

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 7, 2023

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 7, 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
Christi Brisky, Member
Dawn Crane, Member
Brandon Harris, Member
Vincent Houston, Member
Jeff Peden, Member
Michael Reagor, Member

MEMBERS NOT PRESENT

Linda Reynolds, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Izamar Collins, Employees Retirement System of Texas
Andrew Glass, Employees Retirement System of Texas
Talj Harper, Texas Department of Family and Protective Services
Sarah Hendricks, Texas Department of Public Safety
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, The University of Texas System
Roy Philips, Railroad Commission of Texas
Ray Young, Railroad Commission of Texas
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 2:01 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE DECEMBER 6, 2022 MINUTES

- Andrew Glass noted the draft minutes listed his agency name incorrectly. Glass works for the Employees Retirement System of Texas, not the Texas State Library and Archives Commission (TSLAC).

- The minutes to the Council meeting held December 6, 2022, were approved as follows:
 - **MOTION** made by Jeff Peden, seconded by Craig Kelso, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 6, 2022, as corrected.

III. AGENDA ITEM 2 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council on recent activities at the Texas Digital Archive (TDA). He said the TDA is seeking records from more state agencies. Records from nine of the 25 Texas Department of Transportation districts have been digitized, and the TDA is now working on records from the Childress district.
- Myers said that more records from the Office of the Attorney General (OAG) have been received as well. He added that there is a slight delay from receipt of records to inclusion in the TDA, as archivists must create finding aids and other items for the records. He noted that meeting minutes are the most common type of records received from agencies. Myers is the individual responsible for creating finding aids and other resources for meeting minutes at this time.
- Other publications being added to the TDA on a regular basis include financial reports, strategic plans, legislative appropriations requests and operating budgets. Myers said. The TDA now includes records of some type from almost every state agency including colleges and universities, he added.
- Other projects at the TDA include digitization of historic photographs from the Texas Department of Public Safety as well as audio and video from Buford Jester’s campaign for railroad commissioner of Texas. Additional information includes radio spots from Jester’s gubernatorial campaign, Myers said.
- Other records being added to the TDA include recordings from the International Women’s Year coordinating committee in the 1970s.
- Correspondence from the Texas legation to the United States is being included, Myers said. The legation served as the diplomatic connection between the Republic of Texas and the United States. This collection includes some treaties with Mexico, Myers added. Other items recently added include a calendar from Mirabeau Lamar, and the Texas Declaration of Independence broadside. The broadside is a large poster-sized document created to advertise the Texas Declaration of Independence, Myers noted.

IV. AGENDA ITEM 3 – DISCUSSION OF RMICC STRATEGIC INITIATIVES FOR 2023-2024

- Norris said the Council will begin reviewing the statutory responsibilities of the Council as listed in Government Code Chapter 441 as part of the strategic initiatives for the 2023-2024 biennium. After reviewing the statutory responsibilities, the Council will move on to reviewing and updating the Council’s bylaws.

- Norris noted that in Government Code, §441.203(e), the Council is to review the activities of each permanent member agency that affect the state's management of records; study other records management issues, and report the Council's findings and any recommended legislation to the governor and the legislature no later than November 1 of each even-numbered year.
- Additionally, the Council shall adopt policies that coordinate the activities of each permanent member agency using the rulemaking procedures prescribed by Chapter 2001 of the Government Code.
- Norris noted the Council has the opportunity to impact records management by establishing rules that affect the permanent member agencies. Those rules might then impact state records management overall, she added. Additional provisions of Chapter 441 task the permanent member agencies with adopting the policies as adopted by the Council, and with reporting on the adoption and implementation of those rules to the Council by October 1 of each even-numbered year. Reporting those activities by October 1 allows the Council to include the information in the Council's biennial report, Norris noted.
- Norris said the Council's bylaws are included in the Title 13, Chapter 50 of the *Texas Administrative Code* (TAC). These bylaws expand on the statutory responsibilities, she added. The bylaws say the Council coordinates the management of state government records by informing the legislature on records management issues and making recommendations to improve records management processes and accountability; facilitating the transition from paper to electronic records; and developing consistent records management in state agencies.
- Norris noted the Council facilitates the transition from paper to electronic records by supporting and participating in the annual eRecords conference as well as supporting TDA initiatives.
- Norris suggested a new project for the Council might be the implementation of SB475 from the 87th Legislature across the member agencies. She added that previous projects in support of developing consistent records management in state agencies have included records management training coordination as well as collaboration with cross-agency function training for items such as the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Norris noted the citations for the information she referenced were Government Code, §441.203(e) – (h) and 13 TAC §§50.1.
- Norris said the Council's strategic initiatives should align with the statutory responsibilities of the Council. She added that the three initiatives from the last biennium should be completed during this biennium. Those three initiatives are to improve the Council's website, reform Council recordkeeping practices, and creating the Council records collection in the TDA.
 - **MOTION** made by Craig Kelso, seconded by Vincent Houston, and carried unanimously to complete the three 2021-2022 strategic initiatives by the end of December 2024.
- Norris made recommendations for new initiatives to be added for the 2023-2024 biennium. Her first recommendation concerned tracking of legislation for the current legislation session. She asked that members bring concerns

