

# Records Management Interagency Coordinating Council



## Biennial Report 2023-2024

*Submitted to the*  
Office of the Governor and Texas State Legislature

by

The Records Management Interagency Coordinating Council

*November 1, 2024*

## **COUNCIL MEMBERS AND DELEGATES**

Chair

**April Norris, Chief, Information Governance Division and  
Records Management Officer**

Office of the Attorney General

*Representing the State Attorney General (permanent, voting member)*

Vice-Chair

**Craig Kelso, Director, State and Local Records Management Division**

Texas State Library and Archives Commission

*Representing the Texas State Library and Archives Commission (permanent, voting member)*

**Curt Bordelon, Records Management Officer**

Office of the Comptroller of Public Accounts

*Representing the Comptroller of Public Accounts (permanent, voting member)*

**Christi Koenig Brisky, Assistant General Counsel**

Department of Information Resources

*Representing the Department of Information Resources (permanent, voting member)*

**Ray Young, Chief Information Officer and Records Management Officer**

Railroad Commission of Texas

*Representing an IRM seat on the council (auxiliary, voting member)*

**Vincent Houston, Director, Administrative Services Division**

Office of the Secretary of State

*Representing the Secretary of State (permanent, voting member)*

**Jeff Peden, Deputy Chief Information Officer**

Texas Workforce Commission

*Representing an IRM seat on the council (auxiliary, voting member)*

**Michael Reagor, Audit Research Specialist**

Texas State Auditor's Office

*Representing the State Auditor (permanent, non-voting member)*

**Linda Reynolds, Director, East Texas Research Center**

Stephen F. Austin State University

*Representing the higher education seat on the council (auxiliary, voting member)*

## TABLE OF CONTENTS

<b>PART I: EXECUTIVE SUMMARY .....</b>	<b>5</b>
Recommendations to Improve State Records Management Programs.....	5
To the Legislature.....	5
To State Agencies.....	6
To the Texas State Library and Archives Commission .....	6
<b>PART II: COUNCIL RECOMMENDATIONS.....</b>	<b>8</b>
Recommendations to the Legislature.....	8
Recommendations to State Agencies.....	8
Recommendations to the Texas State Library and Archives Commission .....	9
<b>PART III: COUNCIL INITIATIVES AND ACTIVITIES .....</b>	<b>10</b>
Improve the RMICC Public Website.....	10
Reform RMICC Recordkeeping Practices.....	11
Create the RMICC Archival Records Collection in the Texas State Archives .....	11
Coordinate on 88 <sup>th</sup> Legislative bill awareness and tracking.....	12
Support Gov't Code §2054.137 compliance among member agencies .....	12
Update RMICC Bylaws and Administrative Rule .....	14
SACC Records and Information Management Subcommittee .....	14
<b>PART IV: COUNCIL HISTORY.....</b>	<b>16</b>
Composition, Statutory Charges, Mission and Goals .....	16
History and Accomplishments .....	17
Role in Current and Future State Government Records Management.....	17
<b>Appendix A .....</b>	<b>20</b>

*This biennial report details recommendations, initiatives, activities, and history of the Texas State Records Management Interagency Coordinating Council.*

## PART I: EXECUTIVE SUMMARY

The Records Management Interagency Coordinating Council (RMICC or the Council) is charged with reviewing the activities of member agencies that affect the management of state records, studying other records management issues, and reporting its findings and any recommended legislation to the governor and legislature in even-numbered years.<sup>1</sup> The Council also adopts policies (which are adopted in turn as rules by each member agency) that coordinate the members' records management activities and make other improvements to state records management.<sup>2</sup> The Council meets at least four times per year.<sup>3</sup>

During the 2023-2024 reporting period, RMICC focused on six strategic initiatives. The first three initiatives are carried over from 2021-2022 and the latter three are new for the 2023-2024 biennium:

1. Improve the RMICC public website
2. Reform Council recordkeeping practices
3. Create the RMICC Archival Records Collection in the Texas State Archives
4. Coordinate on 88<sup>th</sup> Legislative bill awareness and tracking
5. Support Gov't Code §2054.137 compliance among member agencies
6. Update RMICC Bylaws and Administrative Rules

These strategic initiatives support the Council's ability to meet its statutory responsibilities. Further, RMICC continued its collaboration with the Texas State Library and Archives Commission and the State Agency Coordinating Committee's Records and Information Management Subcommittee to identify, communicate, and support opportunities for improvements across state agency records management programs.

