

Agency Strategic Plan

2017–2021





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AGENCY STRATEGIC PLAN

FISCAL YEARS 2017 TO 2021

BY TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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Texas State Library and Archives Commission

Mission Statement

To provide Texans access to information needed to be informed, productive citizens by preserving the archival record of Texas; enhancing the service capacity of public, academic, and school libraries; assisting public agencies in the maintenance of their records; and meeting the reading needs of Texans with disabilities.

Agency Philosophy

The Texas State Library and Archives Commission and staff believe all people have the right to barrier-free access to library and information services that meet personal, educational, and professional needs, provided by well-trained, customer-oriented staff. We strive to attain and hold the public trust by adhering to the highest standards of honesty, integrity, and accountability.

Revised and adopted by the Texas State Library and Archives Commission, February 19, 2016.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 1: To articulate and advance the value of Texas libraries as essential to our communities and state.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- Provide continued cost effective access through public, academic, and school libraries to online information resources essential to the educational and professional needs of Texans of all ages in all regions of state with over 700,000,000 record views by August 31, 2021.
- Provide Texas public libraries access to state and national resource sharing networks to provide Texans with access to the materials they need, with 1,000,000 books provided by August 31, 2021.
- Offer ongoing training and technical assistance opportunities in all phases of library management to librarians in various types and sizes of libraries in all regions of the state to encourage the highest possible quality of library service to Texans, to reach all libraries by August 31, 2021.
- Make available competitive grants each fiscal year to provide the funding for libraries to pursue innovative projects in areas such as technology, reading, workforce and other key service areas with approximately \$7.5 million in awards from federal funds by August 31, 2021.
- Take action to encourage enhanced sharing of expertise between libraries by creating communities of practice and of mutual support by August 31, 2021.
- Maintain current information on library best practices and share those practices among libraries, state and local leaders, and to the general public by August 31, 2021.
- Review and update rules to maintain minimum criteria for public library accreditation by August 31 each fiscal year.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. **Accountable to tax and fee payers of Texas.**
These services ensure investments that Texans make locally in their public, academic, and school libraries return results that are cost-effective and have the greatest possible positive impact on the educational, informational, and economic needs of Texans.
2. **Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.**
Through cost-effective statewide purchase, TexShare and TexQuest shared access to online information resources demonstrate an ROI of 10-to-1 when compared to local library purchase of the same resources. According to a 2012 study by the Bureau of Business Research at the University of Texas, Austin, every \$1 invested in public library operations yields \$4.42 in local economic benefits. Further, Texas public libraries generate \$2.4 billion in economic benefits, and 12,000 Texas jobs depend on public library direct expenditures. Many studies also show that strong school libraries are a leading predictor in student achievement.
3. **Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**
The commission has a mandate to 'adopt policies and rules to aid and encourage the development of and cooperation among all types of libraries, to "accept, receive, and administer federal funds made available by grant or loan to improve the public libraries of the state. (Govt Code §441.006), and to 'assist libraries across the state to promote the public good by achieving the following public purposes through the following methods' (five resource sharing strategies listed – Govt Code §441.223)

4. Providing excellent customer service.

TSLAC programs will be designed and implemented to strengthen the ability of public, school and academic libraries to serve as hubs and centers of learning, technology access, and community engagement for their communities and parent institutions. TSLAC staff will monitor via the annual reports, compliance with the minimum criteria for library accreditation, performance measure definitions, and other evaluative means to monitor and improve the quality of customer service provided in the state's libraries.

5. Transparent such that agency actions can be understood by any Texan.

TSLAC is committed to maintaining transparency of operations in all programs. The services of the Library Development and Networking division are fully documented and detailed on the agency's website. Included in those online materials are all rules for accreditation, grant guidelines and criteria, cost-sharing formulas, and other administrative materials by which these programs are administered. The work of agency staff is supplemented by much-appreciated support from representatives from the statewide library community who serve as panelists on grant-review committees, in the selection of shared online resources, and other tasks, ensuring that procurement and grants administration are held in full view of the public. Further, the new grants management system, which replaces a previous legacy system, ensures that all stages of the grants program are carefully tracked and documented. Grant awards are posted on the agency's website each fiscal year.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

Texas libraries contribute value to their communities and to the state in many ways including supporting local economic development, enhancing educational pursuits, growing young readers, fostering technology access, building STEM skills, helping small businesses, and supporting jobseekers. Unfortunately, local libraries too often have difficulty communicating their value to their cities, counties, or parent institutions. An often heard plea from local librarians is to strengthen the ability of libraries to serve their communities, and to help tell the story how libraries contribute value to their cities, counties, school districts, and parent colleges and universities.

The Texas Library System program was eliminated in 2012 due to deep funding cuts that year; however, the need for libraries to come together in networks and groups to support one another remains. In the wake of the systems program, a number of groups that encourage mutual support between libraries have arisen voluntarily across the state. Library directors and others come together periodically to help one another, share ideas, and pool resources. These informal organizations present TSLAC with an opportunity to cooperate and provide development opportunities across the state. Further, TSLAC will also look to fostering the creation of communities of practice among library and information professionals as a way of sharing expertise to strengthen library services across the state.

The cost of not supporting the development of library service in Texas will be to limit the potential for Texans to gain access to information that is critical for success in school, for work and professional development, and for lifelong learning. Without the cost-effective statewide purchase of TexShare and TexQuest resources, libraries will either do without critically important information resources they could otherwise not afford, or divert funds away from other library services and materials. Without statewide resource-sharing, Texans would be limited to the information in their local libraries and the investment of communities in library resources would not be leveraged to the greatest cost-effectiveness.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 2: To recruit and retain the knowledge-based workforce necessary to discharge the agency's duties.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- Continue to request supplemental appropriation necessary to raise salaries for targeted positions essential to meeting agency mandates to the median of the state salary range for those positions by August 31, 2021.
- Continue to monitor salaries paid for comparable positions both within state government and in the local marketplace to maintain effectiveness in hiring, annually by August 31.
- By August 31, 2017, attain revisions in the state classification system for information professional series, such as archivist and librarian, and to add a series for records manager.
- Continue to support the professional growth of staff throughout the agency with training and development opportunities with at least ten training sessions offered to staff each year through 2021.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. **Accountable to tax and fee payers of Texas.**
Employing staff with the experience and education necessary to deliver mandated services will ensure that taxpayers receive the full benefit of library and information services as required by statute. In the increasingly knowledge-based economy, Texans rely on authoritatively selected and maintained information resources and services. TSLAC seeks to hire the highest quality information professionals—archivists, librarians, and records specialists—who can ensure the highest standards of quality services are provided to the State of Texas.
2. **Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.**
The TSLAC team works diligently under high pressure to produce optimal results for the state. For example, the agency currently has 7 professional records managers who are responsible for setting state retention rules while also providing records guidance and training for the staff of 157 state agencies and over 10,000 units of local government. Effective records management saves the state time and money by eliminating duplicative storage and unnecessary retrieval time. Effective results can only be achieved with a trained and focused unit that can work quickly and with high accuracy. The agency's lack of competitive salaries has caused a high turnover of records analysts lost to other state agencies such as the Governor's Office, the University of Texas, and the State Auditor's Office.
3. **Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.**
All four programmatic divisions of TSLAC rely on information professionals to deliver the core duties of the agency and achieve legislative performance measures. In Archives and Information Services, the general public, state government and researchers rely on librarians and archivists to satisfy the mandate to maintain and make available to the public archives, government documents, genealogical resources, and other information resources. In the Talking Book Program, persons who cannot read standard print due to either a visual impairment or physical disability in all counties of the state can access recorded, Braille, and large print materials selected, maintained and offered by professional and paraprofessional librarians. In the State

and Local Records Management program, public agencies in state government and in local areas across the state rely on the guidance of professionally trained government information analysts. These analysts are qualified to train other government officials to effectively manage and maintain official government records to make them easily available to the public, thus maintaining transparency of government to the taxpaying public. And, in the Library Development and Networking Division, the millions of Texans who daily use the services of 560 public libraries, over 200 college and university libraries, and thousands of public school libraries in the state, depend on mandated training services, library accreditation standards, grants management, and resource management provided by professional librarians in that division. Further, all these services are supported by IT staff and other professionals in the agency. The agency's ability to continue to recruit and retain qualified information professionals is necessary to effectively offer and maintain these mandated duties.

4. Providing excellent customer service.

TSLAC consistently provides excellent customer service, as evidenced in the agency's biennial Report on Customer Service. However, the ability to maintain service at an exemplary level is compromised when the agency cannot recruit and retain a highly qualified and effective workforce. The agency was able to raise the salaries in more than 60 of the targeted positions with additional funds received during the 84th Legislative Session. However, 81% of all agency positions pay less than the median of the state salary range. As a result, many positions go unfilled for long periods and turnover remains high in the targeted positions. These prolonged vacancies requires devoting valuable staff time to training new staff, who often in turn leave for better pay at other agencies. In FY 2015, 6 of 31 persons, or 19% of separations, left TSLAC for positions at other agencies.

5. Transparent such that agency actions can be understood by any Texan.

Investment in fair and competitive compensation for qualified information professionals leads directly to greater transparency. In archives and records management, it ensures that government records are effectively preserved and made available to all Texans, and ultimately results in public information requests filled more accurately and timely. In Library Development and Talking Book, library professionals ensure that Texans have access to the information resources they need to lead productive and fulfilled lives.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

TSLAC's ability to fulfill statutory duties to state and local government and the public depends on hiring and retaining a skilled workforce of information and management professionals. Because these same skills are in high demand by private-sector companies and larger state agencies, TSLAC will remain unable to pay competitive salaries to employ qualified staff to fulfill agency mandates until additional funds are made available. While the agency received some funding in the 84th Legislature to effectively recruit and retain key staff, the amount funded was approximately 45% of what was needed to raise salaries to the median of the state salary range for the targeted job classifications.

The cost of not addressing this issue will be that TSLAC will fall further behind other agencies and the marketplace in its efforts to recruit qualified staff, causing vacancies to go unfilled longer and increase staff turnover rates in the targeted professional positions. This situation will, in turn, further erode the quality of information services provided to the public at precisely the time when the public most needs archives and library services to support success in education, workforce skills, and lifelong literacy and to ensure transparency of government through access to archives and records.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 3: To safeguard, preserve, and provide access to informational and historical assets.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- Hire two additional Government Information Analysts in the State and Local Records Management Division by September 1, 2017, using additional funds appropriated by the 85th Legislative Session.
- Increase awareness of the Talking Book Program through currently authorized staff, and seek legislative authority to market availability of TBP services for persons with visual impairments and physical disabilities during the 85th Legislative Session. Will design new marketing plan by September 1, 2017, provided legislative authorization is approved.
- Continue work with the National Library Service for the Blind and Physically Handicapped (NLS) to transfer the Talking Book Program collections from analog to digital formats to be at least 75% accomplished by August 31, 2021.
- With the ongoing assistance of the Office of the Attorney General, continue current practice of recovering Texas records and documents illegally held in private hands and restoring them to the citizens of Texas, with 90% success rate in recovering items identified as state property that are physically located within the state by August 31, 2021.
- Review and assess operations of the Regional Historical Resources Depositories (RHRD) to help ensure the long-term preservation of regional and local historical resources by December 2017.
- Secure continued appropriations to ensure that the historical holdings of the Sam Houston Regional Library and Research Center are preserved, maintained, and made available to the public by June 2017.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
Each government information analyst on the TSLAC staff returns at least three times their salary to the state in benefits while also ensuring that the public record of the state is available to all Texans. The Talking Book program uses state funds to leverage the investment by the Library of Congress through NLS to provide a lifeline of information resources to qualified disabled Texans in nearly every county of the state. TSLAC provides guidance and support to local governments to preserve and make available local government resources through the highly cost-effective and locally-based RHRD program. At the agency's Sam Houston Center in Liberty, special appropriations over the last two biennia have allowed staff to make much-needed repairs and improvements to safeguard the state's investment in this unique resource.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
State resources expended with TSLAC to manage state and local records and preserve archival materials saves money for other agencies in a variety of ways. Storage and maintenance of the resources by TSLAC saves agencies costs associated with unnecessary retention, including for storage, management, and responding to public information requests for materials past the retention deadline. Agencies also have quick and inexpensive access to their inactive records which can be delivered directly to their offices. Centralized management of archival records means simplified access and time savings for state government and the public. Meanwhile, TSLAC participation in the NLS has, since the early 1930s, meant that the state of Texas has an effective library service for Talking Book patrons with access to hundreds of thousands of items all provided directly to the patron without charge. The ability to advertise Talking Books services

would allow the state to further leverage its investment by reaching more eligible patrons. At present only about 5% of eligible Texans receive the services of the Talking Book Program. At the Sam Houston Center, careful stewardship of the resources and grounds ensures the preservation of former Governor Price Daniel's gift to the state in the form of land and buildings for a minimal expenditure for staff and maintenance.

3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.

Texas Government Code §441.006 contains the broad mandates of the agency, including to 'take custody of, preserve, and make available for public use state records and other historical resources that document the history and culture of Texas as a province, colony, republic, and state, to 'provide library services to persons with disabilities in cooperation with the federal government' and to 'aid and encourage effective records management and preservation programs in state agencies and local governments of the state. Further, Texas Government Code §441.152 directs the agency to 'administer the regional historical depository system and regional research centers.

