

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**March 5, 2024**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 5, 2024, 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  
Curt Bordelon, Member  
Vincent Houston, Member  
Jeff Peden, Member  
Roy Philips (representing Ray Young), Member  
Michael Reagor, Member  
Linda Reynolds, Member

**MEMBERS ABSENT**

Christi Brisky, Member

**GUESTS**

Sahar Arafat-Ray, Texas State Library and Archives Commission  
Joslyn Caesar, Texas State Library and Archives Commission  
Megan Carey, Texas State Library and Archives Commission  
Gina Cervantes, Comptroller of Public Accounts  
Brady Cox, Public Utility Commission  
Raul Gonzales, Texas State Library and Archives Commission  
Sebastian Loza, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
Virginia Pickel, Texas Department of Family and Protective Services  
Lena Roberts, Texas Department of Motor Vehicles  
John Schooley, Texas Health and Human Services  
Erica Wilson-Lang, Texas State Library and Archives Commission  
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 10:00 a.m.

**II. AGENDA ITEM 1 – APPROVAL OF THE DECEMBER 5, 2023 MINUTES**

- The minutes to the Council meeting held December 5, 2023, 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 December 5, 2023, as presented.

### **III. AGENDA ITEM 2 – APPROVAL OF MEETING DATES AND TIMES FOR 2024**

- Norris noted the Council will be meeting at 10 a.m. instead of 2 p.m. for each of the remaining meetings for 2024. Remaining meeting dates for 2024 are June 4, September 10, and December 3, Norris said.
  - **MOTION** made by Linda Reynolds, seconded by Curt Bordelon, and carried unanimously to accept the meeting dates and times for 2024.

### **IV. AGENDA ITEM 3 – STATE AGENCY RMO MEETING UPDATE**

- Megan Carey of TSLAC updated the Council on the annual state agency records management officer meeting, to be held on April 18 from 1:30 - 4 p.m. at the Barbara Jordan State Office Building. The meeting will be held in-person, with a remote option for agencies outside of the Austin area.
- Registration information will be distributed this week, Carey said. Registration will be limited to no more than three individuals from each agency, she added.
- While the meeting will not be recorded, presentations from the meeting will be available at a later date, Carey said.

### **V. AGENDA ITEM 4 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mark Myers of TSLAC updated the Council on activities at the Texas Digital Archive (TDA).
- Texas Department of Transportation right of way documents continue to be added to the TDA, Myers said. He noted this is a long-term project to digitize the records, with nearly half of the TxDOT regions complete at this time. Some of the larger districts including Dallas-Fort Worth and San Antonio remain yet to be digitized, but the items from the collection that are already available are generating a lot of interest from the public, Myers said.
- Office of the Attorney General letter rulings continue to be digitized as well. Information for this project from 2008 was recently included in the TDA, Myers said.
- Myers continues to work on including electronic meeting minutes and meeting materials to the TDA. Information from the Texas State Board of Pharmacy, which includes registration cards for pharmacists from the early 1900s through the 1940s, has been digitized as part of this project, he said.

- Information from the Texas Historical Commission Archaeology Division focusing on the LaSalle shipwreck project from 1995-2000 has been included in the TDA as well, Myers noted. This information includes log books, drawings, and field notes.
- Audio/visual materials from the Texas Department of Agriculture promoting agriculture, consumer protection, economic development and healthy living are being included in the TDA, Myers said. These include 16mm motion picture films as well as audiotape and videotape recordings from 1969 - 1999. These include material from then Agricultural Commissioners Jim Hightower and Rick Perry.
- Texas Supreme Court opinions continue to be digitized, Myers noted. These records consist of bound opinion books and typescript opinions of the Texas Supreme Court and the Commission of Appeals, dating from 1840 – 1893. So far, records from 1840 – 1849 have been digitized, he noted. This is a long-term project that is separate from digitization of the M series case files, Myers said. Digitization of the M series case files is expected to take up to 20-30 years, Myers said.
- Other information being digitized for inclusion in the TDA is the Texas Secretary of State executive clemency records from 1867-1870. These records consist of an alphabetical name index for gubernatorial pardon proclamations as well as 12 volumes of Pardons and Remissions books, Myers noted. Texas Penitentiary records from 1846 – 1921 are being digitized as well.
- Some local government records that were digitized by Ancestry.com are being added to the archive as well. These records are from counties whose names start with D, E and F, and relate to wills and probate matters as well as other items. The information was digitized from microfilm received from Ancestry.com. Ancestry.com made the information available for free to Texas residents through their website for a specified period of time, and the information is now being added to the TDA as well, Myers said.
- Material has been made available by Family Search for inclusion in the TDA, Myers said. This includes nine volumes of information from Bastrop County justice of the peace trial dockets dating to 1939 – 1949. Five volumes of Bexar County registers of prisoners committed to jail, two sheriff's jail registers, and a register of automobiles for hire for 1927 -1928 have been digitized as well.
- Agencies may now transfer records to the TDA using Box, Myers said. Other ftp transfer options are available as well, he noted.
- Reynolds asked Myers if records were being received by the TDA from the Sam Houston Regional Library and Research Center in Liberty. Myers noted that transfer of records from the facility is still an ongoing project. Myers added that local records are not usually included in the TDA, but records that have already been digitized may be considered for inclusion.
- Norris asked Council members to consider digital transfer of their agency's archivable records to the TDA. If they have archivable records that are not digitized, consider consulting with TSLAC regarding a digitization project, she added. Norris noted that the Council is committed to coordinating with TSLAC to support the TDA, including creation of collections in the TDA for member

agencies of the Council. She added that her agency has had a positive experience with digital transfers to the TDA, and that recent updated guidelines regarding such transfers were helpful. Myers added that TSLAC recently promulgated a new administrative rule regarding procedures for transfer of records to the TDA.