### Recommendations to Improve State Records Management Programs

RMICC offers strategic recommendations to the Legislature, state agencies, and the Texas State Library and Archives Commission to improve governmental records management programs across the state.

#### *To the Legislature*

RMICC recommends the Legislature continue to support the following Texas State Library and Archives Commission initiative:

- Construction of new State Records Center facilities.

Beginning in the 2017 legislative session, TSLAC sought funding to support increased records storage space through an expansion of the State Records Center located in

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<sup>1</sup> Texas Government Code §441.203. [Records Management Interagency Coordinating Council](#).

<sup>2</sup> Texas Government Code §441.203 (f-g).

<sup>3</sup> 13 TAC §50.5. Records Management Interagency Coordinating Council, [Council Procedures, Meetings](#).

Austin. TSLAC continued this request for this initiative in subsequent biennia. In 2023, the 88<sup>th</sup> Legislature appropriated funds to the Texas Facilities Commission designated for the construction of a new facility to encompass TSLAC's archival and state records storage needs. The new facility will accommodate current operations and expand overall storage capacity by 140,000 cubic feet, allowing for uninterrupted intake of records for the next 25 years.

### ***To State Agencies***

RMICC renews the following recommendation to state agencies in support of their continued efforts to ensure state records and information are efficiently and effectively managed:

- Expand and strengthen electronic records management partnerships.

The passage of SB475 (87<sup>th</sup> Legislature, Regular Session) and the subsequent addition of section §2054.137 to the Texas Government Code reinforces the importance of records and information management in carrying out governmental responsibilities and services. While SB475 introduced many new data management requirements, it also mandated state agencies with more than 150 employees to designate a Data Management Officer. Further, the bill specified that agencies foster a strong, collaborative partnership between the Records Management Officer (RMO) and the Data Management Officer (DMO) to strengthen the agencies' ability to build a comprehensive and sustainable information governance strategy. RMICC believes efforts made to comply with the requirements of §2054.137 will positively impact the management of electronic state records.

### ***To the Texas State Library and Archives Commission***

RMICC supports the following recommendations to TSLAC in support of the agency's continued efforts to assist state officials with services, training, resources, and guidelines to ensure government records are appropriately managed:

- Expand destruction services.

Due to increasing costs for the destruction of physical records through third party vendors, RMICC recommends the expansion of TSLAC destruction services to include onsite shredding. Paper documents and microforms that have met their retention or have been digitized would be destroyed while remaining in state custody. RMICC would also encourage bulk pick up of records eligible for destruction that were not originally stored in the records center. TSLAC has a proven track record of maintaining low costs while offering exceptional off site storage services, and RMICC believes that the value the State Records Center provides would make shredding services more affordable for state agencies and offer a significant increase in security.

- Provide competitive records digitization service options.

The state's response to the COVID-19 pandemic emphasized the need for reliable and secure access to electronic records. RMICC notes that operations of the State and Local

Records Management Division of TSLAC are categorized as an essential state function. TSLAC provides a broad range of imaging and related digital services that are designed specifically for state government and its significant security needs. Given TSLAC's unique capacity and in recognition of the state's priority for transforming state government operations to a more robust digital approach, RMICC recommends that TSLAC:

- Leverage the authorized advertising services allowed by Texas Government Code § 441.006(b)(6) to inform agencies of available imaging services through virtual forums, social media, and an additional FAQ to TSLAC's imaging webpage.
  - Upgrade current records digitization equipment and services to expand TSLAC's capabilities to digitize microfilm records.
- Continue investing in virtual training options for government records management professionals.

To align with the state's response to the COVID-19 pandemic, TSLAC pivoted from an in-person training format to providing web-accessible records management training options. In support of this impactful and valuable transition to providing virtual training, RMICC recommends that TSLAC:

- Continue to invest in virtual training options for state agencies as this training provides cost-effective opportunities for Records Management Officers and other state records management practitioners to expand their professional knowledge.
  - Expand its collaboration with state agency RMOs to encourage the sharing of practical records management knowledge and experience with other records management professionals and agency DMOs.

This report details the recommendations, initiatives, activities, and history of RMICC. We encourage review of the full report for detailed information regarding the work of the Council.