4. Providing excellent customer service.

The public and the state of Texas look to TSLAC to preserve and make available archives, records, and library materials to Texans. Through cost-effective practices, the agency has efficiently provided these services for more than 100 years and, indeed there has been an official state library since the Republic. The agency takes seriously the mandates noted above and provides careful stewardship of these resources and services. The action items noted above will ensure that the public and state government continues to receive excellent services without interruption.

5. Transparent such that agency actions can be understood by any Texan.

All services in this goal are designed to add to the transparency of this agency and all state agencies. An active records management program and the continued accessibility of permanently valuable government records are essential to performing and preserving the tasks of government and to ensuring transparency of all government functions.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

Currently, the agency employs seven staff to write all records retention rules and consult with 157 state agencies and over 10,000 units of local government, however, the agency needs additional analysts to accommodate the rising demands for services and training, including compliance with procurement and contract reform passed in the 84th Session.

Texans who qualify for service from the Talking Book Program because of visual, physical, or reading disabilities comprise a critically underserved population. At current levels of staffing and funding, the Talking Book Program is serving only about 5% of the estimated statewide population eligible for the service. The lack of authorization to pay for advertising the services of this program does disservice to persons statewide who could greatly benefit from the service.

The agency received an initial capital appropriation of \$1 million in the 83rd Session to address maintenance and structural needs for historical assets at the Sam Houston Center in Liberty. These funds were renewed in the 84th Session, and continued funding is imperative to continue to secure these assets.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 4: To acquire the technology necessary to effectively, securely, and efficiently manage agency resources.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- By August 31, 2021, establish and maintain an effective and comprehensive agency cybersecurity program. By August 31, 2018, establish the position of Information Security Officer for the agency with additional funds provided in the 85th Legislative Session to allow the agency to acquire the security expertise necessary for a critical analysis of the agency's Gartner Consulting recommendations. An in-depth analysis will ensure the agency can scale Gartner recommendations and implement an appropriately-scoped cybersecurity program.
- Participate in the Consolidated State Data Center Services Program as mandated by HB1516 ongoing through August 31, 2021.
- Participate in the DIR-negotiated technology contracts for IT commodities and services, other opportunities to obtain technology products and services at the lowest contracted cost ongoing through August 31, 2021.
- Maintain all web content compliant with relevant web and accessibility standards ongoing through August 31, 2021.
- Provide electronic statewide resource discovery systems and other tools to ensure agency and public data are available and accessible to all Texans ongoing through August 31, 2021.
- Enhance staff productivity by providing remote access to information resources and leveraging social networking and other electronic collaboration tools with due consideration to security issues ongoing through August 31, 2021.
- Protect the privacy and confidentiality of paper and electronic administrative and archival records of state agencies through proper information asset management practices ongoing through August 31, 2021.
- Collaborate with appropriate business partners to share information by promoting the use of interoperability standards, preserving web content of state agencies, and providing efficient and effective resource discovery systems ongoing through August 31, 2021.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
The commission has set this operational goal to protect the valuable resources under the stewardship of the Texas State Library and Archives Commission, to guarantee the most efficient use of state resources, and to ensure the agency meets the highest standards of security and accountability. TSLAC strives to maintain compliance with TAC 202 requirements, to ensure continued prevention of unauthorized access, and to implement systems and procedures to ensure critical security and efficiency of operations. Newly modernized systems provide compliance with updated state and federal accounting standards, enhanced documentation for accountability, and more effective and efficient programmatic analysis and reporting to the legislature, key stakeholders and the public.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
In an ongoing effort to cooperate with state direction on efficient use of IT resources, TSLAC was one of the first agencies to move IT-based operations into the State Data Center. Over the last two years, TSLAC has conducted a systematic upgrade of legacy systems in all divisions to ensure

the most productive and economical use of agency staff and resources. The upgrades have been conducted under the direction of the Department of Information Resources. The agency secured an exemption from DIR to provide cloud storage of digital archives which will allow much more material to be stored and thus available to the public; an action that resulted in much more efficient use of taxpayer funds.

3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.

IRT support is critical to achieving all the agency's mandated services. Work of the agency is highly information-technology driven. The Talking Book Program circulates 773,963 items per year to 15,614 customers statewide (FY2015 figures) via its online circulation system that also maintains the inventory of recorded materials (including digital downloads) via online systems. The State and Local Records Management Division implemented a new online system to manage all aspects of records storage, retrieval, interagency billing and cost-accounting, and other functions to support mandated cost recovery for core services provided to state and local agencies. With support from the Legislature in the 84th Session, the Archives and Information Services Division implemented the Texas Digital Archive to collect, preserve, and make available state agency electronic archives for the public through safe and economical cloud storage. The Library Development and Networking Division recently implemented a new Grants Management System that provides time-saving processing for electronic grant applications and payments.

4. Providing excellent customer service.

Providing excellent customer service has been a high priority of the agency, including the many services that are delivered electronically. The ability to protect crucial data and functions through robust security is a key consideration in delivering uninterrupted, quality services to thousands of users who depend on the information the agency provides.

5. Transparent such that agency actions can be understood by any Texan.

In early FY 2016, TSLAC redesigned its website for easier site navigation and to facilitate the public's ability to locate crucial agency information. As an example, to ensure the agency's web content is compliant with relevant web and accessibility standards, the agency has a designated accessibility coordinator and accessibility team that validates new content compliance with TAC 206 and TAC 213 accessibility standards. The agency also complies with Comptroller requirements that contract information be made available via the web page. The agency strives to make all administrative activity fully documented and accessible on the website, including commission minutes and actions, grant awards, program participants, fee formulas, and committee processes.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

In Fiscal Year 2015, Gartner Consulting completed a security assessment of the agency's IT infrastructure and provided a set of 22 recommendations to increase agency security to a new State of Texas standard over four years. Some of the recommendations can be implemented with current resources, and those tasks are underway. Other aspects of the report will require additional funding. However, the agency needs to first establish the position of Information Security Officer (ISO) with additional funding in the next legislative session to acquire the cybersecurity expertise to critically analyze these higher-cost recommendations in order to implement an appropriately-scoped security program for the agency. With the services of an ISO, the agency believes it can reduce the original Gartner study estimated implementation cost of \$2.3 million to approximately \$1.6 million in the 2018-2019 biennium.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 5: To secure the state's official records by addressing the immediate need for additional archival storage and provide for the growth of Texas records.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

Work with the Texas Facilities Commission to identify a solution to the agency's archives and records management critical storage needs. Options should address enhancing environmental conditions, either through the replacement of the State Records Center or the expansion and upgrade of existing facilities. The chosen solution to long-term space needs should be achieved or substantially underway by August 31, 2020.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
The taxpayers and fee payers of Texas provide funding to create records that support the functions and document the actions of government. These records have administrative, legal fiscal and historical value, and are tangible assets of the state. The people of Texas have a right to expect that their public records are adequately and safely stored and managed and that there will be sufficient space for storage of these materials long in to the future. Supporting state and local agencies by providing economical records storage and ensuring the preservation of state records with historical or archival value depends upon the availability of adequate and appropriate storage space.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
Records management and archival professionals are trained and experienced to know which can be safely disposed of according to established records retention schedules and which records should be retained. The State Records Center stores materials for agencies at a highly cost-effective rate that is competitive with private sector vendors. The fees charged by the State Records Center are subject to annual review, and fees have actually dropped in some years due to efficient management practices. The archival staff identifies, collects, processes and preserves only those records with permanent historical value – approximately 3-5% of all records created or received by state agencies. They also provide comprehensive technical and reference services that enable the state and the public to access, understand and use the records. This knowledge and experience allows customer agencies to avoid costly and duplicative storage and management of records. For TSLAC to continue providing cost-effective and efficient storage services, the agency must be assured of having ongoing space to store these materials. At present rates of acquisition, storage space for records and archives will be exhausted in six years.
3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.
Under Texas Government Code §441.006(a)(8), the agency is mandated to 'take custody of, preserve, and make available for public use state records and other historical resources that document the history and culture of Texas, and in paragraph (a)(10) to 'aid and encourage the development of effective records management preservation programs in state agencies and the local governments of the state. Further, the Texas Government Code §441.017 directs the agency to store records for state and local agencies according to a cost-recovery schedule. Without the requisite space to store records which have not yet ceased to be of administrative, fiscal or legal value, the agency will lack the ability to maintain this service for state agencies,

thus resulting in higher costs overall to the state as these agencies must use costlier services from public companies. Without the requisite space to continue collecting the state's archival records, the agency will be unable to preserve and make available to the public the historical record of Texas government.

4. Providing excellent customer service.

Currently, both the State and Local Records Management and the Archives and Information Services divisions earn very high scores in customer service surveys. The services offered by these divisions are highly valued by customers for their efficiency, helpfulness and the cost-savings provided by using these services. These high levels of satisfaction depend on continuing to have the space necessary to operate the programs effectively and efficiently.

5. Transparent such that agency actions can be understood by any Texan.

TSLAC is the agency that ensures accountability and transparency of all agency records to the public through the adoption of retention schedules, efficient storage and retrieval of agency records, and the preservation of materials of enduring historical value. This transparency depends upon having the space available to continue to maintain these collections of resources that are vital to state government and the public.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

Adequate space for the storage and operations of the agency remains a perennial challenge that increasingly constricts the ability of the agency to discharge its archives and records management mandates.

At current rates of growth, the State Records Center will exhaust its storage capacity in six years. TSLAC operates the State Records Center on an entirely cost-recovery basis. The ability of the Center to offer state and local agencies a cost-effective alternative to storage depends on having space available for the mid- to long-term future.

In 2016, the Texas Facilities Commission completed a round of deferred maintenance improvements at the State Records Center Complex on Shoal Creek Boulevard in Austin. Those repairs were welcome; however, that aging site continues to have significant maintenance problems with leaking roofs, faulty plumbing, and adequate heating and cooling systems necessary to adequately store and preserve these critical records.

Among the records currently housed at the Records Center are nearly 37,000 cubic feet of archival materials of permanent value to the state. In comparison, the volume of archival records currently housed at the Lorenzo de Zavala building in the Capitol complex is approximately 45,000 cubic feet. The Records Center lacks the climate and light-controlled environment required to ensure the safe preservation of these materials of permanent historical significance to the state.

Although increasing numbers of documents are created and maintained in digital format, the reality is that agencies continue to generate paper records. TSLAC receives between 2,000 and 4,000 cubic feet of hard-copy archives per year. Further, almost no storage space remains at the Regional Historical Records Depository maintained by Archives and Information Services – the Sam Houston Regional Library and Research Center in Liberty. TSLAC is working with the Texas Facilities Commission to explore options to secure needed space for storage and operations in the coming years.

The State Records Center also shares a site with the circulation unit of the Talking Book Program. The program houses millions of dollars worth of federal property—recorded, print, and Braille books—in less than ideal environmental conditions. Most of these materials would be impossible or expensive to replace if damaged.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 6: To support efforts to ensure digital inclusion for Texas.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- By the end of FY 2019, at least 200 public library locations will offer their communities broadband access that meets FCC library internet standards, using additional funds appropriated in the 85th Session.
- By the end of FY 2019, TSLAC will facilitate, via the TexShare and TexQuest programs, cost-saving library access to core collection e-book resources in public, school, and college and university libraries to help Texans achieve their educational, workforce, lifelong learning goals.
- Through August 31, 2021, continue to facilitate ongoing growth of local library capacity to serve as community hubs for technology and digital literacy through training programs and partnerships with the Texas Workforce Commission and other organizations.
- Continue to increase the availability of state agency archives in digital format via the Texas Digital Archive with digital archives of all agencies included by August 31, 2025.
- Continue the shift of Talking Book Program materials from analog to digital format such that by August 31, 2021, 80% of program use is via digital content.
- Continue to offer web-based training opportunities for library and local government personnel; this is an on-going initiative through August 31, 2021.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
TSLAC has been responsible for providing significant new access for Texans to online information resources. TexShare resources recorded more than 100 million record views in FY 2015 alone. However, for Texans to fully utilize these resources, as well as fully participate in available online resources, they require high-speed internet access. In approximately 60% of communities throughout Texas and the nation, the library is the only source of high-speed internet. Libraries are uniquely situated to serve as key access points in their communities to information materials that people of all ages and abilities need to succeed.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
For more than 20 years, TSLAC has been providing online information services to Texans through the TexShare and, more recently, TexQuest programs at a return on investment of at least 10-to-1 compared to the cost of purchasing the materials locally. Through this goal, the agency will help libraries leverage federal funding through the E-Rate program. This increases the local library's capacity to stretch local and state dollars while providing the broadband capability that communities need for economic sustainability, workforce development, and education.
3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.
The agency's goal to bring digital resources to more Texans via libraries and directly through TSLAC functions fulfills core agency functions as mandated in the Texas Government Code §441.221. This statute identifies the TexShare consortium as 'providing electronic networks, shared databases, and other infrastructure necessary to enable libraries in the consortium to share resources.

Government Code §441.006 mandates that the agency 'provide library services to persons with disabilities, and §441.104 authorizes the agency to 'acquire, organize, retain, and provide access to state publications.

TSLAC performance measures currently assess the amount of information provided via libraries, and the relative costs of those services. TSLAC's efforts to provide more information resources for lower unit costs would be greatly improved if more Texans had access to high-speed Internet.

