

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**June 4, 2024**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 4, 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  
Christi Brisky, Member  
Will Honea (representing Linda Reynolds), Member  
Vincent Houston, Member  
Jeff Peden, Member  
Roy Philips (representing Ray Young), Member  
Michael Reagor, Member

**GUESTS**

Ella Castro, Texas State Library and Archives Commission  
Megan Carey, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Brady Cox, Public Utility Commission  
Raul Gonzales, Texas State Library and Archives Commission  
Rebecca Hanna, Texas State Library and Archives Commission  
Matthew Herzog, Railroad Commission of Texas  
Katherine Hoffman, Texas State Library and Archives Commission  
Sebastian Loza, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
Karen Pham, State Auditor's Office  
Anne Poulos, Texas State Library and Archives Commission  
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 MARCH 5, 2024 MINUTES**

- A typographical error was noted on the last line of page 5 of the minutes. The minutes to the Council meeting held March 5, 2024, were approved as follows:
  - **MOTION** made by Christi Brisky, seconded by Craig Kelso, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 5, 2024, as corrected.

### **III. AGENDA ITEM 2 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mark Myers of the Texas State Library and Archives Commission (TSLAC) updated the Council on recent activities at the Texas Digital Archive (TDA).
- Myers noted there are now more than 10 million unique records included in the TDA, and over 200 TB of data. The TDA turns 10 years old in 2025, he added.
- The TDA continues work on the Texas Department of Transportation (TxDOT) project, Myers said. Records from 12 of the 25 TxDOT districts have been digitized, he said.
- Letter rulings from the Office of the Attorney General continue to be received by the TDA as well, Myers said. Meeting minutes and meeting materials are being received as well, he noted.
- Audio-visual materials from the Texas Department of Agriculture continue to be included in the TDA as well, Myers said. These materials include 16mm films as well as audio tape, video tape, and digital voice recordings. These are various promotional materials dating from the 1960s through 1999, Myers said.
- Supreme Court case files from the M-case files continue to be included in the TDA as well, Myers said. These case files date from 1840 – 1949. Myers estimated this project may last for an additional 10 years based on the rate of scanning of the records.
- Correspondence books from Governor Sam Houston are being scanned as well, Myers noted.
- Information from the Texas Library Association is being included in the TDA, as well as county government information. The county records are being digitized alphabetically by county name, and the project has progressed to include counties with names starting with G, Myers said. The county information was scanned by Ancestry.com some time ago, and was available to Texans for free through the Ancestry.com website. The information will now be available through the TDA website as well, Myers added.
- Other information recently added to the TDA is from the Nacogdoches archive, Myers said. It includes information from the Spanish and Mexican governments documenting their rule of Texas dating from the 1720s through the 1830s. This information is being digitized from microfilm records.
- The TDA is creating an audio visual material collection page, similar to the prints and photographs page previously created. The page will pull together specific information about audio visual materials included in the TDA. The

pages is designed as a cross-reference to allow users to find audio visual information across different collections in the TDA, Myers said.