## **PART II: COUNCIL RECOMMENDATIONS**

The Records Management Interagency Coordinating Council offers several strategic recommendations to the Legislature, state agencies, and the Texas State Library and Archives Commission to improve governmental records management programs across the state.

### **Recommendations to the Legislature**

RMICC recommends the Legislature continue to support the following Texas State Library and Archives Commission initiative.

#### ***Construction of new State Records Center facilities.***

The Legislature mandates that TSLAC offer state agencies a cost-effective solution to records storage and to preserve and maintain the archives of the state of Texas. TSLAC meets this requirement by providing services via the State Records Center.

The State Records Center currently houses records from 81 state agencies. This comprises a small percentage of those agencies' records not in digital format and not easily or inexpensively convertible to digital format. Examples of paper records that are not easily convertible to digital files include litigation files, parolee files, facility and home health licensing and certification files, and non-capital habeas corpus files. These paper records account for a significant portion of records stored at the State Records Center.

At the current pace of new incoming records, TSLAC projects that the State Records Center will run out of available space to store records and archives in five years. The 88<sup>th</sup> Legislature approved funding for the construction of a new facility for TSLAC state records and archival storage. This new facility will increase storage capacity, allowing for uninterrupted intake of records for the next 25 years.

### **Recommendations to State Agencies**

The COVID-19 pandemic required state government to undergo significant transformations in organizational administration and delivery of services. Agency records management programs proved crucial to the continuity of essential government services, facilitating secure control of and access to mission critical information, increasing government's agility and responsiveness during demanding circumstances.

#### ***Expand and strengthen electronic records management partnerships.***

The passage of SB475 (87<sup>th</sup> Legislature, Regular Session) and the subsequent addition of section §2054.137 to the Texas Government Code reinforces the importance of records and information management in carrying out governmental responsibilities and services. While SB475 introduced many new data management requirements, it also mandated that state agencies with more than 150 employees designate a Data Management Officer. Further, the bill specified that agencies foster a strong, collaborative partnership between the Records Management Officer (RMO) and



the Data Management Officer (DMO) to strengthen the agencies' ability to build a comprehensive and sustainable information governance strategy.<sup>4</sup>

## **Recommendations to the Texas State Library and Archives Commission**

RMICC supports the following recommendations to TSLAC in support of the agency's continued efforts to assist state officials with services, training, resources, and guidelines to ensure government records are appropriately managed:

### ***Expand destruction services.***

Due to increasing costs for the destruction of physical records through third party vendors, RMICC recommends the expansion of TSLAC destruction services to include onsite shredding. Paper documents and microforms that have met their retention or have been digitized would be destroyed while remaining in state custody. RMICC would also encourage bulk pick up of records eligible for destruction that were not originally stored in the records center. TSLAC has a proven track record of maintaining low costs while offering exceptional off site storage services, and RMICC believes that the value the State Records Center provides would make shredding services more affordable for state agencies and offer a significant increase in security.

### ***Provide competitive records digitization service options.***

During the previous biennium, TSLAC upgraded several pieces of records digitization equipment, implemented a new image-capture software, and implemented a secure portal for transferring electronic records. These operational enhancements provided TSLAC the ability to quickly scan large-format paper records, allowing agencies to manage and access these records more efficiently via electronic format.

Further, the state's response to the COVID-19 pandemic, which included a significant transition from conventional office work to telecommuting scenarios for many state agencies, highlighted the need for reliable and secure access to electronic records. Ensuring the delivery of essential services to the residents of Texas requires state agencies to have access to essential business records. Accepting that records management is a function of a sustainable business continuity plan, and that telecommuting has become a cost-saving option for many agencies, RMICC recommends that TSLAC:

- Leverage the authorized advertising services allowed by Texas Government Code §441.006(6) to inform agencies of available imaging services through virtual forums, social media, and an additional FAQ to TSLAC's imaging webpage.
- Upgrade current records digitization equipment and services to expand the agency's capabilities to digitize microfilm records.

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<sup>4</sup> Act of May 25, 2021, 87th Leg., R.S., ch. 567, § 4 (codified at [Tex. Gov't Code § 2054.137](#)).

