

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**September 10, 2024**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 10, 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  
Jill Ledbetter representing Vincent Houston, Member  
Jeff Peden, Member  
Roy Philips representing Ray Young, Member  
Michael Reagor, Member

**GUESTS**

Kenny Alexander, The University of Texas at Austin  
Megan Carey, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Brady Cox, Public Utility Commission  
Rebecca Hannah, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Katherine Hoffman, Texas State Library and Archives Commission  
Amanda Montgomery, Department of Information Resources  
Mark Myers, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Chair April Norris called the meeting to order at 10:10 a.m.

**II. AGENDA ITEM 1 – APPROVAL OF THE JUNE 4, 2024 MINUTES**

- The minutes to the Council meeting held June 4, 2024, were approved as follows:
  - **MOTION** made by Craig Kelso, seconded by Christi Brisky, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 4, 2024, as presented.

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

- Mark Myers of the Texas State Library and Archives Commission (TSLAC) updated the Council regarding recent activities at the Texas Digital Archive (TDA).
- Work on the Texas Department of Transportation project continues, Myers said. The San Antonio District records are being digitized currently, and that marks about the halfway point of the project.
- Ongoing work continues with Supreme Court M Series case files, Myers said. This is a large-scale project involving court records from the 1840s through the early 1900s.
- Other items recently digitized include 16mm campaign films from Governor Allan Shivers as well as transcripts of some speeches from Shivers.
- The local government records project has been completed, Myers said. These records were digitized by Ancestry.com originally, and were available to Texas residents through the Ancestry.com website. Additional records were digitized by familsearch.com as well. These records are now being included in the TDA as well, Myers noted. The TDA does not normally take in local records, Myers said, but these were included as they were already digitized.
- A new collection page has been added to the TDA, Myers said. The page serves as an access tool for finding aid for film, video, and audio information included in the TDA.
- Myers indicated that agencies are still transferring records to the TDA using the TSLAC Box account. This is a useful method to transfer mid-sized amounts of records to the TDA, he added.
- Myers noted that the TDA has created a new tool that helps agencies create a file-level inventory list for records transfers. The tool is an executable file that creates a list to place into the spreadsheet that accompanies the file transfer.

### **IV. AGENDA ITEM 3 – e-RECORDS CONFERENCE REGISTRATION UPDATE**

- Joshua Clark of TSLAC noted this year's e-Records Conference will be held November 22 at the Commons Conference Center. This year's theme is "the Next Records Frontier".
- The registration portal for the conference will launch soon, he said. The registration fee will be \$85 prior to November 1 and \$100 for registrations received after November 1.
- Individuals who have attended previous conferences will receive notification by email when registration opens, Clark said. Agency records management officers and data management officers will receive the same notification, he added.
- Clark added that 14 vendors will be taking part in the conference.

**V. AGENDA ITEM 4 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE**

- Rebecca Hannah of TSLAC updated the Council on the recent activities of the State Agency Coordinating Committee Records and Information Management Subcommittee (SACCRIM). She noted she is the current chair of the subcommittee.
- Norris noted that the Council is a permanent, non-voting member of SACCRIM. She added the subcommittee will be tracking items of interest during the upcoming 89<sup>th</sup> Legislative Session.

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

- Kelso noted that the Council has worked with the Department of Information Resources (DIR) to transfer the Council website to DIR hosting. The transfer has been accomplished, and the site has been redesigned as well. Additionally, the URL for the website has been updated to [rmicc.texas.gov](http://rmicc.texas.gov).
- As part of the migration to the new host, older meeting minutes were removed from the site, Kelso added. Those records have been filed with TSLAC for retention purposes, he said.
- Kelso noted this has been a long-term goal of the Council, and it's pleasing to see it completed. DIR is working with Council Secretary Jill Ledbetter regarding administrative access for ongoing updates to the site, Kelso added. Ledbetter noted that requested updates to the site regarding the September Council meeting were completed by DIR personnel in a timely manner. Norris added that the new website is also mobile-friendly.
- Norris noted the Council will be working with TSLAC regarding appropriate retention and disposition of Council records moving forward. She noted all historical records for the Council are in the custody of TSLAC at this time. Records disposition will be undertaken at the end of her term of office in February, Norris added.
- Christi Brisky updated the Council on the bylaws update initiative. Brisky noted that she will be stepping into a different role at her agency, and she will no longer be the DIR records management officer.
- Brisky noted that a draft proposed rulemaking for the Council's administrative rules had been distributed to the Council for their information. She noted one placeholder in the document for information that is still being addressed.
- Norris noted the draft includes updates to the Council's administrative rules in the *Texas Administrative Code*. She added that the Council completed the required quadrennial review of agency rules, and that review brought forward the need for changes to the Council's administrative rules. The Council's bylaws will be updated as needed as

part of the rulemaking changes, she added. Brisky added instead of amending existing rules, all current Council rules will be repealed and new rules will be promulgated. This is to more easily facilitate changes to the structure and organization of the rules.