regarding current legislation to the Council at the Council's June meeting. Christi Brisky asked about the purpose of such discussions about legislation – would this be for informational purposes only, or for a longer-term strategic initiative. Norris said it would be a general awareness of about legislation that might impact permanent member agencies. Depending on the legislation, a more lengthy discussion or development of a new strategic initiative might be warranted, Norris added. Dawn Crane asked about the purpose of discussing legislation as well – was it for the Council to make a statement to the legislature? Norris reiterated the discussion was for informational purposes, not for the Council to make a statement to the legislature. Kelso noted that TSLAC includes a list of legislation that might impact records management in the agency's blog online. Michael Reagor noted the current legislative session ends before the next Council meeting.

- **MOTION** made by Jeff Peden, seconded by Vincent Houston, and carried unanimously to adopt legislative bill tracking and awareness as a Council strategic initiative for the 2023-2024 biennium.
- Norris suggested a second strategic initiative for the 2023-2024 biennium could be guest speaker presentations. She added that many agencies were working on building relationships between agency records management offices (RMOs) and data management offices (DMOs) to facilitate compliance with SB475. She said the Council could invite guest speakers from TSLAC and/or the Department of Information Resources (DIR) to discuss the RMO/DMO relationship and how that relationship helps the agency comply with SB475. She added member agencies could invite their RMOs and DMOs to attend the presentation. Brisky noted this subject has been discussed in other forums and asked how this presentation would be different. Norris noted suggestions about how to make such a presentation beneficial to the permanent members were welcome. Norris asked members to consider how such presentations could be beneficial to Council member agencies, and tabled the idea for discussion at a future Council meeting.
- Norris indicated that the Council bylaws have not been updated since 2003. She added that the bylaws are included in TAC, but they may not need to be included. Repealing the administrative rules might make the bylaws easier to update, she added. As part of updating the bylaws, the Council might want to discuss Council practices and procedures, she added. Norris noted that updating the bylaws was an important administrative task, as the bylaws guide how the Council administers its duties. Kelso asked about adding the Council bylaws to the Council website if the bylaws were repealed from TAC. Norris noted the bylaws could be used as a basis for a future Council handbook. Such a handbook could include the bylaws and could be distributed to members in the future, she said. Peden asked about other similar councils that might have bylaws the Council could examine. Norris indicated there are other such councils with bylaws. She added that the State Agency Coordinating Committee (SACC) has bylaws, for example. Kelso asked if the current administrative rules would need to be repealed before new bylaws could be

created, or could the new bylaws be drafted first or concurrently with the repeal of the administrative rules.

- **MOTION** made by Christi Brisky, seconded by Dawn Crane, and carried unanimously to make updating the Council bylaws a strategic initiative for the 2023-2024 biennium.
- Norris challenged Council permanent member agencies to initiate one digital collection in the TDA by the end of the 2023-2024 biennium. This initiative would support the TDA and TSLAC's initiatives, she added. Norris added this was not necessarily a strategic initiative, just a challenge to the member agencies. Myers noted the distinction between permanent and archivable records, and added that only archivable records are included in the TDA. Many agencies have long-term records that are not archivable records, Myers added. Brandon Harris asked if auxiliary member agencies could establish TDA collections. Norris added that auxiliary member agencies should investigate the possibility.
- Norris added that the meetings for the remainder of calendar year 2023 would be the best opportunities for completion of strategic initiative projects. She added that meetings in 2024 will be more focused on completion of the Council's biennial report. In 2024, the Council will discuss content of the report at the Council's March meeting. The first draft of the report will be completed by the Council's June meeting and the report will be finalized in time for discussion at the September meeting. A meeting to approval the final draft of the report will be held in October 2024. The Council will elect new leadership and ask auxiliary members to extend their service on the Council at the Council's December 2024 meeting, she added.