***Continue investing in virtual training options for government records professionals.***

Prior to virtual training, TSLAC provided in-person records management training to individual state agencies upon request. To align with the state's response to the COVID-19 pandemic, TSLAC pivoted from providing in-person records management training to improving and expanding web-accessible training options. Using web and video conferencing solutions, TSLAC has steadily provided virtual training to state officials since August 2020, and currently has virtual training offerings scheduled through the end of 2024. In support of this impactful and valuable transition to providing virtual training, RMICC recommends that TSLAC:

- Continue to invest in virtual training options for state agencies as this training provides cost-effective opportunities for RMOs and other state records management professionals to expand and grow their professional knowledge.
- Expand the agency's collaboration with state RMOs to encourage the sharing of practical records management knowledge and experience with other records management professionals and agency DMOs.

## **PART III: COUNCIL INITIATIVES AND ACTIVITIES**

During the 2023-2024 reporting period, RMICC focused on six strategic initiatives. These strategic initiatives support the Council's ability to meet its statutory responsibilities. Additionally, RMICC continued its collaboration with the Texas State Library and Archives Commission and the State Agency Coordinating Committee's Records and Information Management Subcommittee to identify, communicate, and support opportunities for improvements across state agency records management programs.

The first three initiatives are carried over from 2021-2022 and the latter three are new for the 2023-2024 biennium:

1. Improve the RMICC public website
2. Reform Council recordkeeping practices
3. Create the RMICC Archival Records Collection in the Texas State Archives
4. Coordinate on 88<sup>th</sup> Legislative bill awareness and tracking
5. Support Gov't Code §2054.137 compliance among member agencies
6. Update RMICC Bylaws and Administrative Rules

### **Improve the RMICC Public Website**

The Council recognizes the importance of maintaining a web presence that facilitates accountability and transparency of council activities. The council's website provides public access to council bylaws and membership, meeting minutes, reports, and other publications pertinent to state records management. In the process of modernizing the RMICC website, several logistical matters required solutions prior to the consideration of any cosmetic updates and/or expansions of web-based collaboration options. For example, as an interagency council

that is not statutorily organized under the fiscal obligation of any one-member agency, matters of domain and security licensing had to be considered and coordinated among member agencies prior to website revision and relocation.

As of September 2024, the RMICC website improvement initiative is complete. The website was revised to meet current performance and security standards for both computer and mobile devices. Additionally, the URL was updated to align with current domain naming conventions for state government entities. The new website, <https://rmicc.texas.gov>, is hosted by the Department of Information Resources (DIR) and is publicly accessible.

RMICC extends appreciation to the staff of the Secretary of State and Department of Information Resources for their partnership, guidance, and extended support through the years of hosting the website and the transition of the website to DIR.

### **Reform RMICC Recordkeeping Practices**

As a governmental body, RMICC has the responsibility to meet the records management requirements of both the Open Meetings Act (Act) and the Texas State Library and Archives Commission State Records Retention Schedule. The Act instructs governmental entities in the types of records that must or should be created when hosting an open meeting of a governmental body and TSLAC establishes required minimum retention periods for those records.

Of the records that are created by RMICC's activities, a small but important selection of them is designated by TSLAC as having a permanent retention. RMICC coordinated with TSLAC (as a member-agency of RMICC) to provide appropriate legal retention and technical storage for RMICC's records. The council designated TSLAC to be the official retention custodian of council records; a supporting factor of this decision was that retention requirements for RMICC records are captured on TSLAC's agency records retention schedule. All council records have been physically transferred from the custody of the Secretary of State to TSLAC. Disposition of eligible records is scheduled for December 2024.

### **Create the RMICC Archival Records Collection in the Texas State Archives**

As documented on the Texas State Records Retention Schedule, TSLAC identifies several types of open meetings records created by governmental bodies as having historical value to the state. To comply with TSLAC's requirements, the council is coordinating with the Texas State Archives of the Texas State Library and Archives Commission to create an archival collection of council records. The archival collection is being developed as a hybrid collection including both paper and digital records, with the digital component hosted as part of the Texas Digital Archive.

The creation of an archival collection, especially with a digital element, provides direct public access to official council records. Additionally, placing archival records in the care of professional archivists ensures that these historically valuable records receive expert attention and care.

### **Coordinate on 88<sup>th</sup> Legislative bill awareness and tracking**

During the 88<sup>th</sup> Legislature, Regular and Special Sessions, member agencies identified no bills for discussion.

