

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**June 3, 2025**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 3, 2025, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Craig Kelso, Chair  
Roy Philips (representing Ray Young, Vice-Chair)  
Curt Bordelon, Member  
Vincent Houston, Member  
April Norris, Member  
Jeff Peden, Member  
Michael Reagor, Member  
Linda Reynolds, Member

**GUESTS**

Megan Carey, Texas State Library and Archives Commission  
Brady Cox, Public Utility Commission  
Mary Epperson, State Auditor's Office  
Andrew Glass, Employees Retirement System  
Raul Gonzalez, Texas State Library and Archives Commission  
Rebecca Hanna, Texas State Library and Archives Commission  
Katherine Hoffman, Texas State Library and Archives Commission  
Jules Kasper, Employees Retirement System  
Sebastian Loza, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
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 Craig Kelso called the meeting to order at 10:02 a.m.

**II. AGENDA ITEM 1 – APPROVAL OF THE MARCH 4, 2025 MINUTES**

- Two typographical errors were identified in the draft minutes as presented. The minutes to the Council meeting held March 4, 2025, were approved as follows:
  - **MOTION** made by Linda Reynolds, seconded by Curt Bordelon, and carried unanimously to approve the minutes of the

meeting of the Records Management Interagency Coordinating Council held March 4, 2025, 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 that work continues to digitize the Texas Department of Transportation records. Digitization was completed for the San Antonio and Beaumont districts recently, and work has started on the Yoakum district. Currently, 15 of the 25 districts have been completed, Myers said, noting that over half of the work for this multi-year project has been completed.
- The TDA continues to add electronic minutes and meeting materials for numerous agencies, including the Texas Board of Criminal Justice, Texas Department of Licensing and Regulation, the Executive Council of Physical Therapy and Occupational Therapy Examiners, and the Texas Department of Motor Vehicles. A new collection for the Texas Board of Architectural Examiners has been added as well, which includes records from 1915 through 2017.
- Additional information has been added for the Texas State Department of Highways and Public Transportation, Myers noted. The updates to this collection include 12 films regarding bridge construction, highway safety and funding among other subjects.
- Oral histories from Texas military veterans, internment camp prisoners, and other topics have been added to the records available from the Texas Historical Commission History Programs Division, Myers said.
- Texas Supreme Court opinions have been partially digitized and added to the TDA, Myers said. These records date from the 1800s, and are being added in addition to the M Series case files also being digitized. The digitization of the M Series case files is a multi-year project, Myers said, and the project is expected to take approximately 20 years to complete at the current pace.
- Republic of Texas pension claims records continue to be added to the TDA, Myers said. These records were originally included from scanned microfilm, and are being redone due to the low quality of the scanned images, he noted.
- Audiovisual recordings from the 1974 Texas Constitutional Convention are being added to the TDA as well. The convention was held in 1974. These records include both film and audio records, Myers said.
- Texas Department of State treaty records from the Republic era are being added to the TDA. These records are signed copies of treaties between the Republic of Texas and other countries such as France, Great Britain, the Netherlands, the Hanseatic League and the United States. The records include the ceremonial seals placed on the documents.
- Records of correspondence between the Texas Brewers' Institute and Texas executives and politicians are being added to the TDA. Myers noted the Institute was a lobby group formed by 10 Texas breweries operating after the 1933 repeal of Prohibition.