4. Providing excellent customer service.

TSLAC digital services are highly regarded by program customers, and often cited as the most important services the agency provides to client groups across the state. In a recent survey of several hundred librarians in all types of libraries, access to digital resources was the service in highest demand statewide. Greater levels of digital inclusion and access to broadband communications networks via libraries will greatly improve the ability of Texans in all parts of the state to participate in the benefits of digital access.

5. Transparent such that agency actions can be understood by any Texan.

Greater levels of digital inclusion lead directly to greater levels of citizen participation in government, including greater access to electronic resources, e-government, access to services, and online information content for school, work, and lifelong learning. TSLAC has always documented all aspects of its work on the webpage, including the electronic resources available, the results of working advisory groups, commission minutes, budgets, and fee formulas.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

A recent third-party test of Internet speeds at Texas libraries indicates that only about 6% of Texas public libraries meet the FCC standard for library connectivity (100 MBs for libraries serving less than 50,000 persons and 1 GB for libraries serving more than 50,000). Governor Abbott has stated the importance of all Texas school districts having access to broadband, and the Public Education committees of both the Texas House and Senate are currently investigating the need and potential impact of broadband in education achievement. These developments support Texas leadership's recognition of the importance of broadband to education, and provide an opportunity for TSLAC to advance the message of the key role that libraries can play in providing public access to high speed Internet.

A potential path to bring affordable broadband to communities lies in the Federal E-Rate program. The Federal Telecommunications Act of 1996 established a federal Universal Service Fund that discounted telecommunications rates (E-rate) for schools and libraries. New rules adopted recently for the E-Rate program allow for a 10 percent federal match for state funds spent constructing broadband networks for schools and libraries. TSLAC staff provides information and assistance to libraries seeking to benefit from this program by delivering workshops and information on the complex application process.

The TexShare program has been in place since 1994 to provide one-stop access to commercial full-text databases that enable academic, public, clinical medicine libraries, and state agency librarians to better serve their clients. This program now offers more than 60 databases across a wide range of subjects that support academic curriculum and life-long learning. In 2013, the Legislature provided funds to allow TSLAC to create the TexQuest program to make online content available to K-12 schools in Texas, and in 2015 added funding to further build that content.

In 2013, TSLAC was an early participant in a nationwide project called Edge, designed to help libraries assess their public access technology and community engagement. Edge provides a toolkit of national benchmarks, best practices, and a local library technology assessment tool. A different project called Ploud supports the development of library digital branches.

The Braille and Audio Download Site (BARD), offered by the Talking Book Program from the National Library Service, includes more than 56,000 books and over 120 magazines available for free download to Talking Book Program patrons. Also available through the download site are over 18,500 electronic Braille books and musical scores that may be downloaded and printed on a Braille printer or used in a Braille notebook. In the near future, Talking Book Program patrons will have access to a new digital talking book machine that will have the capability of receiving books via WiFi streaming; without statewide broadband capabilities, many Talking Book Program patrons—especially in rural areas of the state—will not be able to take advantage of this new technology.

The Archives and Information Services Division provides online access to the collection through the agency's website and via e-mail reference questions. Online copies of collection guides, or finding aids, are available through Texas Archival Resources Online (TARO), the consortium of state archival repositories hosted by the University of Texas at Austin. Databases providing historical and genealogical data are used by thousands of customers each year, including the Historic Map Collection, Republic Claims, Confederate Pension Applications, and Adjutant General Service records. Online customers also enjoy browsing online exhibits based on archival holdings as well as the very popular Texas Treasures site. The new Texas Digital Archive is the latest addition to this array of online information resources.

Through surveys and other forums, librarians and other stakeholders from across the state consistently identify access to online information to be the highest priority service provided by TSLAC. These clients appreciate the ability of TSLAC to negotiate affordable prices for the resources their customers need. They would like to see more robust broadband networks to bring the content more quickly. They also struggle to provide access to the range of materials their customers need so that e-book resources are a priority as is access to open education resources (OER) in education and Open Content (free access to publicly funded research and other materials) in academic institutions.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 7: Continue to refine our response to the informational needs of the increasingly diverse Texas population.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

- At the agency level and working with local libraries, continue to develop strategic partnerships with groups serving the diverse needs of communities by supporting programs such as early childhood literacy, workforce development, and digital literacy, ongoing through August 31, 2021.
- Through August 31, 2021, continue to improve outreach efforts to serve the information needs of a larger percentage of the state's population of persons with disabilities; in particular, the blind and visually impaired, dyslexic and others with sight related disabilities that qualify under the Talking Book Program.
- Use the Texas Center for the Book as a vehicle to encourage statewide reading and library use with an emphasis on meeting the needs and interests of an increasingly diverse state population, ongoing through August 31, 2021.
- Refine training programs that prepare local library personnel to respond to the changing demographics of their communities, ongoing through August 31, 2021.
- Use TSLAC's public programs, lobby exhibits, online exhibits and social media to attract and engage new audiences for the agency's rich array of information services for all Texans, ongoing through August 31, 2021.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
TSLAC's mission to 'provide Texans access to the information needed to be informed, productive citizens' reflects the agency's effort to reach all Texans, regardless of socio-economic conditions, education, or geography. All, whether multi-generational Texans or newly arrived, need and can benefit from access to the information resources provided by this agency for their own future success.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
All action items are designed to bring increased library services to the largest number of Texans, which demonstrates sound economical efficiencies and cost effectiveness. Projects such as TexShare and TexQuest demonstrate that statewide purchase and sharing of online information resources provide the state a return on investment (ROI) of at least 10-to-1. Through these and other economical resource-sharing programs, the investment in library information resources is maximized for persons throughout the state. Investment in public library service has also been demonstrated to have an ROI of \$4.42 in additional economic benefits for every dollar spent on library services. Projects such as the Texas Digital Archive allow modest expenditures of state funding to enable access for future generations of Texans to the historical record of the state. The expenditure of state funds for library services and electronic access qualifies Texas to receive more than \$10 million each year in federal funds. These federal funds are then used to leverage local expenditures for library services.
3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.
These action items promote and extend the agency's goals of providing services to individual Texans and to libraries, archives, and local governments statewide. Data is collected on all agency programs and that information is constantly reviewed. For example, the Talking Book

Program is consistently rated by its patrons as providing excellent customer service; during FY2015, patrons were able to access over 1 million books and magazines either by direct mail to their homes or through the ability to download from an Internet database of digital materials.

4. Providing excellent customer service.
TSLAC uses a variety of measures for determining customer satisfaction. These include assessing both quality of services provided directly to customers (through services such as the Talking Book Program and directly to staff of libraries and local governments who benefit from programs such as training and technical assistance), and quality of services provided indirectly to Texans (via library programs such as TexShare, TexQuest, and interlibrary loan). Customers of all programs benefit from the agency's increased attention to responsively serving the needs of an increasingly diverse and growing state.
5. Transparent such that agency actions can be understood by any Texan.
By developing strategic partnerships with other organizations, TSLAC will expand the range of persons and groups that are aware of and can participate in the services of the agency. TSLAC uses the agency website to provide an ongoing record of all agency programs and actions. The website is fully accessible to persons with disabilities. Continued efforts to serve increasing numbers of Texans, regardless of socio-economic circumstance, will increase the agency's transparency and availability.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

TSLAC continually seeks to improve communication with constituent and stakeholder groups. It is critical that TSLAC achieve increased interaction with citizen groups, professional associations, advisory committees, and other stakeholders to form stronger alliances and partnerships that support statewide agency initiatives. TSLAC will continue to actively encourage cooperation and linkages between and among different types of libraries, governments, and non-profit organizations. Key TSLAC partners include: Texas Library Association, Friends of Libraries & Archives of Texas, the Tocker Foundation, the Texas Historical Commission, the Summerlee Foundation, the Records Management Interagency Coordinating Council, the Department of Information Resources, the General Land Office, the Texas Education Agency, the Texas Workforce Commission, the Texas Association of Museums, the Texas State Historical Association, the Texas Digital Library, the Texas Book Festival, and Humanities Texas. Key national partners include: The Library of Congress, Institute of Museum and Library Services, American Library Association, the Chief Officers of State Library Agencies, the Digital Public Library of America, the National Association of Government Archives and Records Administrators, and the Association of Records Managers and Administrators.

TSLAC will cultivate new partnerships between the Talking Book Program and other state agencies and departments that serve mutual client bases, such as the Texas Education Agency, the Texas Veterans Commission, the Governor's Committee on People with Disabilities, and the Department of Assistive and Rehabilitative Services, and the Department of Aging and Disability Services within the Health and Human Services Commission. TSLAC will work with public library staff and groups within the fields of medicine, visual sciences, learning disabilities, and senior services to promote the Talking Book Program to potential qualified patrons, including the American Council for the Blind and the National Federation of the Blind, and local governmental entities such as county extension agencies, city and county health departments, and chambers of commerce.

AGENCY OPERATIONAL GOAL AND ACTION PLAN

GOAL 8: Continue to develop the Texas Digital Archive as a vital information resource for all Texans.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

Continue to grow the Texas Digital Archive (TDA) as the official repository of state agency digital archives so that by August 31, 2025, with continued support from the Texas Legislature, the repository will include archival holdings from the majority of state agencies.

DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to tax and fee payers of Texas.
Tax paying and fee paying Texans have a right to access the official record of state government. To accomplish this, TSLAC maintains and preserves the archives of Texas makes them archives available for use. The Texas Digital Archive, made possible by an initial appropriation in the 84th Legislature, provides for the acquisition, preservation, and management of born-digital state records documents of enduring value and digital copies of archival paper records. The TDA also provides online access in one location. Without this service, these valuable state assets could be lost forever to the citizens of Texas.
2. Efficient such that maximum results are produced with a minimum of waste of taxpayer funds, including through the elimination of redundant and non-core functions.
The archives contained in the Texas Digital Archive save time and money for state government and for the public. In agreement with DIR, the data files that make up the Texas Digital Archive are securely stored in the Amazon Government Cloud. Through the careful stewardship of experienced professional archivists, TSLAC can now store and manage these materials at lower costs than individual agencies. For agencies, the cost savings comes from the ability to transfer data files with historical rather than current value from more expensive storage (such as the State Data Center) to the TDA which utilizes the more economical S3 and Glacier. The transfers will also aid in reducing the practice of over-retaining records which incurs additional staff costs and risks to manage and retain.
3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.
While TSLAC has a mandate to collect and manage the archives of the state of Texas, without regard to format, until recently, the agency lacked the resources to effectively and efficiently manage digital archives. With newly appropriated funds from the 84th Legislature, TSLAC is now preserving, managing and making available archives in digital formats through the Texas Digital Archive and its online portal.
4. Providing excellent customer service.
This centralized, curated, and searchable collection will save Texans untold hours of research time and expenses. Without this resource, Texans would have to go to each individual agency for access to historical digital records.
5. Transparent such that agency actions can be understood by any Texan.
The Texas Digital Archive when fully realized, will ensure that government archives of enduring value are preserved and that the record of state government is open and visible to all.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

Storage and management of state archival documents in electronic format continues to be a primary responsibility and concern of the agency. Legislative support in the 84th Session to create the Texas Digital Archive represented a major advancement in the recognition that a digital archive is necessary for the future of the state. Governor Perry's records were transferred to the agency at the end of 2014, including the first transfer of electronic records by a state agency. These records included an estimated six terabytes of digital archives, creating an opportunity for TSLAC to develop an official electronic archive for state government records. The TDA meets a critical need of the state to acquire, preserve and make available the digital archives of Texas state government.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation, if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
<p>In 2015, Gartner Consulting completed an information resources security assessment for the agency as part of a statewide contract with DIR. The assessment produced 22 recommendations with an estimated implementation cost of \$2.345 million. Some of the recommendations can be implemented with existing resources and are already under development and/or will be implemented within the current biennium. Others will require additional funding.</p>	<p>It would be inefficient and impractical for the agency to attempt to fund and implement all of these recommendations within the current and upcoming biennium. The agency requires the cybersecurity expertise to critically analyze the appropriateness of the high-cost recommendations to ensure it implements a cost-effective security program.</p>	<p>The agency recommends establishing the position of Information Security Officer (ISO) using the state classification of information security analyst II, and a second security position of an information security analyst I to properly staff the agency for the critical analysis, as well as the development and implementation of an appropriately-scoped security program. With this security expertise and manpower, the agency can ensure the Gartner recommendations are right-sized for the proper protection of our information resources.</p>	<p>The agency estimates that the initial cost estimate of \$2.345 million can be reduced to approximately \$1,600,000 with the application of appropriate critical analysis to right-size the security program for our needs.</p>
<p>CTCM training for all staff who "touch" contracts.</p>	<p>CTCM training and certification numerous agency staff who are tangentially connected to contract management.</p>	<p>A CTCMlite version that should be attended annually for most staff, rather than the full course and recertification requirements.</p>	<p>Cost per staff for initial training is three full days of training at \$1,300/per. Staff having to complete 80 hours of training to keep up their certification, and all the costs, and time to log and track that certification. A reassessment and redesign of that legislation to lessen the burden on staff would save the agencies money and staff time. Savings could only be determined on an agency to agency basis.</p>