### **Support Gov't Code §2054.137 compliance among member agencies**

The addition of section §2054.137 to the Texas Government Code reinforced the importance of records and information management in carrying out governmental responsibilities and services. The statute specifies that agencies foster a strong, collaborative partnership between the Records Management Officer (RMO) and the Data Management Officer (DMO) to strengthen the agencies' ability to build a comprehensive and sustainable information governance strategy. RMICC member agencies support the Legislature's mandate to promote strong relationships between these two statutorily required roles to guide agencies in building sustainable governance programs. Below are compliance statements from RMICC member agencies subject to §2054.137:

#### **Comptroller of Public Accounts (CPA)**

The Comptroller of Public Accounts designated a Data Management Officer on September 1, 2021. The Comptroller's Office already had a data governance program maintained by the Privacy Officer since 2017. The SB475 changes to the program were added during 2021 including the commitment for coordination between the Data Management Officer and Records Management Officer. The DMO also partnered with the Information Security Office to validate that our cloud hosted data meets the SB475 requirement of being TXRAMP approved to protect the security and privacy of the data. One of the activities currently underway is to complete the data maturity assessment prior to the November 2024 deadline. The Comptroller's Office was one of the first agencies to place our high-value data sets on the Texas Open Data Portal even prior to SB475. We currently have over 70 data sets on the portal including active taxpayers for various tax types (e.g. sales, franchise, etc.), eminent domain information including active projects relying on it, State of Texas Expenditures, and much more.

#### **Office of the Attorney General (OAG)**

The Office of the Attorney General is dedicated to a proactive approach to data governance compliance. The OAG's Data Governance Program is designed to ensure compliance with relevant state and federal information security and privacy laws, implement Enterprise Master Data Management tools, preserve, and increase data quality, and provide transparency and data accessibility across the agency. Since the creation of the program in November of 2021, the OAG appointed a Data Management Officer who has helped implement policies, procedures, and training to ensure that the OAG's data governance complies with all relevant requirements, including those in Texas Government Code Section §2054.137, SB475. The policies highlight the operationalization of information security, records management and retention, and data storage. The OAG also published three high-level datasets to the Open Data Portal on August 22, 2022, implemented rigorous data controls and data sharing agreements in all vendor contracts, completed the annual Security Assessment Report on August 18, 2023, and completed the Data Management and Analytics Maturity Assessment on August 22, 2022.

The OAG also strives to implement best practices beyond the scope of legal requirements for data governance. For example, the agency has a fully functioning configuration management database to assign and track data owners and stewards across the agency and is continuously gaining maturity in data classification. The OAG has dedicated staff and program directors, an executive steering committee, awareness, and support from OAG leadership to maintain and improve data governance throughout the agency.

#### **Texas Railroad Commission (RRC)**

The Texas Railroad Commission is meeting all data management and data governance objectives and milestones outlined in SB475 and Texas Code Section 2051.161. All ITS projects have begun to create formal data models and data field classification is occurring on new projects. A new Data Governance tool called Informatica CDGC should allow the process to speed up going forward once manpower is established as required for this new tool. RRC has maintained a Data Management Officer (DMO) position since the inception of the legislation including coordination with the Statewide Chief Data Officer, attending the DMAC meetings, and finalizing our 2<sup>nd</sup> Data Maturity assessment. Written Data Governance Minimum Standards have been written and are being established in response to improving Data Maturity as well as to implement best practices across RRC at the project level. An agency-wide Data Literacy Training has been implemented as an outreach program to increase awareness and education of the importance of Data. Three high value data sets have been implemented on the Texas Open Data Portal (ODP) and several ITS projects are also now in flight which will utilize the ODP for further sharing of Data in the future. Coordination with the ISO, records management program and the TSLAC continues.

#### **Texas State Library and Archives Commission (TSLAC)**

After the passage of SB475 and the addition of §2054.137 of the Government Code, TSLAC established an information governance program and council, under the authority of the Director and Librarian. The purpose of this council is to position the agency to exercise appropriate authority and management over all data assets in custody and ensure that related policies and procedures are established to manage those data assets. Furthermore, TSLAC shares responsibility for meeting the criteria outlined in the new data governance requirements by assisting agencies with applying their records management programs to all types of data storage media and increasing awareness of and outreach for records management programs within their respective agencies.