V. AGENDA ITEM 4 – GOVERNMENT INFORMATION ANALYST NEW HIRES

- Megan Carey of TSLAC updated the Council on new government information analysts hired by TSLAC. Three new analysts have been hired recently – Erica Wilson-Lang, Sahar Arafat-Ray and Sebastian Loza. Carey added that Wilson-Lang previously worked at TSLAC as an analyst, and Loza transferred from another TSLAC division.

VI. AGENDA ITEM 5 – TSLAC BEGINS OPEN DATA PORTAL (ODP) SUBMISSION PROCESS

- Carey noted that TSLAC is in the process of preparing two data sets for inclusion in the state open data portal. The two data sets being considered are the biennial report of reports, and all state agency records retention schedules. The retention schedule data set will be taken from the current information maintained by TSLAC and will not require additional information be submitted by state agencies to TSLAC, Carey said.

- The data sets are being submitted to the open data portal as a way to encourage other agencies to also submit data sets, Carey said. Additionally, adding the data sets to the open data portal will make them more accessible and searchable. Adding the data sets to the portal will make it easier to benchmark record series across agencies as well, she added. Carey noted that Bonnie Zuber of TSLAC is the primary contact regarding the project.
- Norris asked if the state agency retention schedules will be included in Excel format in the portal. Carey confirmed the data included in the portal will be taken from Excel spreadsheets at TSLAC. Zuber added the information will be exportable as a .csv file from the portal. Kelso added that data sets included in the portal must be downloadable.
- Kelso asked if any other member agencies were including data sets in the open data portal. Norris noted that the OAG is discussing including data sets and transitioning items from the agency website to the portal. Harris and Peden noted their agencies have added data sets to the portal as well. Zuber noted that 44 agencies have agreed to the terms and conditions for adding data to the portal, and many agencies have information available in the portal at this time. Brisky added that updates on the portal are included in DIR's board meetings.

VII. AGENDA ITEM 6 – RMA AND DMAC (DIR) RMO/DMO GUIDANCE DOCUMENT COLLABORATIVE EFFORT

- Carey noted that TSLAC and DIR are collaborating on a guidance document for agency DMOs and RMOs regarding implementation of SB475. The collaboration has just begun, she added, but the document is meant to be useful for personnel in either role. The document will include information about each role and how each role can advocate for themselves with each other and with other personnel in their agency. The document will create definitions for common terms, explain key concepts, and delineate each role's responsibilities and goals.
- Norris noted this could be a project might be a suitable as a guest speaker presentation to the Council. Carey added that agency RMOs and DMOs have not met together regularly. Kelso said 90 DMOs have registered with DIR to participate in the Data Management Advisory Committee. He added that while RMOs are required to register with TSLAC, no such requirement exists for DMOs to register with DIR to his knowledge.

VIII. AGENDA ITEM 7 – STATE AND LOCAL RMO MEETINGS HELD IN APRIL

- Carey said TSLAC will host state and local RMO meetings in April. April is Records Information and Management Month, she added. The meetings will be held in on April 11 at the Stephen F. Austin Building, with online attendance available as well. Registration is open and is limited to three attendees per

agency, Carey said. An email with a link to the registration was distributed to agency RMOs last week, she added. An agenda and hybrid access information will be distributed soon, Carey said. Kelso added the meetings had about 240-250 attendees last year. Hybrid access allows more attendees from agencies outside of the Austin area, he added.

IX. AGENDA ITEM 8 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Talj Harper of the Texas Department of Family and Protective Services updated the Council on recent activities of the SACC Records and Information Management Subcommittee (SACCRIM). Harper noted the subcommittee had met three times since the last Council meeting. At their December meeting, the subcommittee discussed the announcement from the Comptroller of Public Accounts (CPA) that the contract for records storage with outside vendors is not being renewed. The State Records Center will be the contract for records storage as of January 1, 2024, she said. At the January meeting, the subcommittee discussed legislative updates for the 88th session. At their February meeting, the subcommittee discussed topics including DIR management software, public information requests, transferring information to the TDA, managing personnel files, and management and retention policies related to Microsoft Teams.
- At list of bills discussed by the subcommittee included HB749, SB442, HB390, HB791, SB45, SB695, SB219, SB84, SB510, SB680, and HB2060, Harper added.
- Norris noted the storage contract change became public after the Council’s December meeting. Kelso noted there is information on the CPA website regarding the change. He added that CPA had reached out to some TSLAC storage customers, and received positive feedback. Kelso noted that TSLAC is pleased to continue providing storage services. Norris urged agencies who use outside storage services to look at the contract and see if the change is applicable to their agency.

X. OTHER BUSINESS

- No other business.

XI. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 3:14 p.m.



April Norris, RMICC Chair