different state agencies and universities at the April RMO meeting. Attendees came from as far away as Beaumont to attend, he said.
- Items discussed were available training as well as the TSLAC online RMO forum. The forum provides a place for RMOs to ask questions of

other RMOs and share information. Ms. Erica Wilson-Lang of TSLAC runs the site, Mr. Kelso said. The focus of the forum is primarily state agency RMOs, he added. TSLAC occasionally posts a question or answers a question if it is specifically regarding TSLAC, but the forum is meant to be a collaborative site for state agency RMOs, Mr. Kelso said. Posting is open, but posts can be removed if they violate TSLAC policies.

- During the meeting, there was a breakout networking session. Attendees scatter throughout the room and meet each other, Mr. Kelso said. There were three breakout groups this year – one group focusing on university records retention, one focusing on the Centralized Accounting and Payroll/Personnel System for Texas (CAPPS), and one group that was a free-for-all discussion. The ongoing legislative session was discussed at the meeting as well, Mr. Kelso added.
- The meeting was held on the Department of Public Safety campus on Lamar Boulevard, Mr. Kelso said. The location will hold up to 140 people and will more than likely be the site of next year’s meeting as well, he added. Ms. Norris added that the room had excellent technical resources for the meeting.
- Mr. Kimbriel asked if the members of the Council would be invited to attend next year. Ms. Norris, Ms. Crane and Ms. Meraz attended this year, Mr. Kelso noted. Mr. Kelso added that a presentation from the Council might be a welcome addition to next year’s meeting.

VI. AGENDA ITEM 5 – UPDATE ON HB1962: TSLAC SUNSET LEGISLATION

- Ms. Meraz noted that HB1962 passed, reauthorizing TSLAC for 12 more years. The bill authorizes TSLAC to advertise services as well as sell some replicas of archivable materials for educational purposes, she said. Other items addressed in the bill included changes to legislative records. After the veto period has passed, TSLAC will move forward with analyzing and implementing the changes, she noted. Other items addressed in the bill included changes to local records retention as well as ongoing updates to the state records retention schedule, Ms. Meraz noted. Additional training and support for state agencies regarding records retention is encouraged, she added.
- Mr. Kimbriel asked if Council support was needed for any of the items included in the bill. Ms. Meraz referred to the study of records center expansion sites. She noted that questions arose about digitization of materials versus storage, and noted some legislators are unfamiliar with the distinctions between current records and archivable records, for example. Efficiency with space is important, but clear expectations regarding the growth of digitization are important as well, she added. Digitization will continue to grow, but paper records will always exist, she noted. Long-term digital storage as well as physical storage needs to be addressed in the study, she said.

VII. AGENDA ITEM 6 – UPDATE ON TSLAC’S UNIVERSITY RECORDS RETENTION SCHEDULE (URRS)

- Ms. Sarah Jacobson of TSLAC noted the draft university records retention schedule was approved by TSLAC at the Commission’s April meeting. The draft schedule will be published in the *Texas Register* after review by the Governor’s office. Adoption of the schedule is anticipated at the Commission’s August meeting, Ms. Jacobson added.

VIII. AGENDA ITEM 7 – UPDATE ON TSLAC’S STATE RECORDS RETENTION SCHEDULE (RRS)

- Ms. Jacobson noted a workgroup has been formed to address updating the state records retention schedule. The workgroup will follow a similar plan as that used to update the URRS, she noted. An online program will allow workgroup members to login and post comments, and the program allows tracking of those comments as well, she added. The workgroup will meet every other week through September, and hopes to present the draft schedule to the Commission in the fall. Adoption of the draft schedule is anticipated at the Commission’s April 2020 meeting, Ms. Jacobson said.

IX. AGENDA ITEM 8 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC updated the Council on the Texas Digital Archive (TDA). Recently, about 2TB of data were received from the Texas Department of Agriculture, he noted. The Texas Commission on Environmental Quality (TCEQ) has contacted the TDA recently as well about archiving the TCEQ website. The TCEQ is changing content management systems, he noted, and wanted to ensure the new system captures content as needed.
- More agencies are submitting items such as meeting minutes and annual reports, Mr. Myers noted.
- More 16mm film is being digitized as well. These are films that are beginning to show signs of vinegar syndrome, he said. Such deterioration means the films are being digitized as much for preservation as they are for access, he added. The films include material from the Texas Department of Public Safety as well as the Texas Department of Agriculture. Digitizing film results in very large files, Mr. Myers noted. One 30-minute film is about 80,000 individual .tif images that combined are about 200GB in size.
- Recordings from the Texas House of Representatives are being added to the TDA as well. These recordings have less metadata included than the recordings from the Texas Senate already included in the TDA, he noted. Several tools to create transcripts of the recordings are being evaluated, Mr. Myers said.
- Additional work is being done with the correspondence tracking system database for the records of Governor Perry. The interface for the system is fragile, so different ways of extracting the information from the database are

being explored, Mr. Myers said. All of these records need to be reviewed for personally identifiable information before the records are made public as well.