- The TDA is using Box for ftp transfers of files. This option will allow for transfers of records that exceed the capacity of an email attachment but are not large enough for a hard drive.
- Myers noted that agencies are beginning to contact the TDA with questions about transferring video recordings of meetings to the TDA rather than meeting minutes.
  - Myers noted that statute requires agencies to keep minutes or recordings of their meetings. Because the statute says minutes or recordings, the TDA can't require written minutes.
  - Myers added that video can be a better historical record of a meeting, as minutes are not required to include discussion – only action items and the outcome of the action.
  - Video recordings of meetings do present challenges for searching the content of the recording. The TDA encourages a transcript of the meeting be included with the video recording. Online transcription tools are available, but they may have trouble differentiating speakers beyond “Speaker 1”, “Speaker 2”, etc., Myers said.
  - Videos may be divided into chapters by agenda item, Myers noted.
  - Additional challenges for video recordings include the recording itself – does it capture the images of all members, speakers, audience, etc. and does it capture all audio of the meeting? Not all speakers may be audible in the recording.
  - Size of the video recording is also a concern, Myers said. Videos are large, and many are compressed to stream on the internet. The many options for creating video recordings can be problematic for preservation of the video, he added.
  - On the state records retention schedule, video recordings are treated as a convenience copy used to create the written minutes of the meeting, Myers said. This may need to be updated in the future, he added.
  - Myers added that video recordings are sometimes made of the final meeting of an agency as there will be no follow-up meeting to approve the meeting minutes. The video record of the meeting exists in case there are challenges related to what occurred at the meeting, he said.
  - The TSLAC Archives and Information Services Division (ARIS) is wanting to partner with the Council to develop recommendations, guidelines and best practices for video recordings of meetings, Myers said.
  - Norris clarified that Myers was discussing video recordings of open meetings only. Brisky also questioned about the distinction between written minutes and video recordings of meetings. Myers noted that written minutes are highly recommended, and video recordings are not being required. He clarified that agencies are asking about submitting video recordings of their meetings.

- Kelso noted that video recordings of meetings is of interest to many agencies, and it would be fitting for the Council to examine the subject. He suggested the Council might considering forming a subcommittee to research the subject. He added the project might be included as a strategic initiative for the Council in the next biennium.
- Brisky asked how such an initiative would interact with TSLAC's role to update the state records retention schedule, for example. She noted that TSLAC often creates a task force for these type of initiatives. Kelso noted that Council support for previous initiative had been helpful. He added that an open meeting initiative would most likely garner interest from the Legislature, and having Council support of the initiative would be helpful.
- Norris noted Council interest in the topic, and asked Myers if a specific timeline for the initiative had been identified. Myers noted there is not a specific timeline, but added that TSLAC is considering administrative rulemaking concerning electronic meeting minutes. He added that more research concerning video recordings needs to be done before administrative rulemaking is initiated. Myers noted that TSLAC accepts what the agencies provide, and TSLAC's role is to advise what is best practice rather than dictate specific requirements.
- Norris thanked Myers for bringing the topic to the Council's attention, and added Council may consider the topic as a strategic initiative.

**IV. AGENDA ITEM 3 – URRS COMMON SERIES CHECKLIST – CREATION AND FINALIZATION**

- Anne Poulos of TSLAC updated the Council about the development of a common series checklist for the university records retention schedule (URRS). The checklist is based on a similar one created for Texas state records retention schedule (RRS), she said. The checklist is to serve as a review tool for agencies to encourage use of the URRS and increase visibility of the URRS to universities as well, Poulos said.
- Research for the checklist included sampling data from TexLinx to identify record series most in use by universities. Series in use by more than 20 percent of universities were discussed, as well as other data such as legal citations and archival requirements, Poulos said. The size of the university using a particular series was considered as well. That research included approximately 100 record series, Poulos said. Eventually, 73 series were included on the draft checklist send to universities in April for review by May 17.
- TSLAC is reviewing the feedback received, and identifying which suggestions apply to all universities and which might apply to only a specific type of institution.
- The format of the checklist is being considered as well, Poulos said. The goal of the checklist is for it to be a guidance tool that helps universities make their records retention schedule more comprehensible and useful.

- Kelso asked how many universities responded to the draft checklist. Bonnie Zuber of TSLAC responded that of the approximately 30 universities and public colleges that were sent the draft, three responded.
- Norris asked about what commonalities were identified across institutions. Poulos indicated that financial records, student applications, housing records and library records were common across institutions.

**V. AGENDA ITEM 4 – RRS ADMINISTRATIVE RULE UPDATES**

- Megan Carey of TSLAC updated the Council on RRS administrative rule changes recently enacted.
- Carey noted the recent changes went into effect May 13. The changes were minor in nature, including updating a legal citation. The changes were intended to clarify procedures and make them easier to understand, Carey noted.
- Information regarding the changes was included in a blog post as well as a .pdf document on the TSLAC website, Carey said. TSLAC analysts will work with agencies to ensure recertification compliance under the new rules. TSLAC encourages agencies to provide feedback to their assigned analyst as well, Carey noted.
- Brisky asked how the administrative rule changes would affect agencies who are currently undergoing records retention schedule recertification. Zuber noted that some of the administrative rule changes apply to archivable records series. Analysts will notify the agency if there are changes needed to their records retention schedule during the current recertification or if changes can wait until the next recertification, Zuber said.