Due to the agency's staffing capacity, TSLAC leadership chose to dually designate the Records Management Officer (RMO) as the Data Management Officer (DMO). Improvements and new initiatives in the agency's records management program were already underway, and the RMO benefited from having established executive buy-in regarding the importance of records management and existing relationships with key stakeholders across the agency. TSLAC quickly identified the retention schedules promulgated by the State and Local Records Management Division as the first three data sets TSLAC would upload to the Texas Open Data Portal. Going forward, the agency expects to continue developing and refining the information governance program, acquiring new data assets, and exploring the use of next generation technologies.

## **Update RMICC Bylaws and Administrative Rule**

In March 2023, the council voted to create a workgroup to review and make recommendations for updating the RMICC Bylaws, which are codified as Texas Administrative Code, Title 13, Part 4, Chapter 50. During initial strategy discussions, the workgroup determined that RMICC had not performed an official rule review in more than 20 years.

While the council is technically not a state agency, the council voted to comply with Texas Government Code, §2001.039, which directs state agencies to develop plans to review their rules and to determine, at a minimum, whether the reasons for adopting the rules still exist. The council published a Proposed Rule Review in the December 8, 2023, issue of the Texas Register (48 TexReg 7179). The council received no comments on the proposed rule review. As a result of the review, the council found that the reasons for initially adopting the rules continue to exist. Therefore, the council readopted Chapter 50 in its entirety in accordance with the requirements of Government Code, §2001.039.

With the need for the rules confirmed via the rule review process, the council noted that future rulemaking regarding the council's administrative rules may occur as needed to simplify the bylaws and administrative rules, update statutory references, and remove information that becomes obsolete.

## **SACC Records and Information Management Subcommittee**

In 2016, RMICC and TSLAC collaborated to advocate for the creation of a Records Management Subcommittee under the State Agency Coordinating Committee (SACC). The primary purpose of the State Agency Coordinating Committee is to examine administrative and management practices, opportunities for improvement, potential risks areas, and other issues with relevance across agency lines. SACC members discuss and share information regarding best practices, technology solutions, and other ideas considered beneficial and cost-effective for state agencies and stakeholders. In furtherance of this purpose, the Records and Information Management Subcommittee was established to serve as subject matter experts and advisors for SACC regarding records and information management legislation, issues, and topics with cross-agency implications and impacts. The subcommittee also offers a forum for mutually beneficial knowledge sharing among agencies, and an opportunity for agencies to identify common issues and develop potential solutions.

RMICC maintains a primary role on the SACCRIM.<sup>5</sup> Council participation includes attending subcommittee meetings, contributing to subcommittee initiatives, and providing coordination between the subcommittee and RMICC activities.

### ***Subcommittee Activities***

During the 2023-2024 reporting period, a primary focus of the subcommittee's activities was monitoring the 88th Session of the Texas Legislature for proposed legislation impacting records management. The most notable legislation passed was HB2060 regarding the creation of an

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<sup>5</sup> See Appendix B for a full listing of SACCRIM members.

artificial intelligence advisory council, which is tasked with, among other things, recommending administrative actions that state agencies may take regarding the use of AI without further legislative authorization and issuing a final report to the legislature by December 1, 2024.

Additionally, the subcommittee focused on producing and disseminating new educational resources to support the professional development of state records management practitioners. The FY2023 educational project was a pamphlet Navigating Change in Records Management, which was identified as an area of need following the pandemic when many state agencies and local governments were faced with the daunting task of switching from paper to electronic records as more employees began working remotely. The pamphlet was launched on December 11, 2023, on the TSLAC website (see [SACCRIM Education Pamphlet on Navigating Change | The Texas Record](#)) accompanied by an interview with a SACCRIM member about the project and the benefits of attending SACCRIM meetings. The FY2024 educational project was placed on hold, as the subcommittee voted to consider changing the topic to policies and best practices regarding the management of records generated by the use of AI, pending the release of the AI Advisory Council's report to the legislature in December 2024. Other suggested topics for future educational projects include employee separation and succession planning for records, managing emails of active employees, or expanding previous educational project resources on email management.

At each monthly subcommittee meeting, staff from TSLAC gave updates about new developments regarding record retention schedules, the state archives, upcoming conferences, and available training materials. TSLAC staff also assisted in tracking proposed legislation and providing updates on any relevant bills. During the December 2023 meeting, Rebecca Hanna with TSLAC gave a training presentation on Record Retention Basics. During the April 2024 meeting, SACCRIM Chair Lena Roberts gave a training presentation on the Public Information Act and Records Management. Volunteers have been solicited to give presentations on other records management topics at future meetings. Lastly, new sections were added to the monthly agendas, including updates on the RMO Brown Bag lunches (i.e., informal monthly meetups where RMOs from various agencies gather and ask questions or brainstorm ideas) and Job Postings, where attendees can share information on any records management-related job openings at their organizations.