- Some of the digital images received from the Governor's office also include embedded metadata that needs to be extracted so it may be searched in the TDA, Mr. Myers noted. Extracting the embedded metadata is part of a project by a student from The University of Texas School of Information, he added.
- Additional ways of capturing information from Governor Perry's social media accounts are being explored as well, Mr. Myers said.

X. AGENDA ITEM 9 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Jenny Alexander of Texas Health and Human Services updated the Council on the State Agency Coordinating Committee (SACC) Records Management Subcommittee. Ms. Alexander noted the subcommittee has been primarily focused on reviewing legislation from the 86th session for the past few months. At the May SACC meeting, the subcommittee was asked to bring a list of what legislation that might have the greatest impact. Many of the bills the subcommittee was tracking did not pass, she noted.
- She noted that SB65, concerning contracting requirements, did pass. The bill requires that any contracting records that were born electronic stay electronic. Records may be printed but must continue to be maintained electronically as well. The bill also specifies what items are included in a procurement record, and requires agencies to use the checklist from the Comptroller of Public Accounts. This makes it easy for contracting records to be specified in retention schedules, she noted.
- SB944 defines "temporary custodian" as a current or former officer or employee of an agency who created or received public information that they did not provide to the agency's public information officer. The bill covers privately owned devices as well. This bill will affect records inventory efforts and could require that state records stored on a private device be identified on disposition logs. Demonstrating compliance could be difficult, she noted.
- HB1784 did not pass, she said. The bill would have required mandatory annual records management training for all state agencies.
- Immediate plans for the subcommittee include evaluating legislation that passed and providing information about possible impacts to SACC to be distributed to member agencies.
- Several new RMOs attended the last subcommittee meeting. The subcommittee continues to evaluate its mission and vision statements, she added.
- Although HB1784 did not pass, evaluation of the bill led to many conversations about the vital role of records management training for state agencies. The subcommittee anticipates sharing training materials and other information with TSLAC in order to develop training modules for state agencies. TSLAC provides excellent basic records management training, she noted, but each agency has different needs. The subcommittee might be able to provide more

specialized information to individual agencies, she noted. The subcommittee will look at how to better support more robust records management training.

- Mr. Kimbriel noted that the focus of SACC is to provide coordination between agencies. SACC has a broader impact than RMICC, he noted. Creation of the subcommittee was to give a broader distribution avenue for records management concerns, he added. Cooperation between the subcommittee and TSLAC should be strongly encouraged, he added. Ms. Alexander said coordination with the Midsize Agency Coordinating Council (MACC) had been discussed as well.

XI. AGENDA ITEM 10 – UPDATE ON 86TH LEGISLATURE

- Mr. Joshua Clark updated the Council on the 86th Legislative Session. He noted that while the session itself was over, the veto period was not. A special session did not look likely to occur, he added. More than 7,300 bills were filed this session, a larger number than the 85th session. TSLAC tracked about 200 bills affecting records management, including more than 80 that would affect state agencies. Approximately 20 of the tracked bills passed and either have been signed or are awaiting the governor’s signature, he added.
- HB1784 did not pass, as Ms. Alexander noted. HB318 and SB838 both concerned the internet broadcast of open meetings but did not pass. HB2476, which encouraged state agencies to explore alternate methods of sending and receiving information, also did not pass. Some elements of the bill were included in other legislation.
- SB127 concerned contracts but did not pass. Much of the information in the bill was included in SB65, which passed but is awaiting the governor’s signature. SB944 is awaiting signature as well, he noted.
- HB2110 relates to a customer satisfaction survey. The bill passed, but requirements for a “dashboard” to allow the Governor’s office to review the data were removed from the bill. The dashboard requirement might have been financially burdensome for small agencies, he noted.
- SB819 directs the Department of Information Resources (DIR) to produce a digital transformation guide. The guide would assist state agencies with converting to electronic processes and data. This includes paper records and forms. TSLAC will assist DIR with the guide as needed. The bill requires agencies to prioritize using the open data portal as well, Mr. Myers added.