**VI. AGENDA ITEM 5 – UPDATES ON RMICC STRATEGIC INITIATIVES FOR 2023-2024**

- Norris noted that areas of focus for the 2023-2024 biennium include the Council website, record keeping, and bylaws.
- Kelso and Peden noted that the Department of Information Resources (DIR) has not given any further updates regarding the status of the project to move the Council website to hosting by DIR. Kelso said that DIR wants to change the website URL to the texas.gov format from the state.tx.us format, and that change requires a vote by the Council. The Council specifically voted to retain the state.tx.us format for the URL at an earlier Council meeting, he added. Norris confirmed that the Council will need to vote to accept this change to the URL, and noted that the texas.gov format for the URL is aligned with what is being used by other state agencies.
  - **MOTION** made by Linda Reynolds, seconded by Jeff Peden, and carried unanimously to update the RMICC URL as discussed.
- Norris reminded the Council of plans to refresh and implement recordkeeping protocols for Council records that are in line with accepted recordkeeping practices. Recordkeeping should be sustainable across Council administrations, she noted. The Council is coordinating with TSLAC to establish TSLAC as the designated custodian for retention copies of Council records. Additionally, she noted the Council had requested TSLAC guidance regarding the permanent retention copies of Council records as well as archivable Council records. Norris added that the Council records retention schedule is part of the TSLAC schedule. Guidance from TSLAC indicates the permanent retention records should be retained separately from the archivable records, Norris said.
- Norris noted that the Council will be working with the TDA to build out a collection for the archivable records. The Council will need to review Council records and identify records that are eligible for disposition, including destruction if appropriate. Norris noted the Council will need to establish protocols for disposition including archivable transfer and secure destruction. The Council could consider voting on disposition actions at the end of each Council chair's term, she said. Disposition procedures should be included in the Council's bylaws as well, Norris said. Following disposition procedures supports government transparency and accountability as well, Norris noted.

- At the upcoming September meeting, Norris noted the Council could vote on the procedures to be put in place. Norris reminded the Council that her term of office as Council chair ends in February, so disposition procedures would need to be voted on at the Council's December meeting.
- Several meetings have been held by the bylaws workgroup, Norris said. The current bylaws have been reviewed and needed changes have been identified. Additionally, the Council bylaws exist as administrative rules in the *Texas Administrative Code* as well. Because the bylaws exist as administrative rules, the Council is subject to the review of agency rules process mandated in the Texas Gov't Code, § 2001.039, Norris noted. In compliance with the rule review requirements, the Council posted a notice of proposed rule review in the *Texas Register*. No comments were received from the public following publication of the proposed rule review. The Council now needs to vote to adopt the rule review, with the understanding that amendments to the administrative rules are needed and will take place at a later date, Norris said.
  - **MOTION** made by Craig Kelso, seconded by Vincent Houston, and carried unanimously to readopt the Council administrative rules with amendments to be taken up in the future.
- Norris noted that the Council is now in compliance with the rule review requirements, but the bylaws will continue to be reviewed. If revisions to the bylaws are required and those revisions affect the Council's administrative rules, changes to the administrative rules will be made as needed, Norris said. Changes to the bylaws as well as to the administrative rules will be brought to the Council for discussion in future meetings, she added.

**VII. AGENDA ITEM 6 – RMICC 2023-2024 BIENNIAL REPORT**

- Norris noted the Council is required to present the biennial report to the Governor, Lieutenant Governor and Legislature by November 1.
- Norris directed the Council's attention to Part V of the previous report, which highlights the role of each member agency regarding records management. In the previous report, some member agencies updated the information for their agency. Norris added that the member agencies might want to discuss updating the information in the report with their leadership teams. Norris asked for confirmation from all member agencies regarding whether or not updates would be made to the information.
- Kelso added that recent requirements regarding data management officers could be included in this section of the report as well as elsewhere in the report. Norris added she had identified this information for inclusion in the initiatives section of the report as well. A summary of member agencies' progress towards these requirements could be included, Norris said. The guidance information created by DIR and

TSLAC regarding this subject could be included as an appendix to the report, Kelso noted.

- Norris said past reports have included Council recommendations. Historically, many of these recommendations have centered on Council support of TSLAC initiatives. Other information in this section in the past has been recommendations to state agencies and recommendations to TSLAC in particular, she said. Norris said other information might be added here for other member agencies' initiatives as well. Bonnie Zuber mentioned that the DIR artificial intelligence user group might be a good candidate for inclusion here.
- Norris noted that the statements in the report are from the Council itself, so member agencies should solicit input from their leadership teams regarding information included in the report.
- Kelso noted that information regarding the record center expansion project to move from the current Shoal Creek location to a new facility should be updated in the report. TSLAC will be meeting with an architectural firm soon in regards to the next steps for this project, Kelso added.
- Norris asked Council members to review the past two biennial reports and give her feedback including needed updates or inclusions. The draft of the new report should be ready for Council approval by the September meeting, Norris said. In the past, the Council has occasionally called a special meeting in October to approve the report as well, she noted. The draft report will be discussed at the Council's June meeting as well, Norris added.

#### **VIII. OTHER BUSINESS**

- No other business

#### **IX. PUBLIC COMMENT**

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 10:53 a.m.



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April Norris, RMICC Chair