Service, Statute, Rule or Regulation (Provide Specific Citation, if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
<p>State Agencies maintaining semi-active and inactive physical records centers in leased space or in state owned property in Austin. GC 441.182(e)</p>	<p>The State Records Center has available space. The use of compact shelving and managing multiple agencies records creates efficiencies for the State. The State Records Center has lifted restrictions on the length of time records could be stored at the facility and restrictions on the number of retrievals per day per agency. Both restrictions impeded agencies ability to store all inactive records at the records center. Agencies could reduce their footprint and save money on leases and staff by storing those records at the State Records Center.</p>	<p>Require all agencies with an inactive storage facility or file room to complete a cost analysis on maintaining their inactive records either on-site or in a leased facility versus sending their records to the State Records Center for storage and retrieval. Recommend closing facilities that do not maintain records in conditioned, compact space or analysis shows that their inactive storage space is more expensive than storage at the State Records Center.</p>	<p>Difficult to ascertain without more data on the number of warehouses in use, number of staff working at each facility and volume of records stored at each location.</p>
<p>Requirement for local governments to file retention schedules for TSLAC approval LGC 203.041-.043</p>	<p>Each LG must re-type hundreds of pages from TSLAC 13 TAC 7.125 and send to TSLAC to approve; inefficient for LGs</p>	<p>Update statute to only require subsection (c) to file a one page Declaration of Compliance for approval by TSLAC.</p>	<p>Will save LGs many hours across the state and will save TSLAC significant staff hours reviewing typed schedules for approval</p>
<p>Requirement for local governments to only follow TSLAC admin rules for electronic records if retention is more than 10 years LGC 205</p>	<p>This creates two standards for Local Government technology departments to follow. It makes more sense for a single set of standards to apply to all local government records. The state records law does not apply a 10 year period for state agencies</p>	<p>Remove the 10-year limitation in the statute</p>	<p>Simplified application of rules will save money and LG staff time differentiating electronic records.</p>

Service, Statute, Rule or Regulation (Provide Specific Citation, if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
The lack of statutory authorization for the agency to advertise services, especially for the Talking Book Program.	Currently, the Talking Book Program reaches only an estimated 5% of eligible persons in Texas with disabilities, mainly due to a lack of awareness of the program.	Provide statutory authorization to the agency to purchase advertising to promote the services of the Talking Book Program.	More Texans who cannot read standard print due to a visual impairment or physical disability will discover and use the program, thus maximizing the State's investment in the program.
Lack of job titles and series in the SAO job classifications to reflect current practice and to recruit and retain qualified personnel.	No classification series exists for records managers in the SAO's job series. Also, the archivist series only goes up to Archivist II.	Create SAO job series for records managers as well as classifications for Archivist III and IV.	TSLAC and other agencies will be able to recruit qualified staff to positions that reflect their duties and will be better able to retain staff by creating a path for promotion. The state will have valid comparison data for persons doing similar jobs across agencies.
Limitation of viable, appropriate storage space sufficient to successfully discharge agency duties.	The State Records Center will be at capacity in six years at current rates of growth. Approximately half the total archives stored by the agency is in the State Records Center in space that is not ideally temperature, light, or humidity controlled.	Provide solution to long-term storage needs by either expanding the existing records center facility or constructing a replacement facility.	Capacity to safeguard archival assets of enduring historical value to the state and to meet current and future records storage needs for state and local governments.

Schedule A – 2018-2019 Budget Structure

GOAL A: IMPROVE THE AVAILABILITY OF LIBRARY AND INFORMATION SERVICES

Objective 1. Cost Avoidance through Library Resource Sharing

Outcome 1: Percent of Public Libraries That Have Improved Their Services or Resources

Outcome 2: Dollar Value of Cost-avoidance Achieved by Resource Sharing

Strategy 1. LIBRARY RESOURCE SHARING SERVICES

Efficiency 1. Number of Days of Average Turnaround Time for Interlibrary Loans

Efficiency 2: Cost Per Book and Other Material Provided by Shared Resources

Explanatory 1. Number of Resources Provided to Persons Through Shared Services

Strategy 2: AID IN THE DEVELOPMENT OF LOCAL LIBRARIES

Output 1: Number of Books and Other Library Materials Provided to Libraries

Output 2: Number of Times Librarians Trained or Assisted

Output 3: Number of Library Project-sponsored Services Provided to Persons

Efficiency 1. Cost Per Person Provided Local Library Project-sponsored Services

Objective 2: Increase Library Use by Texans with Disabilities

Outcome 1: Percent of Eligible Population Registered for Talking Book Program

Strategy 1. PROVIDE DIRECT LIBRARY SVCS TO TEXANS WITH QUALIFYING DISABILITIES

Output 1: Number of Persons Served

Output 2: Number of Institutions Served

Efficiency 1. Cost Per Volume Circulated

Efficiency 2: Cost Per Person Served

GOAL B: PUBLIC ACCESS TO GOVERNMENT INFORMATION

Objective 1: Improve Information Provided to the Public and Others

Outcome 1: % of Customers Satisfied w/State Library Reference & Info. Services

Strategy 1. PROVIDE ACCESS TO INFORMATION AND ARCHIVES

Output 1: Number of Assists with information Resources

Efficiency 1: Cost Per Assist with Information Services

Explanatory 1. Number of Web-based Information Resources Used

GOAL C: COST-EFFECTIVE STATE/LOCAL RECORDS MANAGEMENT

Objective 1. Achieve Records Retention Rate for State/Local Government

Outcome 1: Percent of Agencies with Approved Records Schedules

Outcome 2: % Local Government Administering Approved Records Schedules

Outcome 3: \$ Cost-Avoidance Achieved for State Records Storage/Maintenance

Strategy 1: MANAGE STATE/LOCAL RECORDS

Output 1: Number of Times State and Local Government Employees Trained or Assisted

Output 2: Total Revenue from Storage Services

Output 3: Total Revenue from Imaging Services

Efficiency 1. Cost Per Cubic Feet Stored/Maintained

GOAL D: INDIRECT ADMINISTRATION

Objective 1. Indirect Administrations

Strategy 1. INDIRECT ADMINISTRATION

Schedule B - Measure Definitions

Objective A.1, Outcome Measure 1

% of Public Libraries That Have Improved Their Services or Resources

Definition	Percent of Public Libraries That Have Improved Their Services or Resources
Purpose / Importance	This measure is intended to show the percent of Texas public libraries that significantly improved their customer services or library resources. The goal is to improve Texas libraries, and this measure attempts to quantify the impact on library services and resources.
Source / Collection of Data	The State Library collects a wide variety of data on public libraries, and uses the data to accredit libraries. The designated data elements from each library will be compared to what it reported the previous year. The data analyzed will be that which was used to accredit the libraries in the fiscal year when the performance report is due. The data are available only annually and is finalized no sooner than late July.
Method of Calculation	The following 5 data elements for each accredited library will be compared to what they reported the previous year: total collection (items), total reference transactions, total library circulation, total library program attendance, and total number of library visits. The percent change from the previous year to the current year will be calculated. If the percent change for a majority (3 or more) of these data elements is +5% or greater, that library will be considered "significantly improved." The total number of thus improved libraries will be divided by the total number of accredited libraries for the previous year. Libraries that do not report data for at least 4 of the 5 measures will not be included in the calculations.
Data Limitations	Over 550 public libraries are reporting a multitude of data elements each year. The accuracy of their data is contingent upon their data collection system, their understanding of the definitions of how, what, and when data are to be collected, and the number, the experience of their staff to capture the data accurately and consistently, and the ability of agency staff to identify and remedy data collection deficiencies. Some data may be estimated. Some data may be interpolated or approximated to reduce the local data collection effort. The measure provides the same weight to small library systems as to large library systems.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than Target
Priority / Key Measure	High / No

Objective A.1, Outcome Measure 2

\$ Cost-avoidance Achieved by Library Resource Sharing

Definition	Dollar Value of Cost Avoidance Achieved by Library Resource Sharing.
Purpose / Importance	This measure shows the cost savings realized through library resource sharing services. It demonstrates the economies of scale and expanded services made possible by statewide resource sharing programs.
Source / Collection of Data	Costs for individual libraries to provide access to databases are estimated from vendor's price schedules. Costs to purchase materials received through interlibrary loan and the TexShare Card program are calculated using the published average costs for books and commercial document delivery services. Costs to provide library-to-library delivery of materials are estimated by calculating the cost of postage to mail materials individually. Library resource sharing program costs include all allocable direct costs and are obtained from internal budget summaries.
Method of Calculation	The agency compiles a listing of database products purchased on statewide contract, estimating the cost each library would pay for these products if libraries purchased them on their own. Participating libraries annually report the number of items circulated as part of the TexShare Card program. The number of materials delivered among libraries is reported by the commercial courier. Reported measure is determined by: (1) estimating the cost for participating libraries and state agencies to provide electronic access to databases, mail library materials, and purchase materials received through interlibrary loan and the TexShare Card; and (2) subtracting actual expenditures of TexShare and other sharing programs. Calculated annually.
Data Limitations	Listed prices for databases reflect price quotations from vendors. Consistent cost comparisons are difficult to verify since the database marketplace changes rapidly; vendors frequently negotiate statewide discounts, and regularly offer price breaks on 'package deals. Published prices for materials are industry averages based on typical printed books, and do not reflect the broad mix of materials that circulate via interlibrary loan and the TexShare Card program.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / No

STRATEGY A.1.1: EFFICIENCY MEASURE 1**Number of Days of Average Turnaround Time for Interlibrary Loans**

Definition	This is the average number of days it takes for a library to receive items requested through interlibrary loan.
Purpose / Importance	Interlibrary loan is a central component of library resource sharing. One measure of success is the average number of days it takes for a library to receive a requested item. It illustrates the success of efforts to implement ongoing process improvements.
Source / Collection of Data	This data is based on reports generated by the interlibrary loan (ILL) network vendor. Reports provided by the vendor include calculation of the average turnaround time for filled requests to borrow materials from another library. The turnaround time for an ILL request begins when a library places a request on the vendor's ILL management system and ends when the requesting library has completed the transaction by indicating on the ILL management system that the requested material has been received. Reports provide both the monthly and year-to-date average turnaround time in days and hours.
Method of Calculation	This figure reflects the average number of days it takes a library to receive requested materials from a lending library. Data is collected from reports generated by the ILL network vendor providing monthly and year-to-date average turnaround times for filled borrowing requests.
Data Limitations	The report from the vendor could be posted too late to meet the reporting deadline. If individual libraries do not properly close-out the lending/borrowing transaction, the turnaround time could be inflated because the system continues to clock the time until the transaction is closed-out. Should the vendor's calculation program become damaged or corrupted, there would be a little or no ability to detect or correct this.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Medium / No

STRATEGY A.1.1. EFFICIENCY MEASURE 2

Cost Per Book and Other Library Material Provided by Shared Resources

Short Definition	This is the unit cost of materials delivered via TexShare and other library resource sharing services.
Purpose / Importance	Resource sharing services dramatically expand the range of materials provided to libraries and the public. This measure shows the efficiency of the statewide resource sharing services.
Source / Collection of Data	Materials counts include interlibrary loans supplied, number of items circulated via the TexShare Card, and number of electronic documents provided by project-funded resources (includes database searching results and database gateway services, but does not include typical Web-page browsing). Costs are derived from budget summaries. Costs include all direct and allocable indirect costs in the strategy. Calculated annually.
Method of Calculation	This measure calculates a unit cost for all materials supplied. The cost of appropriate projects in this strategy is divided by the number of materials loaned or supplied by those projects. The cost of projects is based on the final budgeted grant or project amounts at the end of each reporting period, or on actual amounts, when available. Calculated annually.
Data Limitations	The reported results of this measure are not always within the complete control of the agency. For example, if the complete number of materials circulated by the TexShare card is not reported on time, the reported cost per use will be higher than actual.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Low / No

STRATEGY A.1.1. EXPLANATORY MEASURE 1

Number of Resources Provided to Persons Through Shared Services

Definition	This is the number of resources provided to persons through TexShare, TexQuest, the interlibrary loan program, and the reciprocal borrowers card program.
Purpose / Importance	The measure reflects the number of resources provided to persons by TexShare, TexQuest, and other library resource sharing services. It illustrates the impact of these cooperative programs.
Source / Collection of Data	Measures instances of use of materials, services and activities. Includes the number of instances of use of project-funded resources, interlibrary loans requested, and reciprocal borrowers cards issued. Instances of electronic content use are measured when a person interacts with a project-sponsored resource. Interaction may be measured by result clicks, sessions, record views, or other vendor provided measures. Web visits are tallied automatically in the report generated by the Web log analyzer used by the agency. Web statistics include database gateway services, but do not include typical Web-page browsing. A gateway service is a web resource that provides dynamic,

	interactive access to project funded resources. For example the agency has a web application (gateway) for TexShare databases. Electronic content statistics are reported by vendors; interlibrary loan and other transactions are submitted by participating libraries and a commercial vendor; and reciprocal borrowing transactions are reported by participating libraries.
Method of Calculation	Reported quarterly, based on computer logs or on-site counts by contract vendors, participating libraries, and the State Library. Some reports will include performance for projects funded in the previous fiscal year. Based on non-unique counts each time services are provided.
Data Limitations	Statistics from third party vendors may vary and sometimes arrive too late to be reported due to technical difficulties. The statistics available vary by vendor based on combinations of clicks, sessions, or views. In addition, vendors may use other statistics that best reflect human interactions with the resources. The technologies involved in delivering online services and in compiling service statistics are dynamic, frequently changing without advance notice.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY A.1.2 OUTPUT MEASURE 1