**VI. AGENDA ITEM 5 – eRECORDS 2024 UPDATE**

- Joshua Clark of TSLAC updated the Council on the upcoming eRecords Conference. The conference is scheduled for Friday, November 22 at the Commons Conference Center. The theme for the conference is “The Next Records Frontier”, Clark said.
- The call for presentations was issued on May 23, with responses due by July 19. Conference organizers are specifically interested in presentations regarding artificial intelligence implementations, Clark said.
- Registration opens approximately September 1. Credit cards and purchase orders are accepted for registration costs, Clark noted.
- Norris noted information regarding the conference is available on the TSLAC website. Clark added the information was available through the TSLAC blog as well.

**VII. AGENDA ITEM 6 – REPORT OF REPORTS UPDATE**

- Clark updated the Council on the biennial report of reports initiative. The report of reports is required by the Legislature, Clark said. Assessment packets regarding the report will be distributed to agencies

in June. In 2022, some agencies were contacted by the Office of the Governor regarding the report, Clark said. The goal of the report is to eliminate duplicative reporting requirements for agencies, If the agency is creating the report electronically, it should not be submitted on paper, Clark noted.

- Responses to the assessment are due on September 13, and the final report will be distributed to the Legislative Council and the Legislative Budget Board in mid-October to early November, Clark said. Although the report is not due to the Legislature until January 1, early distribution to the Legislative Council and Legislative Budget Board assists with bill drafting for the upcoming legislative session.

#### **VIII. AGENDA ITEM 7 – NEW STATE RECORDS/ARCHIVES BUILDING UPDATE**

- Kelso updated the Council on the new state records and archives facility. He noted TSLAC has been working with a company contracted by the Texas Facilities Commission (TFC) on the project. That company has put together a workflow plan. Kelso noted that the State Records Center, State Archives, and Talking Book program will have space in the new facility. The Talking Book program will be moving their recording studio to the facility as well, he noted.
- Each program moving to the new facility has specific requirements for their space, such as location in the building and hours of access to the building. The workflow plan includes these needs.
- A total expenditure of \$210 million was authorized for the new facility, and the facility was originally planned to be approximately 190,000 square feet. Current estimates have the building at approximately 230,000 square feet while staying under the expenditure cap including moving costs.
- If the current workflow plan is approved by TFC at their July meeting, Kelso indicated construction on the facility could begin in January. Kelso complimented the vendor that helped develop the workflow plan, noting that the vendor listened well to TSLAC regarding the many needs for the facility.
- The new facility is slated to include an expanded training room that can accommodate 100 people, Kelso noted. This is an improvement from the original plan for the meeting room, which could accommodate 50 people.
- The facility will accommodate space for a secure shredding service as well, Kelso said. He noted that TSLAC housed such as service since 1985. Kelso noted that costs for shredding from outside vendors have risen, and it is more cost effective to have such a service available in-house.

#### **IX. AGENDA ITEM 8 – TEXAS DIGITAL GOVERNMENT SUMMIT RECAP**

- Kelso updated the Council on the Texas Digital Government summit. Kelso said the conference was very informative, especially the information presented regarding generative artificial intelligence. Kelso noted that Council member Jeff Peden was a panel participant on the agenda at the conference.