### ***Subcommittee Future Objectives and Activities***

In the upcoming reporting period, SACCRIM will focus on monitoring the 89th Session of the Texas Legislature for proposed legislation with records and information management impact. Additionally, SACCRIM anticipates completing educational materials on at least two of the topics considered in 2024. However, rather than an educational pamphlet as has been the traditional media, the subcommittee is considering creating multi-media educational materials that includes video trainings for dissemination to agencies to use in employee onboarding and for posting on the TSLAC training video website. The videos and other materials would be created in partnership with other SACC subcommittees, such as the subcommittee on training and the subcommittees most closely associated with the chosen topics, and would also be disseminated to a broader audience via the other SACC subcommittees. Elections for a new Chair were held in August 2024.

## **PART IV: COUNCIL HISTORY**

The Council was established in 1995 by SB366 of the 74th Legislature. RMICC replaced the State Library and Archives Commission's Records Management and Preservation Advisory Committee, which was abolished by the same act. During the 75th Legislature, RMICC's responsibilities were expanded to implement SB897, which included a directive to study electronic records. During the 78th Legislature in 2003, RMICC's membership was revised to include the addition of one faculty member of a public senior college or university and two executive branch state agency information resource managers. In 2007, the Texas Building and Procurement Commission was removed from the Council's membership in accordance with HB3560 of the 80th Legislature.

### **Composition, Statutory Charges, Mission and Goals**

As of 2024 the Council is composed of the following officers or officer's designee:

- the Attorney General;
- the Comptroller of Public Accounts;
- the Executive Director, Department of Information Resources;
- the Secretary of State;
- the Director and Librarian, State Library and Archives Commission;
- the State Auditor, who serves as a nonvoting member; and
- three auxiliary voting members appointed by the Council chair with the consent of a majority vote. The auxiliary voting members include;
  - one faculty member of a public senior college or university, as defined by the Education Code, § 61.003, who has demonstrated knowledge of records and information management; and
  - two individuals who serve as information resources managers, under the Government Code, § 2054.071, for state agencies in the executive branch of government.

As assigned by Government Code, § 441.203(e)1-3, the Council is charged to:

- review the activities of each 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.

The Council's mission statement specifies that the council will coordinate the management of 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.



The Council seeks to realize this mission by:

- facilitating the awareness of and access to practical and appropriate records management resources for state and local government entities,
- supporting the Texas State Library and Archives Commission in the further development of the Texas Digital Archives, and
- supporting initiatives for the appropriate development of electronic records management for state and local government.

## History and Accomplishments

The organizing meeting of RMICC was held on November 30, 1995. For nearly 30 years, in collaboration with state agencies and state universities, RMICC has published biennial reports, special project reports, and fostered formation of records management focus groups, including:

- Materials for legislators, state agencies, and universities (updated, 2018)
- Formation of the SACC Records Management Subcommittee (2016)
- Formation of the Electronic Records Review Panel (2015)
- Informational material for legislators, state agencies, and universities (2014)
- University Records Management Committee Report (2012)
- Best Practices Committee Report with Records Management (2012)
- Best Practices Committee Report (2010)
- University Records Management Committee Report (2010)
- Records Management Officer Job Guidelines (2008)
- Electronic Records Management in Texas Government Survey Report (2003)
- Electronic Records Research Report (1998)

## Role in Current and Future State Government Records Management

The member agencies of RMICC represent major guiding forces in state government. These member agencies have vested interests in their own and other agencies' records management practices. Each member of RMICC contributes to a balanced and informed view of records management in Texas government today. Working together, RMICC's members provide necessary and unique perspectives to current and future records management challenges and solutions as seen in the following examples.

**The Comptroller of Public Accounts** serves as chief tax collector, accountant, revenue estimator, treasurer and purchasing manager for Texas state government. The Comptroller also provides oversight and guidance to agencies regarding financial, payroll, travel and other fiscal areas. For example, a travel audit may highlight areas in which procedures and information may be improved by an agency's records management practices. The Comptroller's centralized technology implementations (i.e., Centralized Accounting and Payroll/Personnel System [CAPPS], Unified Statewide Accounting System [USAS], Unified Statewide Payroll/Personnel System [USPS], State Property Accounting [SPA], and Human Resource Information System [HRIS]) affect agencies' records and retention schedules.