Number of Books and Other Library Materials Provided to Libraries

Definition	Measures the number of items added to library collections or provided to libraries through programs funded by the State Library and a variety of projects that support local libraries.
Purpose / Importance	This measure shows the wide range of materials made available to libraries that might otherwise not have been purchased or provided, and that help improve local library services.
Source / Collection of Data	Appropriate projects are those projects that provide resources and services to local libraries in strategy A.1.2. Projects that provide materials are identified and reports, using the methodology outlined, compiled.
Method of Calculation	Numbers are compiled from appropriate strategy projects and tallied on a spreadsheet. Count of books, subscriptions, audiovisuals, e-documents and other materials purchased, leased, loaned, or supplied to a library. Counts of e-documents represent number of times projects-funded resources (web pages, graphics, or other electronic documents) are used. Focuses on materials libraries would usually include in a collection, not administrative or publicity items. Traditional items purchased (print books, a/v, etc.) are counted as the library receives them. Counts of e-documents are collected through data collection software or by sampling or estimating. Web views for agency resources are tallied automatically in a report generated by the Web log analyzer used by the agency. Reported at least quarterly, based on computer logs or on-site counts and tally sheets compiled by grantees, the agency, or contract vendors. Based on non-unique counts each time materials

	are provided or accessed.
Data Limitations	Item counts may include materials from orders placed in a previous fiscal year. Database and e-resources statistics may be based on estimates and sampling. Statistics provided by commercial vendors or library computer logs sometimes vary in completeness. Data may be based on sampling or estimates. Data collected from grant projects may be received too late for inclusion in a particular report.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

STRATEGY A.1.2 OUTPUT MEASURE 2

Number of Times Librarians Trained or Assisted

Definition	Calculates the number of times librarians, library staff, local officials, and others receive training or assistance directly from the State Library or other projects.
Purpose / Importance	This measure provides an indication of the amount of training and assistance provided to librarians and others to help improve library services. It counts people (1) attending or accessing instructional sessions or (2) receiving consulting assistance provided by the State Library or other projects. It provides a measure of the amount of service the strategy is providing to librarians.
Source / Collection of Data	Reported monthly or quarterly, based on on-site counts by the State Library or other projects; assistance includes help given by mail, e-mail or other electronic communications, fax, telephone, and in person. Based on non-unique counts each time assistance or instructional sessions are provided to librarians, library staffs, local officials, or others; some reports may be based on sampling or other estimating techniques. Sign-in sheets, electronic logs, or on-site counts are used to count people attending instructional sessions. Staff record the number of people to whom they provide assistance by telephone, in-person, email or other electronic communications, or mail.
Method of Calculation	Reported monthly or quarterly, based on on-site counts by the State Library or other projects; assistance includes help given by mail, e-mail or other electronic communications, fax, telephone, and in person. Based on non-unique counts each time assistance or instructional sessions are provided to librarians, library staffs, local officials, or others; some reports may be based on sampling or other estimating techniques. Sign-in sheets, electronic logs, or on-site counts are used to count people attending instructional sessions. Staff record the number of people to whom they provide assistance by telephone, in-person, email or other electronic communications, or mail.
Data Limitations	Data may be based on sampling or estimates. Some session attendees do not register and may not be counted; electronic logs reflect those both attending or accessing instructional sessions.

Calculation Type	Cumulative
New Measure	Yes
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

STRATEGY A.1.2 OUTPUT MEASURE 3

Number of Library Project-sponsored Services Provided to Persons

Definition	Calculates the number of services individuals receive through the State Library and other programs that support libraries.
Purpose / Importance	Counts number of instances persons receive services as a result of projects.
Source / Collection of Data	Reported at least quarterly, based on computer logs, tally sheets, circulation statistics, or on-site counts by grant projects and State Library. Projects include grants, continuing education & consulting services by the agency, Reading Club, and other project funded services. Includes persons: receiving materials circulated by projects, using electronic resources or services, attending project programs, Reading Club logs distributed, & direct use of other funded services. Also includes number of instances someone accesses an electronic information resource; focuses on materials libraries would usually include in a collection, not administrative or publicity items.
Method of Calculation	The usage of library materials by a reporting entity may be estimated by multiplying the appropriate collection turnover rate for the most recent year by the number of materials it received from the project. Based on non-unique counts each time service is provided. An electronic resource or service user is counted when a person logs into or accesses a particular resource or service. Web visits for agency resources are tallied automatically in a report generated by the Web log analyzer used by the agency. Data from the various programs are compiled as specified in data sources and tallied in a spreadsheet.
Data Limitations	Data may be based on sampling or estimates. Available software may not completely capture electronic usage. Collection turnover rates are calculated from data reported by the local libraries. Some libraries do not use Texas Reading Club logs even though they participate in the program. Some reports may be based on sampling or other estimating techniques; will include performance for some projects funded in previous fiscal year.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY A.1.2 EFFICIENCY MEASURE 1

Cost Per Person Provided Local Library Project-sponsored Services

Definition	Cost per person provided local library project-sponsored services.
Purpose / Importance	This measure calculates the cost effectiveness of providing local library project services. It demonstrates fiscal responsibility and the ability to provide

	effective service efficiently.
Source / Collection of Data	Appropriate projects are those projects that provide resources and services to local libraries in strategy A.1.2, Aid to Local Libraries. Final budgeted amounts for grants and projects are found in the index level operating budget for strategy A.1.2, Aid to Local Libraries.
Method of Calculation	The cost of appropriate projects is divided by the number of persons provided local library project-sponsored services. The cost of projects is based on the final budgeted grant or project amounts at the end of the fiscal year.
Data Limitations	Unexpended grant funds may be returned after the report is filed due to unfilled orders, refunds, or other accounting anomalies.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Low / No

OBJECTIVE A.2 OUTCOME MEASURE 1

Percent of Eligible Population Registered for Talking Book Program

Definition	This is the percentage of persons in Texas who are registered for service with the Talking Book Program (TBP), expressed as a ratio of all Texans estimated as being eligible for TBP services by virtue of a visual, physical or learning disability that prevents a person from reading standard print.
Purpose / Importance	This measure is intended to show the scope of service within the state and to indicate the program's level of success in serving as many eligible Texans as possible.
Source / Collection of Data	A count of all individual patrons who have registered for service and had a status of "active" at any time during the fiscal year is tallied by the database system.
Method of Calculation	The count of individual patrons who have been active is divided by the "Number of Texans Eligible for Talking Book Program Service" to produce a percentage.
Data Limitations	The number of Texans estimated as eligible for service is calculated using a formula provided by the Library of Congress' National Library Service; the formula currently calculates that 1.4% of any state's population will be eligible for service. This formula is used both by the National Library Service and other talking book libraries in the network. State population is based on census projections.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY A.2.1 OUTPUT MEASURE 1

Number of Persons Served

Definition	This is the total number of persons registered and actually receiving service from the program during the reporting period.
Purpose / Importance	This measure is intended to document the number of individual Texans served. It tracks program service activity and growth patterns.
Source / Collection of Data	Tallied by computer, based on date of last service as documented by the database system.
Method of Calculation	The count of persons is not duplicative, is cumulative, and is updated monthly to include new patrons becoming active and receiving service as well as established patrons receiving service for the first time during the reporting period.
Data Limitations	Patrons are only counted as served if they "check out" a book or magazine from the program's collection. These books/magazines may be physical (mailed) or digital (downloaded). Patrons are counted only once (at time of first "check-out") during the fiscal year, regardless of the number of books/magazines and/or other services staff may provide to them.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY A.2.1 OUTPUT MEASURE 2

Number of Institutions Served

Definition	This is the total number of institutions registered and actually receiving service from the program during the reporting period.
Purpose / Importance	In addition to customers who live alone or with family, we have a number who live in institutions (nursing homes, retirement centers, etc.). This is a count of the number of institutions served by the program.
Source / Data Collection	A portion of Talking Book Program's registered patrons receive services through another organization, such as a retirement home, learning resource center, library, disabled students center or classroom in a public or private school or college. This count represents the number of such institutions serving patrons. Tallied by computer based on date of last service in the database.
Method of Calculation	The count of institutions is not duplicative, is cumulative, and is updated monthly to include new institutions becoming active and receiving service as well as established institutions receiving service for the first time during the reporting period.
Data Limitations	Institutions are only counted as served if they "check out" a book or magazine from the program's collection. The checked out books/magazines may be physical (mailed) or digital (downloaded). Institutions are counted only once (at time of first "check-out") during the fiscal year, regardless of the number of books/magazines and/or other services staff may provide to them.

Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Low / No

STRATEGY A.2.1 EFFICIENCY MEASURE 1

Cost Per Volume Circulated

Definition	This is the per unit cost to circulate each physical Braille, large print, and audio (recorded) book and magazine to individuals and institutions throughout the reporting period.
Purpose / Importance	This measure evaluates the cost efficiency of the program; changes in cost per volume circulated can reveal an increase or decrease in overall efficiency.
Source / Data Collection	Computer tracks expenditures & volumes circulated; unit cost is calculated manually.
Method of Calculation	The total direct costs from appropriate funds are divided by the number of volumes circulated.
Data Limitations	Circulation figures can be affected by availability of items to be circulated, by the rate at which items are requested by patrons, by the movement of materials through the US Mail, and by the availability of sufficient staffing resources to process items coming in and out of the circulation facility.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Medium / No

STRATEGY A.2.1 EFFICIENCY MEASURE 2

Cost Per Person/Institution Served

Definition	This is the unit cost to provide service to each individual patron and institution served during the reporting period.
Purpose / Importance	This measure evaluates cost efficiency of the program; changes in cost per person can reveal an increase or decrease in overall efficiency.
Source / Collection of Data	Computer tracks expenditures and persons/institutions served and unit cost is calculated manually.
Method of Calculation	The total direct costs from appropriated funds are divided by the number of individual and institutional patrons served.
Data Limitations	This per unit cost only includes those individuals and institutions who have checked out a single book or magazine from the Program during the fiscal year. The unit cost does not reflect any patron who has received other services, such as technical support for using a patron's equipment or reader's advisory services in selecting reading materials. The unit cost also does not reflect how frequently any single patron may use any of the program's services.

Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Low / No

OBJECTIVE B.1 OUTCOME MEASURE 1

Percent of Customers Satisfied with State Library Reference & Information Services

Definition	Percent of customer satisfied with state library reference and information services.
Purpose / Importance	This measurement provides an assessment of the level of customer satisfaction in regard to the overall availability and delivery of information services and serves as an indication of the extent to which improvements are needed.
Source / Collection of Data	Quarterly surveys will be used to measure the level of customer satisfaction. The agency will survey all persons who contact any of the four reference units of the Archives and Information Services (ARIS) Division for reference or research services on one day each quarter. Survey days will vary, but will be held during the third week of each quarter. All individuals surveyed will be given an opportunity to provide additional comments including complaints or suggestions for improvement. No personal information will be requested as part of the survey. That day, customers having contact with staff at any of the four units located in the Austin and Liberty facilities via on-site visits, telephone, or written requests will be asked if they are satisfied with the services they received; the survey will be administered when the response to the customer's request is provided.
Method of Calculation	To compute a percentage of satisfied customers, the number of persons who respond "yes" will be divided by the total number responding for that day.
Data Limitations	Customers may indicate dissatisfaction with the services received when informed that a requested resource is either unavailable or simply does not exist. Respondents may mark more than one score (these will be considered non-respondents).
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY B.1.1 OUTPUT MEASURE 1

Number of Assists with Information Resources

Definition	The number of times program staff assistance is provided to customers seeking information; the staff will provide customers with information resources or informational responses.
Purpose / Importance	The measure provides an indication of the degree of success achieved in continually improving services to customers and a measure of staff

	effectiveness in maintaining familiarity with internal and external resources. Customer assistance involves the knowledge, use, recommendation, interpretation of, or instruction in the use of one or more information resources by a staff member; directing a person to a source outside the agency known to possess the desired information; or, verifying that the information requested is not available.
Source / Collection of Data	Staff counts all onsite information resources used by customers or by staff assisting customers, as those materials are returned to their original locations. Staff also counts those contacts where the provision of information does not involve the use of onsite resources. The assistance to customers includes responses to reference questions received by mail, phone, fax, e-mail, or in person and resources provided for self-directed searches. Onsite information resources include individually numbered containers of archival documents and items assigned and retrieved by means of a unique/locator number. External resources include libraries, institutions, organizations, or individuals, as well as databases, library catalogs, and other electronic information. Web-based document views are tallied by the Web log analyzer used by the agency. Daily counts are tallied on a monthly basis. Views of resources provided via the Texas Digital Archive are tallied by the Preservica software used by the agency. Daily counts are tallied on a monthly basis.
Method of Calculation	The monthly total of customers assisted without the use of onsite information resources is combined with the monthly total of information resources used onsite to assist customers and the number of Web-based document views of this program's information.
Data Limitations	Information resources might be returned to their original locations by non-staff members, which would result in an undercount of usage. A failure or 'glitch' of the software used to analyze Web use may result in an inaccurate count.
Calculation Type	Cumulative
New Measure	Yes
Desired Performance	Higher than target
Priority / Key Measure	High / Yes