- Kelso noted that there are more than 7,000 artificial intelligence applications available, and state agencies may not be able to choose when to incorporate artificial intelligence (AI) – vendors are already using AI in products agencies are currently using. State agencies will have to either switch away from those products, or accept AI usage and create policies and procedures identifying and governing its use.
- Peden indicated he was a participant on an accessibility panel at the conference. Peden noted that his agency’s experience is that even if AI products are available commercially, they may not yet be available for use in government cloud environments. His agency is testing use of the AI tools available through the government cloud in a sandbox environment. Security concerns raised by the use of AI tools need to be considered when evaluating the opportunities created by using AI such tools, Peden said.
- Kelso and Norris both noted that use of “free” AI tools is not really “free” – data input into those tools is used by the vendor for product development and is added to the vendor’s data library.
- Peden added that the Department of Information Resources (DIR) website has good resources regarding the topic of AI. Norris noted her agency had found that information helpful as well.

**X. AGENDA ITEM 9 – UPDATES ON RMICC STRATEGIC INITIATIVES FOR 2023-2024**

- Norris asked Peden for an update on the initiative to move the Council website to hosting by DIR instead of the Secretary of State. Peden noted a meeting was held on June 3 with DIR, and mockups of the new website were viewed. Some questions concerning file storage and accessibility testing still need to be answered, he added. Norris added that clarification was needed on uploading and removing documents included on the site. The goal is for the Council to be able to make needed changes to the site without needing DIR assistance, she added. Three individuals representing the Council will have access to the site to make updates, Norris said. Those individuals would be Norris, Kelso, and Jill Ledbetter. Norris added that the goal is to have the project completed in June if possible.
- Brisky updated the Council on the initiative to update the Council’s bylaws and administrative rules. The workgroup created as part of this initiative is working on a draft update of the bylaws that incorporates needed changes. The draft is meant to be a starting point for Council discussions regarding the needed changes, she said. Items that should be kept in the administrative rules will remain in the rules, while procedural items may be moved to the bylaws, Brisky said. Brisky anticipates having draft proposed changes to the Council’s administrative rules ready for discussion and approval at the Council’s September meeting. Brisky noted that the Council’s administrative rules will look substantially different after the proposed changes are implemented. Norris suggested target dates for dissemination of the draft proposed changes to the rules to the Council for review. Norris suggested circulating the proposed

changes to Council members in July, with the aim of discussing the proposed changes at the Council's September meeting. Brisky noted the Council will need to decide on a timeline for proposing and adopting the changes through the rulemaking process as well. The Council could decide to vote on proposing the rules at the Council's September meeting and then vote on adopting the rules at the Council's December meeting, she noted. Norris added that timeline would align with the Council's target to have the revised administrative rules in effect before January 1, 2025.

- Norris noted there is not an update on the Council's recordkeeping initiative at this time.

#### **XI. AGENDA ITEM 10 – RMICC 2023-2024 BIENNIAL REPORT**

- Norris reminded the Council that at the Council's March meeting, member agencies were tasked with updating the member agency's information section that is included in each biennial report. She added that no responses to this request had been received to date.
- Norris noted that the Council's biennial report has contained information about TSLAC initiatives in the past. This included several TSLAC initiatives that the Council expressed support for in the previous reports. Norris encouraged other member agencies to provide the same kind of information for this year's biennial report.
- Member agencies were tasked with providing a compliance update for new statutory requirements regarding data management officers and records management officers as well, Norris noted.
- Norris asked member agencies to provide an email update to her by June 11 regarding the agency's intention to include any of the requested content in the biennial report.
- Brisky asked about a draft report. Norris noted the draft for this year's report is being created, and encouraged members to view previous reports available on the Council website. The draft for this year's report will be available for members at the September Council meeting. Once the draft is approved, the Council will need to vote to approve the draft. Norris anticipates calling an additional Council meeting in October to approve the draft biennial report.
- Norris reiterated that member agencies should email her by June 11 regarding information to be included in the report. Any material to be included is due no later than the end of June, she added.

#### **XII. OTHER BUSINESS**


- Carey noted that the Records Management Assistance Division recently hired a new employee, Ella Castro, and is now fully staffed.

#### **XIII. PUBLIC COMMENT**

- No public comment.



- In the absence of any further business, the meeting stood adjourned at 11:19 a.m.



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April Norris, RMICC Chair