

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 2, 2020

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 2, 2020, by teleconference.

MEMBERS PRESENT

April Norris, Acting Chair
Christi Brisky, Member
Nicholas Cooper (representing Vincent Houston), Member
Dawn Crane, Member
Brandon Harris, Member
Michael Reagor, Member
Linda Reynolds, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Jeff Peden, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Texas State Library and Archives Commission
Jennifer Follen, Office of the Attorney General of Texas
Andrew Glass, Texas State Library and Archives Commission
Sarah Hendricks, Texas Department of Public Safety
Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Texas Secretary of State
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, Office of the Governor

I. CALL TO ORDER

A quorum being present, Acting Chair April Norris called the meeting to order at 2:05 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE MARCH 3, 2020 MINUTES

The minutes to the Council meeting held March 3, 2020 were approved as follows:

Ms. Norris identified a typographical error on page eight of the meeting minutes.

MOTION made by Mr. Mark Smith, seconded by Ms. Dawn Crane, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 3, 2020, as corrected.

III. AGENDA ITEM 2 – DISCUSSION OF CHANGES TO COUNCIL MEMBERSHIP AND UPCOMING OFFICER ELECTIONS

- Ms. Jill S. Ledbetter of the Texas Secretary of State (SOS) noted that Ms. Christi Brisky is the new Council representative from the Department of Information Resources (DIR). Ms. Brisky replaces Mr. Todd Kimbriel, who retired from DIR in May, Ms. Ledbetter noted. Mr. Kimbriel was serving as the Council’s chair at the time of his retirement, she added.
- Ms. Ledbetter noted Mr. Kimbriel’s departure leaves the Council without a chair. Ms. Norris is willing to serve as interim chair until the Council holds elections at its December meeting, Ms. Ledbetter noted. Ms. Norris is the current vice chair of the Council. Additionally, Mr. Houston is willing to serve as interim vice chair until the December elections, Ms. Ledbetter said.
 - **MOTION** made by Ms. Dawn Crane, seconded by Mr. Brandon Harris, and carried unanimously to accept Ms. April Norris as interim chair for the Council until the December election.
 - **MOTION** made by Mr. Mark Smith, seconded by Ms. Linda Reynolds, and carried unanimously to accept Mr. Vincent Houston as interim vice chair for the Council until the December election.
- Ms. Norris asked the Council if a certificate of appreciation should be prepared and presented to Mr. Kimbriel. She noted this has been done for other Council members in the past upon their resignation or retirement. Ms. Norris noted Mr. Kimbriel joined the Council in 2013. Ms. Norris indicated she would be willing to draft such a certificate and forward it to Mr. Kimbriel.
 - **MOTION** made by Ms. Christi Brisky, seconded by Ms. Dawn Crane, and carried unanimously to draft a certificate of appreciation for Mr. Todd Kimbriel and forward it to him.
- Ms. Norris indicated she would distribute the certificate to the members when it was completed.

IV. AGENDA ITEM 3- STATE RECORDS CENTER UPDATE

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) updated the Council on the State Records Center.
- Mr. Kelso noted that the State Records Center (SRC) is deemed an essential function of the state. He noted many of the SRC staff have been teleworking during the current pandemic situation, but there has been no interruption of service at the SRC. The SRC staff have adapted operations as needed, and have had time to work on some long-term projects as well. Activity at the SRC (including accession and destruction of records) has decreased about 70 percent

in April and about 65 percent in May, Mr. Kelso noted. He anticipates an increase in activity as agencies begin to move staff back into their offices moving forward. The SRC is currently houses about 351,000 boxes, and will be at full capacity when 20,000 – 30,000 more are received.

- Mr. Kelso noted that safety measures have been enacted in response to the pandemic for staff members working at the SRC, and staff members alternate working from home and working at the SRC. Staff members have been moved around the building to increase social distancing as well, he noted. Ms. Norris noted her office has needed services from the SRC during the pandemic, and she complimented SRC staff for being very flexible and service-oriented. Mr. Kelso noted the SRC has been scheduling pickup and delivery services to coordinate with telework schedules for customers as well.