- Audiovisual materials from Price Daniels continue to be added to the TDA, Myers said. Daniels served as Texas attorney general, United States senator, and Texas Governor. The audiovisual materials and related papers encompass his service in these offices as well as campaign materials.
- The TSLAC newspaper collection now includes more than 1,600 newspapers from 1741 to 2006, Myers noted. The information in the newspaper collection represents 174 of Texas' 254 counties. This project is a collaboration with the University of North Texas, Myers said.
- Myers noted the TDA is using BOX for file transfers, allowing transfers to move away from email or physical media delivery to the TDA. BOX allows medium-size transfers as well, Myers said.
- The TDA has rolled out other tools as well, including an automated inventory tool that will automatically create a checksum required for file transfers. Additionally, the TDA continues to explore tools for the creation of transcripts of video and audio files. One of the tools used was Whisper from ChatGPT, Myers said. He noted it produces a transcript for audio files but does not differentiate between speakers.
- Myers noted the TDA is 10 years old, as records began being included in the archive in 2015. Public access to the TDA debuted in 2016, he added.
- Kelso asked if the new TSLAC facility will allow for increased capacity for the TDA. Myers noted that while the TDA will be moving to the new location, they are still at capacity. Additional staff are needed to help with tasks such as creating finding aids, but no funding for additional staff was received for this biennium.
- Kelso asked about the new form being used for file transfers from agencies. Myers noted that some agencies have been using it, but some are not. He added that the new form is a good opening for the TDA to communicate with agency records management officers (RMOs). Some agencies are still transferring files without the required form, but that is happening less and less, Myers said. He added that the TDA has targeted specific agencies such as the Office of the Attorney General and requested electronic file transfers from those agencies.

**IV. AGENDA ITEM 3 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE**

- Rebecca Hanna of TSLAC updated the Council on recent activities of the State Agency Coordinating Committee Records and Information Management Subcommittee (SACCRIM). She noted the subcommittee's June meeting has been moved to June 17 and the November meeting has been moved to November 13.
- Hanna noted the subcommittee has increased the size of their mailing list by 19% since an article about the subcommittee appeared in the Texas Record blog.
- SACCRIM is currently updating their bylaws and will add a position that is an informal backup to the subcommittee's secretary, Hanna said.

- SACCRIM continues to hold their “Share and Shine” presentations where members or external guests share information relevant to the group. Upcoming presentations will focus on topics such as information governance and will also provide virtual networking and collaborative opportunities. She noted that Kelso and Joshua Clark of TSLAC as well as Curt Bordelon of the Office of the Comptroller of Public Accounts will be giving Share and Shine presentations in 2025. She added that some dates are still available in 2025 for Share and Shine presentations and encouraged participation.
- Additionally, the subcommittee holds in-person networking events, Hanna said. In the past, the subcommittee has found hybrid networking events to be challenging, and they intend to schedule more in-person networking opportunities in the future.

**V. AGENDA ITEM 4 – TEXAS STATE LIBRARY AND ARCHIVES COMMISSION ADMINISTRATIVE RULES UPDATES – 13 TAC 6 AND BULLETINS ON THE WEBSITE**

- Erica Wilson-Lang of TSLAC noted that TSLAC has completed their required review of their administrative rules and will be publishing the adopted rule review notice in the *Texas Register*. She added that TSLAC last completed rule review 2021. As a result of the review, TSLAC will propose needed rulemaking at a later date.
- TSLAC is also reviewing Bulletin 3, which concerns state agency records retention schedule certifications and recertifications. The bulletin is being reviewed for clarity and to make the process clearer, she said.
- Kelso asked about plans for upcoming rulemaking. Megan Carey noted some small changes may be presented to the TSLAC members at the Commission’s August meeting. More rulemaking may follow, but further discussion is needed, Carey said.
- Kelso asked whether informal comments on upcoming rulemaking will be solicited. Carey and Wilson-Lang indicated that is a possibility.
- Wilson-Lang noted that the bulletins have existed as guidance documents for quite some time. Prior to being available on the TSLAC website, the bulletins were distributed by mail, she added.
- April Norris asked about administrative rules regarding microfilm. Wilson-Lang indicated TSLAC is building a strategy for such rules.
- Norris added that if workgroups are being formed regarding future rulemaking, her office would be willing to participate.

**VI. AGENDA ITEM 5 – STATE RECORDS CENTER BUILDING UPDATE**

- Kelso updated the Council on progress with the new state records center building. He noted that a groundbreaking ceremony was held for the building on May 7, with many guests in attendance.
- Kelso added that it has been helpful to see the site in person and noted that the general area around the site is busy. Plans for the new building

are ongoing, he said, and include such items as furniture placement and other organizational details.

- Site preparation is expected to begin in September or October, Kelso said. The building will be approximately 242,000 square feet and will include space for archives, a digitization lab, a conservation lab, and the talking book program. The talking book program will have six studios, up from the three studios in its current location.