**The Texas Department of Information Resources (DIR)** delivers technology solutions to state and local government entities. These solutions include offering purchasing support and policy insights so organizations across all levels of Texas government can find and securely implement modern technology. DIR sets the strategic direction for information technologies statewide through policies and guidance, analyzing cybersecurity risks and solutions, and creating a dynamic online community for knowledge sharing. DIR is also responsible for administering rules found in the Texas Administrative Code for technology and cybersecurity issues that impact and interact with digital records management.

**The Office of the Attorney General** provides legal perspective to agencies regarding records needed for litigation and the discovery process including e-discovery. The office also investigates citizen complaints regarding difficulty accessing agencies' records under the Public Information Act and supports agencies seeking compliance with the Open Meetings Act, including provisions that relate to the creation of certain records.

**The State Auditor's Office** is the independent auditor for Texas state government. They serve as a nonvoting member of RMICC to identify and monitor potential records issues at state agencies and to ensure records remain accessible for audit purposes.

**The Texas Secretary of State** is a constitutional officer of the executive branch of state government and provides a repository for official and business and commercial records required to be filed with the Office. The Texas Constitution requires the Secretary of State to "keep a fair register of all official acts and proceedings of the Governor" and to provide these to the legislature when required.

The Secretary of State duties relating to records retention include the following: maintaining a register of all official acts and proceedings of the governor, and all appointments to state boards and commissions; many business-related filings, including corporation and Uniform Commercial Code filings.

**The Texas State Library and Archives Commission** continues to provide records management assistance and archival services to all state agencies.

Records management assistance services include standard retention schedules, administrative rules, agency retention schedule review and approval, training, consulting, inactive records storage, imaging and micrographic services. The commission also works with agencies on digital imaging services and secure document destruction contracts.

Archival services include archival record review and archival record accession into the State Archives. The state archivist and archival staff identify and protect historical records as well as those records being created today. The State Archives provides access to archival materials for educators, students, researchers, government entities and others.

Three **auxiliary voting members** consisting of one public higher education representative and two Information Resources Managers (IRM) provide invaluable and informative perspectives to the work of the council. These members compliment the contributions of the permanent

members by ensuring that educational and technological considerations are represented in council inquiries and recommendations.

# Appendix A

## SACC Records and Information Management Subcommittee Members as of August 2024:

Name	Agency	Role
Veronica Barnes	Commission on Environmental Quality	Primary
Abiba Boumba	Commission on Environmental Quality	Alternate
Carl Hazlewood	Department of Criminal Justice	Primary
Carie Beaty	Department of Criminal Justice	Alternate
Talj Harper	Department of Family & Protective Services	Primary; Vice Chair
Roseana Greene	Department of Family & Protective Services	Alternate
Amanda Montgomery	Department of Information Resources	Primary
Gloria Rivera	Department of Information Resources	Alternate; Secretary
Karin Hays	Department of Insurance	Primary
Harish Krishnamoorthy	Department of Insurance	Alternate
Lena Roberts	Department of Motor Vehicles	Primary; Chair
Ashley Crutchfield	Department of Motor Vehicles	Alternate
Sarah Hendricks	Department of Public Safety	Primary
Jessica Ballew	Department of Public Safety	Alternate
Sonya Csikesz	Department of State Health Services	Primary
John Schooley	Department of State Health Services	Alternate
Emilie Schulz	Department of Transportation	Primary
Nohemi Ruiz	Department of Transportation	Alternate
Dana Colbert	Education Agency	Primary
Montgomery Meitler	Education Agency	Alternate
Robert Haynes	Health & Human Services Commission	Primary
Scott Harshbarger	Health & Human Services Commission	Alternate
Karol Davidson	Juvenile Justice Department	Primary
Jennifer Martin	Juvenile Justice Department	Alternate
Rachael Zipperer	Parks and Wildlife Department	Primary
Duston Crews	Parks and Wildlife Department	Alternate
April Norris	Records Management Interagency Coordinating Council	Primary
Elida Arriaga	Workforce Commission	Primary
Theresa Stephenson	Workforce Commission	Alternate