V. AGENDA ITEM 4- UPDATE ON PROGRESS WITH PROMONTORY POINT LOCATION

- Mr. Kelso noted that the work needed at the Promontory Point location is still continuing in spite of the current pandemic situation. Demolition should be beginning at the location, as the contractor was given the approval to proceed by the Texas Facilities Commission (TFC) on June 1.
- After the remodeling is done at the location, there will be storage space for 80,000 boxes, up from the initial estimate of 70,000 boxes. Additionally, there will be a media vault for disaster recovery included at the location. This allows for media storage for disaster recovery that is more than five miles away from the Capitol Complex, Mr. Kelso said. The location is approximately 7.5 miles from the Capitol Complex, and about 12-14 miles from state agencies located on the north side of Austin.
- Mr. Kelso said he expects work on the Promontory Point location to be completed in January of 2021. At that time, shelving in the facility will be installed, and the facility will be in use by late in the second quarter or early in the third quarter of 2021.

VI. AGENDA ITEM 5 – UPDATE ON STATE RECORDS RETENTION SCHEDULE APPROVAL

- Ms. Megan Carey of TSLAC noted the fifth edition of the state records retention schedule was approved by TSLAC in April and became effective May 10. The new edition is the culmination of approximately one year of work, she said.
- Most of the changes to the schedule simplify the schedule and help agencies simplify their own schedules as well, Ms. Carey noted. She added that it's important to note that agencies may create their own schedule as they see fit, as long as it meets the minimum retention requirements.
- To help agencies make changes to their schedules, TSLAC has developed a pre-filled SLR 122 form. The new form was emailed to all

state agency records management officers, she said. Questions about the form or changes to agency retention schedules should be directed to the TSLAC analyst assigned to the individual agency, Ms. Carey said.

- Ms. Carey noted the excellent work of TSLAC analyst Erica Siegrist on the records retention schedule update. Ms. Siegrist reviewed and implemented over 400 public comments received regarding proposed changes to the schedule. Ms. Carey noted the entire TSLAC records management team has been able to make the required procedural and documentation changes to implement the new schedule even while teleworking during the current pandemic situation. Mr. Smith extended his appreciation to Ms. Carey and the rest of the team involved in the schedule update. He noted the changes were implemented six months earlier than expected, in spite of the ongoing telework situation in response to the pandemic.
- Mr. Smith also noted that TSLAC appreciate all of the many comments received from state agencies regarding the updates to the schedule. Ms. Norris noted TSLAC's ability to reach out and engage with the records management community encouraged agencies to comment on the proposed changes to the schedule. Mr. Smith noted the importance of the feedback received from agencies.

VII. AGENDA ITEM 6 – TSLAC RECORDS MANAGEMENT EDUCATION AND TRAINING

- Ms. Carey noted TSLAC is unable to hold in-person training at this time due to the ongoing pandemic situation. As the situation evolves, TSLAC will keep agencies informed if in-person training becomes available. Currently, the agency is focusing on providing training through online webinars. Some webinars have been re-recorded and updated since the agency put in-person training on hold, she noted. Some information is being made available in different electronic formats on the agency website as well, Ms. Carey noted.
- “Disposition 101” will be added to the TSLAC website soon as a pre-recorded webinar. In the future, TSAC may present this information as a live webinar as well, Ms. Carey said. An email management training webinar is being developed as well.
- TSLAC is exploring videoconference options for presenting training moving forward, she noted. Ms. Norris asked if the training information will be available on the TSLAC YouTube channel. Ms. Carey noted the training information will be presented in a central location on the agency website, but the location will link to the agency YouTube channel as appropriate.

VIII. AGENDA ITEM 7 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC noted the Texas Digital Archive (TDA) is currently undergoing the rebid process as required by state law. The original contract for the TDA was secured in January 2015, and the public access portal to the TDA

went live on the internet in May of 2015, he noted. Currently, the TDA houses 61.5 terabytes of information, Mr. Myers added. On the TDA homepage, there is a counter that updates the number of individual records included in the TDA.