XII. AGENDA ITEM 11 – 2019 e-RECORDS CONFERENCE UPDATE

- The 2019 e-Records Conference will be held Friday, November 15th at the Commons Conference Center, Mr. Myers noted. This year’s theme is “Better Together in a Digital World: Security and Retention”. A list of suggested topics is being finalized and a call for presentations will be issued soon, he said. Two groups who presented at the conference in the past have approached conference organizers for inclusion again this year, he added. The SACC Records

Management Subcommittee panel discussion was very well received last year and will more than likely be included this year as well, he noted.

XIII. AGENDA ITEM 12 – UPDATE FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

- Mr. Jerry Sorrells of Texas State Technical College updated the Council on the Universities Records Management Committee (URMC).
- Mr. Sorrells noted the breakout networking session for university records managers at the April 26 RMO meeting was useful. Participants were excited about the opportunity to take on new projects after the success of the university records management schedule project several years ago.
- The URMC has compiled a list of their top five priorities. RMOs indicate their top concerns are email and social media management as well as digital archiving. Those three areas need the most assistance, according to RMOs.
- The URMC presented a list of the top five proposed directions for the URMC in the future. The URMC asked the Council for guidance and input regarding the list. Mr. Sorrells noted all five of the proposed directions – coordination of records management requirements, requirements for electronically stored information, email management, social media management, and digital archives – all had been discussed during the Council meeting.
- Mr. Sorrells noted the RMO forum on the TSLAC website was a very useful tool to help agencies collaborate and ask questions. He noted many smaller agencies do not have the records management resources of their larger counterparts. The forum allows agencies to pose questions and receive answers quickly.
- The URMC asked for Council input on which of the proposed directions would be most impactful. He also asked the Council to let the URMC know if there were areas of concern not included on the list. Mr. Kimbriel asked if the URMC has a specific request for ways the Council could be of assistance regarding the proposed directions. Mr. Sorrells noted that email management is a concern for every agency, and that proposed direction might be a good item for the URMC to focus on. Mr. Sorrells noted that while each agency has individual policies regarding email retention, some standardization across agencies could be beneficial. Public information requests are made more complicated when appropriate retention policies are not implemented or followed, he noted.
- Mr. Kimbriel noted a subcommittee or workgroup focused on creating best practices for email management could be formed. Those best practices could be included in the Council’s biennial report. Mr. Sorrells noted such best practices would be especially helpful for smaller agencies. Ms. Meraz noted such best practices might be a useful tool for records managers to use to convince employees to dispose of information in a timely manner.
- Mr. Kimbriel asked if TSLAC would develop administrative rules concerning email management. Ms. Meraz indicated best practices might be more useful and better received as each agency is different. Ms. Norris noted the information might be presented in an organizational perspective such as the

ARMA International information governance maturity model. Use of such a recognized model brings legitimacy to the recommendations.

- Ms. Meraz noted there are many ways to incentivize agencies to better performance in records management. Creating best practices is a way to move agencies in the right direction towards workable goals.
- Mr. Kimbriel noted email management best practices might be a topic of discussion for the SACC Record Management Subcommittee as well.

XIV. AGENDA ITEM 13 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITION – SECOND IRM SEAT

- Mr. Kimbriel will reach out to Ms. Marg Knox of the Information Technology Council for Higher Education (ITCHE) for possible candidates to fill the open Council seat. Ms. Knox will present the opening at the next quarterly ITCHE meeting. ITCHE is made up of representatives from the six public Texas Higher education systems as well as the four public independent universities, Mr. Kimbriel noted.
- Additionally, Mr. Kimbriel reached out to Ms. Joy Hall Bryant of DIR regarding other candidates as Ms. Bryant is the IRM coordinator for DIR. Ms. Bryant identified five IRMs who regularly attend the e-Records conference as well as two others who might be interested as well. Additionally, Mr. Kimbriel noted the new IRM at the Texas Juvenile Justice Department might be interested.
- Ms. Norris asked about the process for inviting an IRM to become a member of the Council, and noted the IRM must be from an agency in the executive branch. Mr. Kimbriel noted he will extend the offer as the chair of the Council, and will bring the results to the Council for approval.

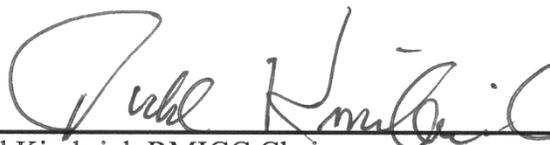
XV. OTHER BUSINESS

- No other business.

XVI. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:03 p.m.



Todd Kimbriel, RMICC Chair