STRATEGY B.1.1 EFFICIENCY MEASURE 1

Cost Per Assist with Information Resources

Definition	Represents the estimated cost of providing one "assist" with information resources by the library or archives staff.
Purpose / Importance	This unit cost figure is an important tool for measuring the overall efficiency of providing ready access to information.
Source / Collection of Data	Staff maintain individual documentation of number of assists with information resources; this is calculated and reported monthly. Applicable direct costs are determined annually using data derived from the state accounting system.
Method of Calculation	A unit cost figure is derived by dividing the total of all appropriate direct costs by the total number of assists with information resources. The cost to assist with information resources is calculated by subtracting the costs of

	purchasing published materials, appraising, accessioning and processing archival or other documents for current and future use from the sum of all direct costs and dividing by the total number of assists with information resources by staff who provide service from all four collections.
Data Limitations	Two of the collections use full counts while two others employ a combination of full counts and statistical sampling in gathering data.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Lower than target
Priority / Key Measure	Low / No

STRATEGY B.1.1 EXPLANATORY MEASURE 1

Number of Web-based Information Resources Used

Definition	The number of times Web-based information resources provided by the Archives and Information Services (ARIS) Division, including the Texas Digital Archive, are accessed by customers. Web-based document views (defined as the number of static Web pages accessed and does not include pages, forms, or search queries) will be considered as Web-based information resources.
Purpose / Importance	This measure provides an indication of the degree of success of the agency's efforts to improve access to information by continually making new access tools and information resources available via the Internet, including full-text information, links to other Web pages, born-digital and digital reproductions of original archival materials.
Source / Collection of Data	Web document views are tallied automatically in a monthly report generated by the Web log analyzer used by the agency. Views of resources provided via the Texas Digital Archive are tallied by the Preservica software used by the agency.
Method of Calculation	The total number of Web documents used is calculated by the Web log analysis software. The total number of Texas Digital Archive documents used are tallied by the Preservica software.
Data Limitations	A failure or "glitch" of the software used to analyze Web use may result in an inaccurate count.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Low / No

OBJECTIVE C.1 OUTCOME MEASURE1**Percent of Agencies with Approved Records Schedules**

Definition	This is the percentage of state agencies that have submitted records retention schedules and have had the schedules approved, as required by Government Code, §441.185.
Purpose / Importance	This measure tracks the level of compliance with state records management laws and reflects the agency's efforts to procure compliance. Compliance with records management laws improves public access to government information, provides for government accountability, and fosters cost-effective government recordkeeping practices.
Source / Collection of Data	Approved records retention schedules are maintained in paper and evidence of approval is entered into a Filemaker database. The number of state agencies is determined at the beginning of each fiscal year. State agencies that are administratively supported by and receive their funding through the appropriated budget of another state agency are considered part of the supporting agency. State universities and colleges that are part of a university or state college system are considered part of the system. The Texas County and District Retirement System and the Texas Municipal Retirement System are state agencies by the Government Code, §441.180.
Method of Calculation	Divide the total number of state agencies with approved records retention schedules by the total number of state agencies. Calculated monthly.
Data Limitations	In every session of the Legislature, agencies are created, abolished, or combined with other agencies; thus, the total number of state agencies fluctuates unpredictably from biennium to biennium.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / No

OBJECTIVE C.1 OUTCOME MEASURE2**% of Local Government Administering Approved Records Schedules**

Definition	This is the percentage of local governments that have, in accordance with the Local Government Code, §203.041. (1) submitted a records control schedule and have had the schedule approved; (2) adopted the records retention schedules issued by the State Library and Archives Commission; or (3) declared that all records will be maintained permanently.
Purpose / Importance	This measure tracks the level of compliance with the Local Government Records Act of 1989 and reflects the agency's efforts to ensure compliance. Compliance with the act improves public access to government information, provides for government accountability, and fosters cost-effective government recordkeeping practices.
Source / Collection of Data	Documents demonstrating compliance are maintained in paper, scanned for quick reference and evidence of compliance is entered into Microsoft Access.

	The agency maintains a list of all active local governments. Additions are made when the agency is contacted by local governments with compliance paperwork. Local government entities will also contact the agency when units are dissolved, and the local government entity is marked as dissolved or dormant. Dissolved or dormant units are maintained in the database for historical reference but are not counted in the total number of local governments or number of local governments in compliance.
Method of Calculation	Divide the total number of local governments in compliance by the total number of local governments. Calculated monthly.
Data Limitations	New local governments are created each year and some are abolished; thus, the total number of local governments fluctuates unpredictably from year to year.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

OBJECTIVE C.1 OUTCOME MEASURE3

\$ Cost-avoidance Achieved for State Records Storage/Maintenance

Definition	This is an estimate of the total costs avoided by Austin-area state agencies from using the State Records Center.
Purpose / Importance	This measure is an indicator of dollars saved by removing non-current records of Austin-area state agencies from high-cost office space and placing them in the low-cost State Records Center.
Source / Collection of Data	The cost of storing a cubic foot of records at the State Records Center is derived from the agency's cost recovery schedule. The estimated cost to store a cubic foot of records in Austin-area office space is determined at the beginning of each fiscal year from data provided by the Texas Facilities Commission on estimated average annual costs for Class B (Secondary) leased office space in Austin, filing equipment provided by CPA purchasing contract, and Clerk III salaries provided the GAA. The number of cubic feet stored in the State Records Center is tracked in Infolinx, a database. Records Center costs include all direct and allocable indirect costs in the strategy and are derived from internal budget summaries.
Method of Calculation	The cost of storing a cubic foot of records at the State Records Center is derived from the agency's cost recovery schedule. Fees are set to recover all direct and allocable indirect costs in the strategy including salaries, benefits, consumables and operating expenses. The cost to store a cubic foot of records in office space is calculated by annualizing the Clerk III salary as included in the GAA/12 5-drawer file cabinets/ 8 cubic feet per cabinet; plus the total amount of floor space required per cabinet at 6 square feet per cabinet times cost per square feet provided by TFC per year/ 8 cubic feet per cabinet; plus the cost of a file cabinet per CPA purchasing contract amortized over 10 years / 8 cubic feet per cabinet. Records Center storage and

	maintenance costs are subtracted from the office environment storage and maintenance costs to determine the total net cost-avoidance to the state. Calculated monthly.
Data Limitations	The cost per cubic foot to store and maintain records in an office environment varies from agency to agency, depending on the cost of their building and the level of staffing employed. An overall estimated average is used; no effort is made to weight the average based on the number of cubic feet each agency stores in the Records Center.
Calculation Type	Non-cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / No

STRATEGY C.1.1 OUTPUT MEASURE 1

Number of Times State and Local Government Employees Trained or Assisted

Definition	This is the number of times state agency and local government employees receive consulting or training services in records and information management from the agency.
Purpose / Importance	This measure indicates the level of interest by state and local government officials in records management and in complying with the state and local government records management statutes. This measure also reflects this agency's efforts to provide training and consulting services to stimulate the continued growth of records management in Texas government.
Source / Collection of Data	Staff complete electronic consulting and training logs maintained in a TexLinx database on a daily basis. Calculated monthly.
Method of Calculation	The total number of times persons receive consulting is added to the total number of training services provided in a given month.
Data Limitations	As governments develop more sophisticated programs, the need for routine training and technical assistance declines. This decreased need is usually offset by the needs of other governments that wish to improve their less advanced programs, or train new staff that have not worked in government on how to handle public records, but the ratio and the resulting target is not easily predictable.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

STRATEGY C.1.1 OUTPUT MEASURE 2

Total Revenue from Storage Services

Definition	This is the total amount of fees billed to customers for the records storage services provided by the agency.
Purpose / Importance	Revenue collections represent cost recovery for storage services provided to local and state governmental agencies.
Source / Collection of Data	TexLinx database and spreadsheet data are used to document the volume of stored records in all formats and fees billed for storage services. The volume of stored records is updated daily and fees billed are calculated monthly. Fees billed monthly include accessions, circulations, deliveries, storage, and destruction.
Method of Calculation	Total fees billed for records storage services are determined by items in storage at any point during the month and amount of services provided during the month. Beginning in FY 2012 the State Records Center began collecting fees for services such as accessioning, circulation, delivery, and destruction. Prior to FY2012 a flat fee for shelf- storage was the only charge billed to agency's customers.
Data Limitations	Total revenue will vary depending on the volume of records stored and the number of services requested by state agencies during a given fiscal year. There is nothing in state law that requires agencies to use this agency's records storage services.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

STRATEGY C.1.1 OUTPUT MEASURE 3

Total Revenue from Imaging Services

Definition	This is the total amount of fees billed to customers for the imaging services provided by the agency.
Purpose / Importance	Revenue collections represent cost recovery for imaging services provided to local and state governmental agencies.
Source / Collection of Data	TexLinx is a database used to track work performance and fees billed for imaging services. Work performed is updated as individual projects are completed and fees billed are calculated monthly.
Method of Calculation	Total fees billed for imaging services as determined by end of month figures. Imaging Services fees are calculated by number of images filmed or scanned, rolls of film processed, rolls of film duplicated, document preparation and microfiche created and duplicated.
Data Limitations	Total revenue will vary depending on volume of imaging work during a given fiscal year. Legislative requirements regarding the use of a contract workforce may not allow us to achieve the maximum revenue possible. There is nothing in state law that requires agencies to image records or to use this agency for

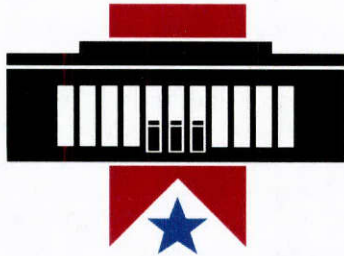
	imaging services if they do image records.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

STRATEGY C.1.1 EFFICIENCY MEASURE 1

Cost Per Cubic Feet Stored/Maintained

Definition	This is the cost to the State Library and Archives Commission to store a cubic foot of hard copy records in the State Records Center.
Purpose / Importance	This is an important measure in that it not only indicates the cost competitiveness of the records storage services, but it indicates the degree to which operating costs are controlled.
Source / Collection of Data	The total number of cubic feet stored in the State Records Center is tracked in the TexLinx database. Records center costs are derived from monthly budget summaries and divided by the number of boxes accounted for in the TexLinx database. Costs include all direct and allocable indirect costs in the strategy. Calculated monthly.
Method of Calculation	Costs of operating the State Records Center during a month include salaries, maintenance and repairs, including utilities, gas, telephone, benefits, longevity pay, SWCAP, waste disposal, consumables, supplies, vehicle insurance, and costs for the annual SORM assessment. Operating costs are divided by the number of cubic feet of records stored in the Center at any point during the month. Constant tracking and monitoring of revenues and expenses is important to ensure fees are in line with costs. Fees are set to recover all direct and allocable indirect costs in the strategy. Services include: physical transfer of paper, microfilm, and electronic record media from state agencies to the State Records Center; indexing, coding, and shelving of containers; retrieval, delivery and pick-up of records upon request; updating inventory indexes in compliance with changing records retention requirements; and ensuring proper, final disposition of records, once retention requirements have been met.
Data Limitations	The reported results of this measure are not always within the complete control of the agency. For example, if the volume of records stored/maintained exceeds target due to more agencies storing greater volumes of records, this will reduce the cost per cubic foot but will likely reduce the timeliness and quality of services due to inability to staff the operation at a level proportionate to the demand for services. Ideally, the cost per cubic foot should remain at or near target, indicating expenses are in line with service levels. A sharp spike up in the targeted unit cost indicates operating costs are inappropriately high for volume of work. A sharp spike down may indicate the volume of work is exceeding the program's ability to maintain acceptable service levels.
Calculation Type	Non-cumulative
New Measure	No

Desired Performance	Lower than target
Priority / Key Measure	Medium / No



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

FY 2016 Historically Underutilized Business Report and Plan Texas State Library and Archives Commission

The Texas State Library and Archives Commission (TSLAC) respectfully submits its Historically Underutilized Business (HUB) Report and Plan in the attached document, as required to comply with the reporting requirements of Article IX, Sec. 7.06 and 7.07 of the General Appropriations Act.

- HUB Assessment Report for FY 2013 through FY 2015
- TSLAC's HUB Strategic Plan demonstrating and maintaining future compliance with Texas Government Code §2161.123, and outlining the agency's good faith efforts to meet or exceed the agency-specific HUB goals and increasing the use of HUB businesses in the agency's procurement
- Explanation of agency-specific issues relating to HUB attainment

The agency's HUB Strategic Plan is responsive to the Sec. 7.07 (a)(1) and (a)(3)(E)-(F). TSLAC refers to the 2009 Texas Disparity Study conducted by the Comptroller of Public Accounts, Texas Procurement and Support Services Division (TPASS) for the information requested in Sec. 7.07 (a)(3)(A)-(D). TSLAC's previous HUB goals and strategic plan information are incorporated in the 2009 Disparity Study's findings and results.