- Current projects within the TDA include re-ingesting some of the .pst files from the Governor Rick Perry administration records to fix some problems found with the records. Additionally, the work to add the Texas Department of Transportation (TXDOT) real property records to the TDA continues. This project involves digitizing paper records and providing TXDOT with digital copies of the records as well. This will be a multi-year project, Mr. Myers said, and about 1 terabyte of information is being created per month. Mr. Myers noted that TXDOT was recently the target of a ransomware attack. The files created as part of this project were backed up in the TDA and could be released to TXDOT again if needed, he added.
- Other TDA projects include digitization of Supreme Court case files. This is also a long-term project, Mr. Myers noted. Files currently being digitized are from the late 1800s, he added.
- Other recent additions to the TDA include TXDOT tourism development slides and transparencies from 1964 through 1967. This information is a large collection, and just a sampling of the information has been included thus far, he said.
- Additionally, some minutes from Health and Human Services advisory committees have been added to the TDA. This is part of a pilot project to test how to ingest common data transfers like meeting minutes from individual agencies into the TDA. This type of information generally requires minimal processing and can be quickly added to the TDA, Mr. Myers said.
- TSLAC will be updating the TDA website to make it more visually appealing, Mr. Myers said. The TDA will receive a new logo and new designs for individual web pages.
- The TSLAC digitization lab has expanded capacity to digitize audio and video materials, Mr. Myers noted. The lab is digitizing more 16mm film, audio tapes and video tapes, he added. Many of these types of materials held by TSLAC are being digitized to ensure preservation of the material, Mr. Myers said.
- Mr. Myers said the vendor that maintains the TDA also maintains similar websites for approximately 30 other state archives. Texas is the largest state government collection maintained by the vendor.
- Mr. Smith complimented Mr. Myers on the work Mr. Myers and his team have accomplished regarding the TDA. Mr. Smith added that the work in the digitization lab is interesting, and invited the Council to tour the lab when circumstances permit.

IX. AGENDA ITEM 8 – UNIVERSITY RECORDS MANAGEMENT COMMITTEE UPDATE

- Mr. Kelso noted the chair of the University Records Management Committee (URMC), Mr. Jerry Sorrells, left his position at Texas State Technical College and is no longer available to chair the committee.

- Ms. Norris asked if there were any recommendations for an individual to replace Mr. Sorrells as chair. Ms. Carey noted she had reached out to TSLAC analysts who work with universities for recommendations. Ms. Carey noted no individuals were immediately recommended. Ms. Carey said a list of all university records management officers could be provided to the Council to assist the Council in selecting a new chair for the committee.
- Ms. Norris asked Ms. Carey to provide a roster of the current members of the committee. Ms. Norris indicated that perhaps a current member of the committee would be interested in assuming the role as chair. Ms. Norris asked if any Council members had recommendations as well. Ms. Reynolds asked if an individual needed to be a records management officer (RMO) to chair the committee. Ms. Ledbetter noted an individual did not need to be an RMO to chair the committee. Mr. Kelso added that the core of the committee has been 10 university archivists and RMOs who worked on creating the university records retention schedule (URRS). Not all of the committee members are RMOs, he noted.
- Ms. Norris asked what projects the committee had been working on since the completion of the URRS. Ms. Carey indicated the committee was considering new objectives but had not yet focused on a specific project following the completion of the URRS.
- Ms. Norris noted that the URMC was implemented to focus on creation of the URRS. As that objective has been achieved, Ms. Norris asked if the committee needs to be continued at this time. Mr. Kelso noted the committee had listed other objectives to focus on after completion of the URRS in a prior Council biennial report, but the creation of the URRS took longer than expected. Ms. Norris asked when the URRS was completed. Ms. Carey noted it was approved in May of 2019.
- Ms. Norris asked the Council for input regarding the subcommittee. She noted the additional objectives previously identified could be reviewed before the next Council meeting. At the next meeting, the Council could discuss objectives for the committee in the future.

X. AGENDA ITEM 9 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS) updated the Council on the activities of the State Agency Coordinating Committee (SACC) Records Management Subcommittee. She noted the subcommittee did not meet in March due to the pandemic situation. In April, the subcommittee held a meeting by teleconference. The April meeting included a presentation from DIR regarding HB3834 (86th Session). HB3834 concerns cybersecurity training certification, Ms. Hendricks noted. She added that the presentation was enlightening and informative for the subcommittee members.
- At the subcommittee's May meeting, the subcommittee reviewed their mission and vision statements. That review will continue later this year, Ms. Hendricks noted. Additionally, Ms. Hendricks noted the subcommittee may update their

bylaws. Currently, the subcommittee's bylaws call for an annual report to be submitted to SACC. Ms. Hendricks noted it is difficult for the subcommittee to produce an annual report in legislative session years. The subcommittee may update the bylaws to require a biennial report in non-legislative years. The report lists activities completed in the past year as well as future objectives, she noted.