- The new rules will include a new definitions section, and well as information regarding the Council's statutorily-mandated functions, purpose and requirements. Many of the items included in the current administrative rules are more properly placed in the Council's bylaws, Brisky added. Changes to bylaws are more easily accomplished than administrative rulemaking, she added.
- The Council is also required by statute to prescribe policies regarding records management that the Council's member agencies will implement. Brisky noted.
- The statutory requirements for the Council's composition and contact information will be referenced in the new rules as well, Brisky said. The process for adding auxiliary members to the Council will be clarified as well.
- The new rules establishes three officer positions for the Council. The rules will identify the chair and vice-chair and will add the new position of secretary. The secretary of Council will be responsible for posting of the Council's open meeting notices as well as performing other ministerial tasks as needed. Norris noted Council secretary role would be defined as a member of the Council to formalize the role. Kelso asked if an auxiliary member could serve as secretary. Norris noted the Council could define the requirements for the role. Brisky noted the Council's bylaws rather than the administrative rules would define these types of granular specifics. Bylaws are more flexible and can be changed if needed by the Council, Brisky added.
- Norris asked the Council members to review the draft proposed rules and give their feedback. She noted the Council will discuss the draft at the upcoming December meeting.
- Brisky noted that Amanda Montgomery is the new DIR records management officer. Montgomery may be the DIR member on the Council in the future, Brisky added.

## **VII. AGENDA ITEM 6 – 89<sup>TH</sup> LEGISLATIVE SESSION BILL TRACKING**

- Norris noted that the 89<sup>th</sup> Legislative Session will be starting in January. She added that a Council strategic initiative for 2025 will be legislative bill tracking, and noted that the Council may partner with SACCRIM and TSLAC regarding this initiative.
- Norris asked Council members to share any informative they receive regarding legislation with potential records management impacts. Potential legislative initiatives that could impact records management include artificial intelligence, procurement and cybersecurity concerns, Norris said.

**VIII. AGENDA ITEM 7 – DISCUSSION OF RMICC BIENNIAL REPORT**

- Norris noted that the draft 2023-2024 Council biennial report had been distributed to members. The report needs to be submitted in October, so the deadline for feedback will be September 24, Norris said.
- Norris asked all permanent and auxiliary Council members to email her with any recommendations for changes to the draft. She stressed this is not the final vote to approve the draft. The Council will meet in October to vote to approve the report and authorize submission of the report as required.
- Norris recommended the Council meet on October 15 for the meeting to approve the report. The only agenda item will be the approval of the report, and members will be able to attend virtually if needed, Norris said. Kelso suggested the Council meet at 10 a.m. on October 15.
  - **MOTION** made by Christi Brisky, seconded by Jeff Peden, and carried unanimously to schedule a Council meeting at 10 a.m. on October 15.
- Norris noted the report is lengthier than past reports the Council has submitted. She expressed her appreciation to Council members for their assistance in preparing the report. Kelso thanked Norris for her leadership in drafting the report as well.

**IX. AGENDA ITEM 8 – DISCUSSION OF UPCOMING RMICC ELECTIONS AND MEETING DATES FOR 2025**

- Norris noted that her term of office will be ending and election of officers will take place in December. Anyone interested in serving as the chair or vice chair should reach out to her or to Kelso if they have questions about the roles. Norris added that she is ineligible to serve another term as chair due to term limitations. She will remain as the designee for her agency on the Council moving forward, she added.
- Norris mentioned the Council will need to set the meeting dates for 2025 as well. She added that the Council meets the first Tuesday of March, June, and December and the second Tuesday of September at 10 a.m. For 2025, the dates would be March 4, June 3, September 9 and December 2 at 10 a.m., Norris said.
  - **MOTION** made by Craig Kelso, seconded by Christy Brisky, and carried unanimously to adopt the 2025 meeting date schedule.

**X. OTHER BUSINESS**

- Kelso noted that the purchase of land for a new archives building was approved by the Texas Facilities Commission in August. TSLAC has held preliminary meetings with the contractor selected for the project and expects to break ground in the spring of 2025. Project completion is expected by early 2027, Kelso added. Initial planning is for an approximately 250,000 square foot building, Kelso noted. Utilities and infrastructure already exist at the site, making the anticipated completion time for the project shorter, Kelso said.

**XI. PUBLIC COMMENT**

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 11:10 a.m.

  
\_\_\_\_\_  
April Norris, RMICC Chair