The activities stated in Sec. 7.07 (3)(A)-(D) are activities associated with conducting a disparity study. These reporting requirements were also included in Rider 18, from the previous legislative session. TPASS addressed these reporting activities in its response to the State Auditor's Office (SAO) Report No. 15-006, October 2014, Page 83-84 (see excerpt below). TSLAC is in agreement with TPASS' statement, and notes the agency has not been appropriated funds to conduct future disparity study activities, nor does the

agency currently have the expertise, information required, or resources to sufficiently conduct these activities with existing resources. As stated in the referenced SAO Report:

C. We did not include Items (a) through (d) of Rider 18 in the assessment instrument. This decision was based on the fact that state agencies and institutions of higher education neither have sufficient resources nor the required information to perform quarterly tasks identified in items (a) through (d). Conducting items (a), (b), and (c) requires access to "Availability" data. In that respect, one must have an exhaustive list of all Ready, Willing, and Able minority (not limited to HUB vendors) and non-Minority vendors in Texas to be able to perform those tasks. Conducting "statistical disparities by race, ethnicity, and gender" in "firms earning" and "in the area of utilization of women-and minority owned firms" and "in commercial construction" is a very complex task which requires a high level of statistical expertise and collection of relevant data through surveys and interviews, which would be nearly impossible to conduct on a quarterly basis. Likewise, item (d), which requires an analysis of "anecdotal testimony of disparate treatment ... [of] business owners," is a lengthy and costly process and practically impossible to conduct on a quarterly basis. Anecdotal data for recording "disparate treatment as presented by business owners" must be collected through public hearings, focus groups, and statewide surveys of business owners. The process of collecting anecdotal testimonies is often lengthy and extremely costly, and it requires a high level of expertise and resources. These tasks are commonly performed when conducting a disparity study and may take a year or longer to complete. In that respect, items (a), (b), (c), and (d) listed in Rider 18 can be performed by conducting a new statewide Disparity Study or updating the Texas Disparity Study-2009, which we already have underway.

TSLAC is committed to complying with all of the HUB program's requirements and is available to answer any questions.

Sincerely,



Donna Osborne
Chief Operations and Fiscal Officer

HISTORICALLY UNDERUTILIZED BUSINESS SUPPORTING SCHEDULE

Agency Code: 306

Agency Name: Texas State Library and Archives Commission

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

A. Fiscal Year 2013-2015 HUB Expenditure Information

Procurement Category	FY 2015 Statewide Adjusted HUB Goals	Adjusted HUB Expenditures FY 2013		Total Expenditures FY 2013	Adjusted HUB Expenditures FY 2014		Total Expenditures FY 2014	Adjusted HUB Expenditures FY 2015		Total Expenditures FY 2015
		HUB %	HUB \$		HUB %	HUB \$		HUB %	HUB \$	
		Heavy Construction	11.2%	0.00%	\$0	\$0	0.00%	\$0	\$0	0.00%
Building Construction	21.1%	0.00%	\$0	\$0	0.00%	\$0	\$0	0.00%	\$0	\$0
Special Trade Construction	32.9%	0.00%	\$0	\$12,092	0.00%	\$0	\$70,504	0.00%	\$13,303	\$132,036
Professional Services	23.7%	11.45%	\$10,000	\$87,333	43.56%	\$51,300	\$117,771	33.97%	\$16,400	\$48,273
Other Services	26.0%	2.74%	\$306,818	\$11,209,067	1.07%	\$137,183	\$12,862,436	1.56%	\$198,108	\$12,719,843
Commodities	21.1%	16.67%	\$55,644	\$333,789	20.91%	\$212,663	\$1,016,817	13.88%	\$136,969	\$987,043
Total Expenditures		3.20%	\$372,462	\$11,642,281	2.85%	\$401,146	\$14,067,528	2.63%	\$364,780	\$13,887,260

B. Assessment of Fiscal Year 2013 - 2015 Efforts to Meet HUB Procurement Goals Attainment:

The agency attained or exceeded one of the applicable statewide HUB procurement goals in FY 2013, two of the goals for FY 2014, and one for FY 2015.

The agency exceeded the FY 15 statewide goal in the Professional Services category (33.97%), up from a low of 11.45% in FY 13.

The agency achieved 2.63% expenditures with HUBs for overall expenditures in 2015, 3.20% in 2013, and 2.85% in 2014.

The largest expenditures of the agency involve the purchase of statewide access to electronic databases, and the addition of K-12 databases in FY 2014

(84.4% of total expenditures) further reduced the attainment percentage in FY 2015 in the Other Services category.

Because these items are proprietary, and there are no HUB vendors available, these purchases skew the overall numbers.

Applicability: The "Heavy Construction" category was not applicable to agency operations in fiscal 2013 or 2014; the 2015 expenditure is misclassified.

Factors Affecting Attainment:

Most of the "Special Trades" category involves expenditures for the agency's facilities in Liberty, Texas, and there are few HUB vendors in this location. In both 2013 & 2014 the goal of "Other Services" was not met since this category contains multiple contracts for electronic subscriptions and online databases that are available to libraries throughout Texas. These databases contain proprietary information, and there are currently no HUB vendors available for these services. In addition, the agency contracts with Amigos Services for various library-specific services that are not available from another source. Likewise, the TexQuest outreach efforts were contracted with a quasi-governmental entity.

Finally, the agency contracts for training services and has encouraged eligible vendors to become certified HUBs; unfortunately, most vendors have expressed the belief that the process is too time consuming and invasive and do not see a benefit to becoming certified.

"Good Faith" Efforts:

The agency has made the following good faith efforts to comply with statewide HUB procurement goals, per 1 TAC Section 111.13c:

- participated in Purchasing related events sponsored by the Texas Comptroller
- searched the Central Master Bidders List for HUB vendors for all procurements prior to awarding contracts
- encourage all potential, qualified vendors to become certified as HUB vendors
- encouraged program staff to seek qualified HUB vendors, even on small procurements
- the agency continues to exceed statewide goals in commodity purchasing, where the agency has the most control over the process

Integrated Campus Planning System

Texas Higher Education Coordinating Board

06/13/16

Library and Archives Commission, Texas State (306)

Capital Expenditure Plan (MP1) Summary Report (Fiscal Years 2017 - 2021) as Reported in FY 2016

Project Name	Building Number	Building Name	Condition	Pri	GSF	E&G	Acres	CIP	Deferred Maintenance to be Addressed	Total Cost	Start Date	End Date
Sam Houston Center Repairs and Maintenance	0000			0	0	0	0		\$0	\$1,000,000	9/2017	8/2019
Records and Archival Storage Expansion	0000			0	252,000	0	10		\$0	\$63,500,000	9/2017	8/2020
					252,000	0	10		\$0	\$64,500,000		

Totals by Project Type

Project Type	Number of Projects	GSF	E&G	Acres	Total Cost
Addition	0	0	0	0	\$0
New Construction	1	252,000	0	10	\$63,500,000
Repair and Renovation	1	0	0	0	\$1,000,000
Land Acquisition	0	0	0	0	\$0
Infrastructure	0	0	0	0	\$0
Information Resources	0	0	0	0	\$0
Leased Space	0	0	0	0	\$0
Unspecified	0	0	0	0	\$0
Totals	2	252,000	0	10	\$64,500,000

Summary of Planned Expenditures by Year

Project Type	2017	2018	2019	2020	2021	Balance	Total Cost
Addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Construction	\$0	\$32,000,000	\$31,500,000	\$0	\$0	\$0	\$63,500,000
Repair and Renovation	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Information Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Leased Space	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unspecified	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$32,500,000	\$32,000,000	\$0	\$0	\$0	\$64,500,000

Totals by Funding Sources

Funding Source	Number of Projects	Total Cost
Auxiliary Enterprise Fund	0	\$0
Auxiliary Enterprise Revenues	0	\$0
Available University Fund	0	\$0
Designated Tuition	0	\$0
Energy Savings	0	\$0
Federal Funds	0	\$0
Federal Grants	0	\$0
General Revenue	2	\$64,500,000
Gifts/Donations	0	\$0
Higher Education Assistance Fund Proceeds	0	\$0
Housing Revenue	0	\$0
Lease Purchase other than MLPP	0	\$0

Legislative Appropriations	0	\$0
Master Lease Purchase Program	0	\$0
Other	0	\$0
Other Local Funds	0	\$0
Other Revenue Bonds	0	\$0
Performance Contracting Energy Conservation	0	\$0
Permanent University Fund	0	\$0
Private Development	0	\$0
Private Development Funds	0	\$0
Revenue Financing System Bonds	0	\$0
Student Fees	0	\$0
Tuition Revenue Bond Proceeds	0	\$0
Unexpended Plant Funds	0	\$0
Unknown Funding Source	0	\$0
Unspecified	0	\$0
Totals		\$64,500,000

Workforce Plan

I. Agency Overview and Purpose

The mission of the Texas State Library and Archives Commission (TSLAC) is to provide Texans access to the information needed to be informed, productive citizens by preserving the archival record of Texas; enhancing the service capacity of public, academic, and school libraries; assisting public agencies in the maintenance of their records; and meeting the reading needs of Texans with disabilities.

To accomplish this, we must continue to attract and retain a highly qualified and productive workforce. We consider our employees our most important resource, and we value each employee as an individual. We rely on the collective skills and talents of our staff to meet the demands of operating our six program divisions in the most efficient and effective manner.

Our primary responsibilities include:

- Maintaining the archives of the State of Texas
- Improving local library services
- Storing state and local records
- Serving the library needs of persons who cannot read standard print
- Advising state and local agencies in the retention and maintenance of public records
- Providing direct information services to the public

TSLAC is governed by a seven member board appointed by the Governor. The members serve six-year staggered terms, and meet quarterly to conduct business on behalf of the agency. The Director and Librarian leads the agency and is selected by the commissioners to direct the agency's activities and programs.

TSLAC consists of six operational divisions and does not anticipate any major changes to the organizational structure in the next five years. However, the agency may need to add or delete programs within a division based on program outcome, sustainability, change in public demand, and funding levels.

The seven members of the Commission, in consultation with senior staff, have established the following operational goals for the agency for the current planning period:

- To articulate and advance the value of Texas libraries as essential to our communities and state.
- To recruit and retain the knowledge-based workforce necessary to discharge the agency's duties.
- To safeguard, preserve, and provide access to the informational and historical assets, such as the Regional Historical Resources Depositories and the Talking Book Program.
- To acquire the technology necessary to effectively, securely, and efficiently manage agency resources.
- To secure the state's official records by addressing the immediate need for additional archival storage and provide for the growth of Texas records.
- To support efforts to ensure digital inclusion for Texas.
- Continue to refine our response to the informational needs of the increasingly diverse Texas population.
- Continue to develop the Texas Digital Archive as a vital information resource for all Texans.

These goals address the work of all TSLAC divisions and employees who contribute to achieving the agency's core vision:

- *Archives and Information Services* – Preserving and safeguarding the vital historical record of the state of Texas and providing archival, genealogical, and historical information to the public and other state agencies.
- *Library Development and Networking* – Encouraging and facilitating high-quality library programs statewide, including the cost-effective provision of online resources, technical support, and innovation through competitive grants and enhancing library services to Texans through resource-sharing programs.
- *State and Local Records Management* – Ensuring citizen access to government through the storage and retrieval of records for public agencies and the provision of records storage, retention and preservation training for thousands of state and local agencies.
- *Talking Book Program* – Providing a vital link to books, reading and information for Texans statewide who cannot read standard print.
- *Administrative Services* – Supporting the work of the agency to ensure that the financial, human resources, and other operational services are delivered as efficiently as possible while adhering to all applicable laws and regulations.
- *Information Resources Technologies* – Ensuring the most effective possible application of available and appropriate technology to discharge agency duties.

We believe that the resources and services of libraries, archives, and records management are a crucial link to the information essential to all Texans in their quest to lead fulfilled, productive and enjoyable lives and to contribute to the thriving Texas economy. The Commission looks forward to continuing the agency's 100-year legacy of archival, information, and library service to Texas citizens and state and local government.

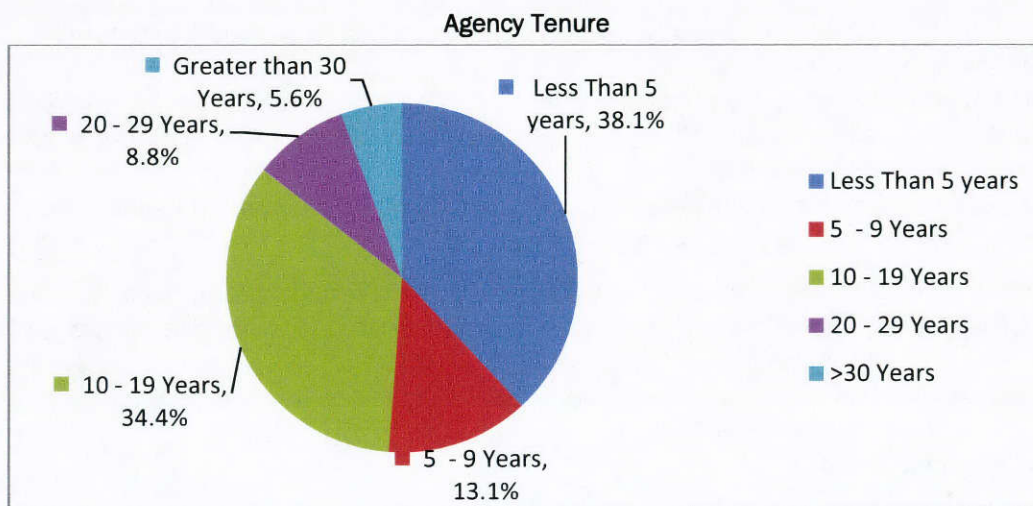
II. Current Workforce Profile

The agency is authorized 168.5 full time equivalent (FTE) positions for the Fiscal Year 2015 – 2016 biennium. As of February 29, 2016, we had one exempt, 154 full-time classified, and 22 part-time classified positions. Based on information available in the Electronic Classification Analysis System at the State Auditor's Office, our average employee is female (58 percent), with a college degree, in a professional position, over the age of 40, and has more than 15 years of state service. The following table contains agency employment ethnicity and compares the agency's staffing levels to the statewide civilian workforce as reported by the 2013-2014 Equal Employment Opportunity and Minority Hiring Practices Report by the Texas Workforce Commission, Civil Rights Division.