- The subcommittee plans to monitor legislative actions in 2021. Additionally, the subcommittee plans to have a continued presence at the annual e-Records conference. As subcommittee members, both Ms. Hendricks and Ms. Jenny Alexander of Texas Health and Human Service (HHS) have participated as panelists at the conference, Ms. Hendricks noted. Ms. Hendricks and Ms. Alexander have encouraged other subcommittee members to participate in this manner as well.
- When the subcommittee was created, the subcommittee distributed a survey to find out the top records management challenges faced by state agencies. The subcommittee intends to create education resources relating to those topics identified as challenges. These educational resources could include checklists for RMOs and similar material, she noted. Creation of these educational resources will be the focus for the subcommittee for the remainder of 2020, Ms. Hendricks noted.
- Ms. Norris noted the subcommittee had provided the Council with a copy of their 2020 annual report. Ms. Norris asked if the subcommittee wanted feedback from the Council concerning the report. Ms. Hendricks noted that feedback from the Council was welcome, but the report had been provided for informational purposes only. Ms. Hendricks noted the report was due to have been submitted to SACC in May, but the May SACC meeting had been cancelled. She anticipated the report would be submitted to SACC the next time SACC meets. Ms. Hendricks anticipates the next SACC meeting may be in July, so any feedback on the report should be submitted to Ms. Alexander as soon as possible.
- Ms. Norris noted she currently represents the Council on the subcommittee. She indicated she is willing to continue to serving as the representative through December, and encouraged other Council members to attend the subcommittee meetings as well.

XI. AGENDA ITEM 10 – e-RECORDS CONFERENCE 2020

- Mr. Joshua Clark of TSLAC noted the in-person e-Records conference scheduled for November 20 has been cancelled due to the pandemic. Mr. Clark noted several options are being explored to allowed the conference to be held online. Online options may be a one-day conference on November 20, or maybe spread out over several days, Mr. Clark said. As TSLAC had not held the conference online in the past, DIR is assisting with the planning. DIR has a vast range of experience with online meetings, Mr. Clark noted.

- TSLAC will send out updated conference details through the Texas Record blog and may reach out to previous e-Records attendees and participants by email as well, Mr. Clark noted.

XII. AGENDA ITEM 11 – REQUIRED REPORTS PROJECT UPDATE

- Mr. Clark noted the assessment of required reports was sent out to agencies on May 18. The assessment is due back to TSLAC on August 14. He noted the deadline for completion of the assessment had been extended due to the current pandemic situation. The required reports information is due to the Legislative Budget Board by September 1, Mr. Clark added. Any questions on the assessment should be directed to Mr. Clark, he said.

XIII. AGENDA ITEM 12 – DISCUSSION OF RMICC WEBSITE

- Ms. Norris noted that Ms. Crane volunteered to take over the website project at the last Council meeting. Mr. Peden and Mr. Smith also offered their assistance with the website project at the last meeting.
- Ms. Crane noted she will reach out to DIR for information about available hosting options DIR might provide, as well as any restrictions or other pertinent information. Ms. Crane will report what she finds out to the Council at the next Council meeting. Ms. Crane asked the Council if there were any specific questions she should ask of DIR.
- Ms. Norris noted that Mr. Kimbriel served as the Council’s contact with DIR in the past. Ms. Brisky is willing to do so in the future, Ms. Norris noted. Ms. Brisky is willing to assist the website project team as needed, she added. Ms. Norris will provide Ms. Crane with any information Mr. Kimbriel has provided for the project as well.

XIV. AGENDA ITEM 13 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Norris noted she has reviewed the Council’s previous biennial reports, and asked for Council input on the process to create and approve the biennial report this year. In the past, TSLAC as well as the Council’s committees and subcommittees have contributed to specific sections of the report, she added.
- In the past, the draft of the report has been submitted to Council members in August, and voted on at the September meeting. The report needs to be completed and submitted by November 1, Ms. Norris indicated.
- Ms. Norris asked Council members for recommendations on drafting the report, as she has not participated in the project in the past. Mr. Kelso indicated that Mr. Houston helped draft the last report. Ms. Norris indicated she will reach out to Mr. Houston for information, and Mr. Smith offered his assistance as well. Ms. Reynolds indicated she will assist with either the biennial report or the website project as needed. Mr. Harris offered his assistance with proofreading the draft report as well.

XV. OTHER BUSINESS

- Mr. Kelso introduced Mr. Brady Cox. Mr. Cox is a new analyst at TSLAC. Mr. Cox joined TSLAC on May 15. Mr. Kelso noted that TSLAC has extended an employment offer to another analyst as well, bringing the total number of analysts to eight when that position is filled.

XVI. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:20 p.m.

DocuSigned by:
April Norris
AE3597553E2742A...

April Norris, RMICC Acting Chair