## **VII. AGENDA ITEM 6 – STATE RMO MEETING UPDATE**

- Raul Gonzalez of TSLAC updated the Council on the state RMO meeting held in April. He noted this meeting is an annual event for RMOs that includes breakout sessions and networking opportunities.
- The meeting was held in-person at the Barbara Jordan State Office building. A virtual option was available as well, Gonzalez said.
- Topics discussed included legislation, data management and archives among other topics. Breakout sessions included topics such as records retention, records management training and university-specific records management. Gonzalez noted that the Department of Information Resources (DIR) presented information at the meeting, and their collaboration was welcome.
- Gonzalez indicated the training was held at the Barbara Jordan State Office Building, and he noted the facility was marvelous. He recommended it be considered by other agencies for meetings, and said it is reserved far in advance.

## **VIII. AGENDA ITEM 7 – RMICC STRATEGIC INITIATIVES FOR THE NEXT BIENNIUM**

- Kelso said the Council had begun discussion of strategic initiatives for the next biennium at the Council’s March meeting. He asked for feedback regarding those previous discussions, as the Council will be voting on the initiatives. He added that volunteers will be needed to participate in the bylaw and administrative rules updates initiatives.
- Kelso noted the Council had discussed including roundtable discussions at future Council meetings. He said that TSLAC would continue to provide updates to the Council, but other member agencies could provide updates as well.
  - Roundtable discussions could include one or two questions per meeting as a starting point for discussion, giving Council member agencies the chance to share activities and collaborate, Kelso said. He added that TSLAC holds “brown bag” luncheon discussions in this format. Council member agencies would not be required to provide updates every meeting, he noted, but more robust discussion between Council member agencies could be beneficial.
  - Bordelon noted the idea of such roundtable discussions was appealing. Norris added that the Council’s statutory charge includes support for records management activities. Member agencies could share

information during roundtable discussions as appropriate but would not have to provide information at each Council meeting. Updates could be as concise or as lengthy as needed, Norris added, with the goal being increased discussion among Council members.

- Norris added that each member agency would need to determine how to present these updates responsibly given that Council meetings are open to the public. Kelso noted that each member might want to consult with their own executive team regarding information presented at the Council's open meetings.
  - **MOTION** made by Curt Bordelon, seconded by April Norris, and carried unanimously to approve the addition of member updates to the strategic initiatives of the Council for the 2025-2026 biennium.
- Kelso asked about the status of the initiative to update the Council's bylaws, which was begun in the current biennium. Norris noted the previously-formed bylaws workgroup had begun drafting the bylaws, but the draft was not yet complete.
  - Kelso noted the bylaws had not been updated since 1995 and did not reflect items such as technology updates that have taken place since then. He asked for volunteers to complete the bylaws update. Norris indicated she will continue to work on the project, and she will request copies of previous workgroup notes from former Council member Christi Brisky of DIR. Kelso noted the TSLAC general counsel will be willing to help with this effort as well.
    - **MOTION** made by April Norris, seconded by Jeff Peden, and carried unanimously to continue the bylaws update as a strategic initiative for the 2025-2026 biennium.
- Kelso indicated that updates to the Council's administrative rules in the *Texas Administrative Code* were discussed during the current biennium as well. He noted that much of the information in the administrative rules would be more properly located in the Council's bylaws, as the information in the current administrative rules merely restates the Council's statutory guidance.
  - **MOTION** made by April Norris, seconded by Linda Reynolds, and carried unanimously to continue the administrative rules update as a strategic initiative for the 2025-2026 biennium.

## **IX. OTHER BUSINESS**

- Carey let the Council know about TSLAC internal training designed to help TSLAC analysts help agencies storing records at the State Records Center.
- Kelso noted that Brady Cox of the Public Utility is running for at-large representative for the National Association of Government Archives and Records Administrators (NAGARA).
- Myers noted that Jelain Chubb of TSLAC had been selected to receive the NAGARA Bruce W. Dearstyne Distinguished Service Award. The award acknowledges NAGARA members who have made significant

contributions through their volunteer service and leadership within the organization.

**X. PUBLIC COMMENT**

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 11:02 a.m.



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Craig Kelso  
RMICC Chair