TSLAC Workforce by Job Category as of February 29, 2016

Job Category	African American		Hispanic		Female		TSLAC Total Workforce
	Labor Force	TSLAC	Labor Force	TSLAC	Labor Force	TSLAC	
Officials / Administration	7.12%	0.0%	20.90%	14.28%	37.48%	57.14%	4.4%
Professional	10.96%	2.25%	18.55%	15.73%	54.88%	72.00%	55.6%
Technical	13.75%	0.0%	28.82%	0.0%	51.31%	0.0%	1.25%
Administrative Support	13.58%	12.06%	33.00%	17.24%	72.80%	44.82%	36.25%
Skilled Craft	9.52%	33.3%	49.26%	33.33%	11.13%	100%	1.875%
Service / Maintenance	12.22%	100%	53.71%	0.0%	51.35%	0.0%	0.625%
Total Percentage of Workforce	11.17%	6.88%	35.92%	16.25%	44.96%	61.00%	100%

In this creative economy, it is increasingly difficult to attract young workers willing to stay with a single employer for more than five years. According to the Bureau of Labor Statistics (BLS), “the median number of years that wage and salary workers had been with their current employer was 4.6 in January 2014, unchanged from January 2012.”¹ The BLS press release also indicated that the median tenure for workers in the public sector was almost twice the rate of private sector employees, at 7.8 versus 4.1. BLS attributes this to the “age profile” of government workers, stating that “three in four government workers were age 35 and over, compared with about three in five private wage and salary workers.” More than one-third of our staff, 38 percent of our total workforce, has been with the agency less than five years, with the second largest category as the 10 – 19 years, followed by those with 5 – 9 years. The following chart illustrates agency tenure as of February 29, 2016.

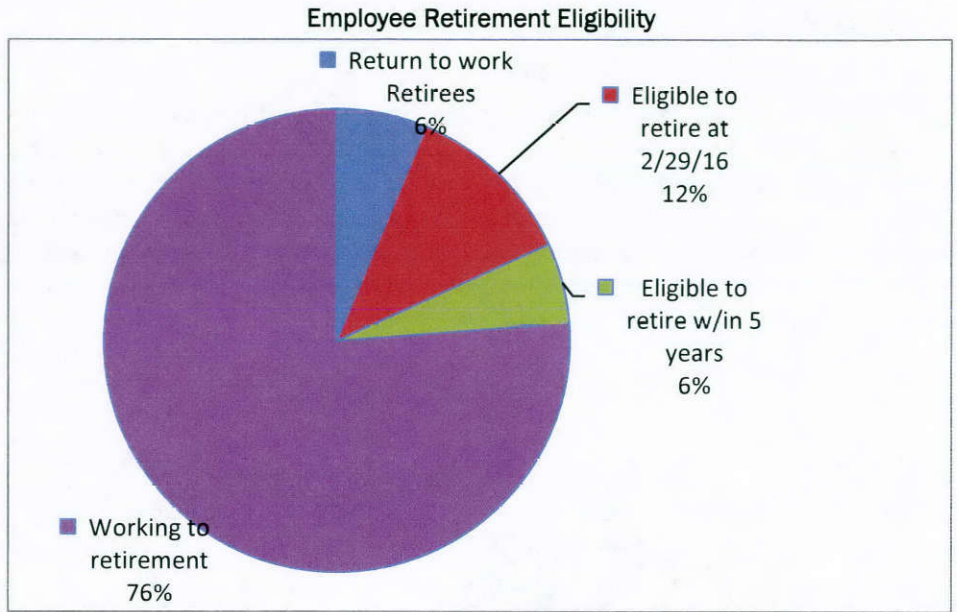


The Commission’s workforce demographics are consistent with the BLS data. We have an older workforce comprising of 44 percent over the age of 50 and only 6.9 percent of our employees under the age of 30. The following chart, extracted from TSLAC’s Human Resources Information System, profile additional workforce demographics as of February 29, 2016.

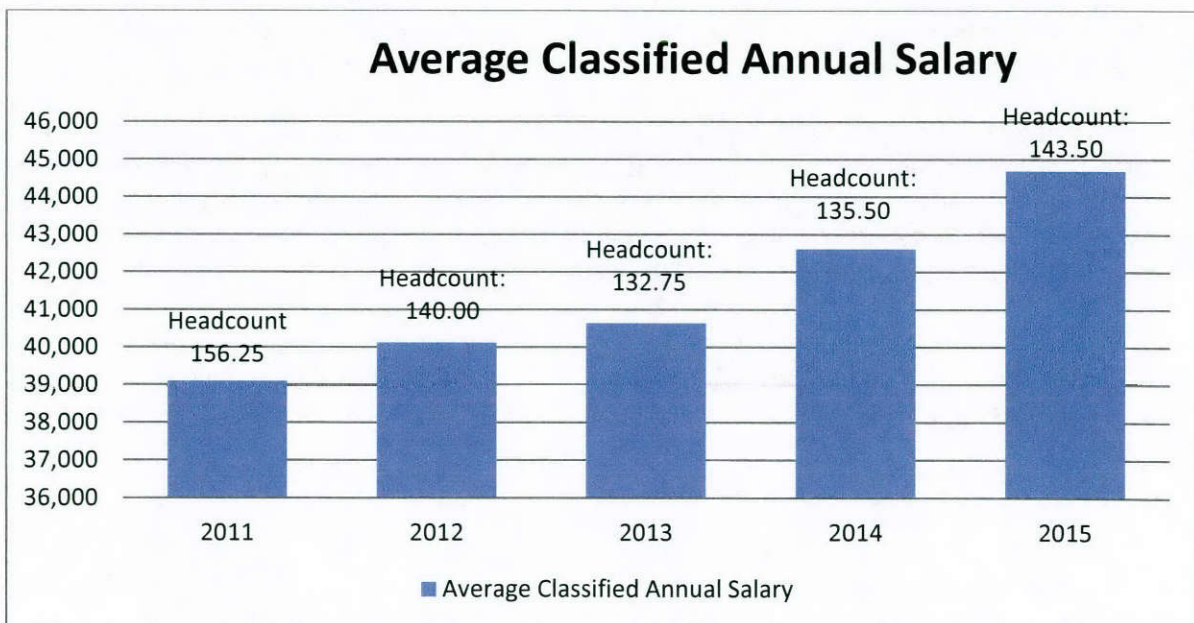
Employee Age

As of February 29, 2016, TSLAC employed ten return-to-work retirees, an additional 19 employees are currently eligible to retire, and 9 additional employees will be eligible to retire within the next five years. Utilizing the established retirement calculations and extracting employment data from the Uniform State Payroll System maintained by the Texas Comptroller of Public Accounts, the following chart illustrates that the agency could lose up to 18 percent of the current workforce to retirements over the next two to five years.

¹ <http://www.bls.gov/news.release/tenure.nr0.htm>

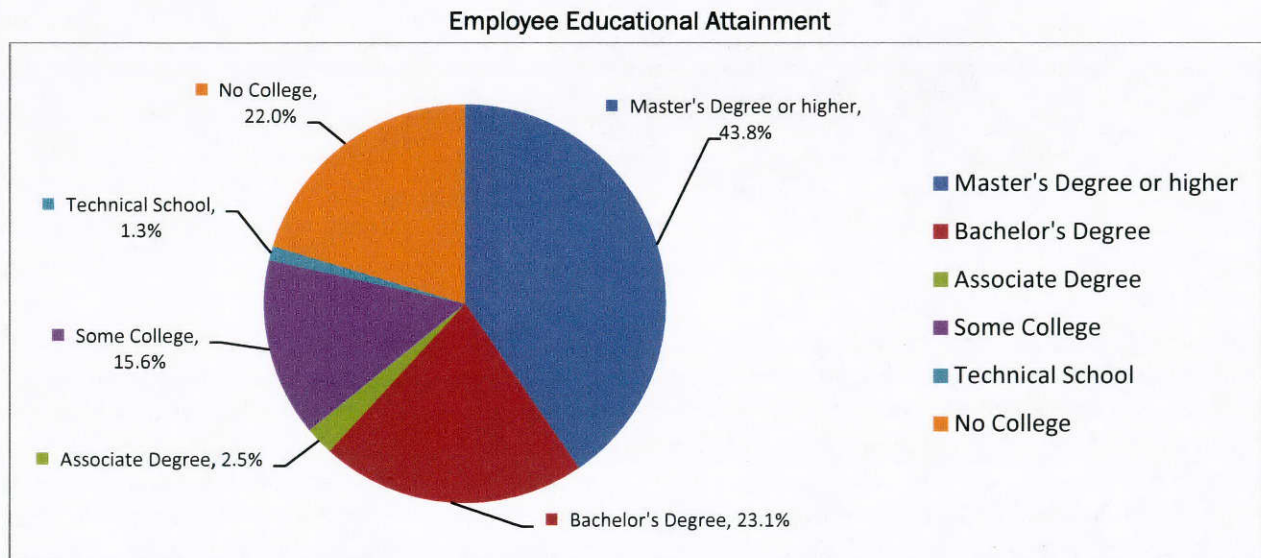


As the previous charts illustrate, institutional knowledge of our particular programs, services, and specialized collections rests primarily with our long-tenured employees. These agency experts ensure we are able to provide the high levels of customer service our constituents have come to expect. As individuals retire or otherwise leave the agency, we will face challenges when seeking replacements with similar skill sets, subject matter expertise, and industry-specific knowledge. In addition, replacements will be difficult to attract at the salary levels currently appropriated. The chart below illustrates the average agency salary from FY2011- FY 2015, based on information in the Employee Information System maintained by the State Auditor's Office.



Note: The chart above excludes the Director and Librarian salary.

TSLAC has a highly educated staff workforce, with more than 60 percent of the employees having at least a Bachelor's Degree and almost 44 percent of the workforce with Master Degrees or higher. As of February 29, 2016 96 or 60 percent of the agency's positions were categorized as Professional, with the majority of the positions requiring specialized degrees and/or experience and expertise, particularly in the areas of library, archival and records management. Attracting qualified employees with advanced degrees and the skill set required of these positions is difficult when the average annual classified salary is less than \$45,000.00 annually. The following chart, extracted from TSLAC's Human Resources Information System, illustrates the level of educational attainment for staff.



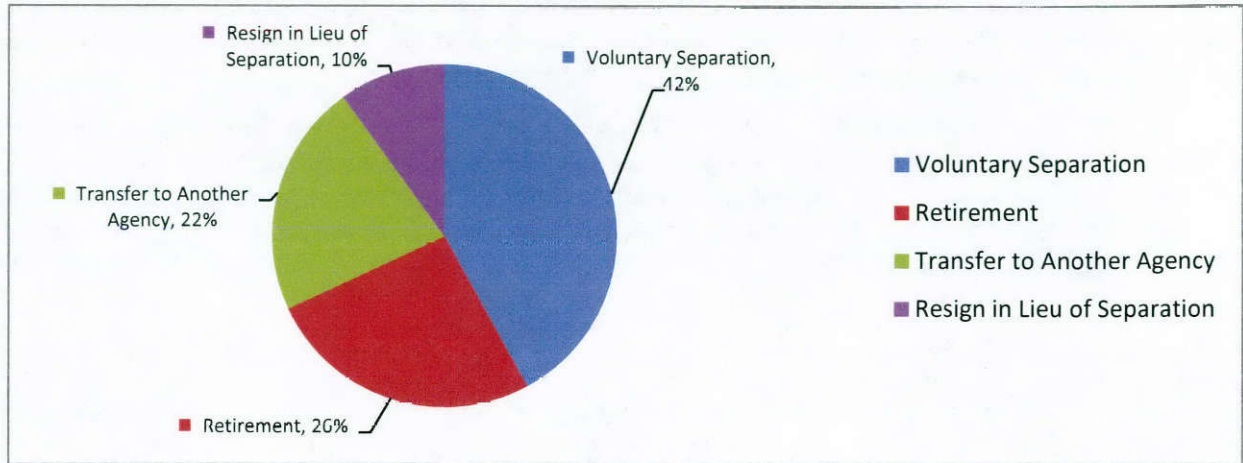
Turnover is a critical issue for all organizations due to many factors, and the cost to replace an employee is high. According to an article by Zanebenefits on February 4, 2016, "the average cost of replacing an employee in mid-range positions (earning 30-50K annually) is 20 percent of the person's annual salary."² For an employee making the agency's current average salary of \$ \$44,695 per year, this equates to \$8,939 each time the agency must replace an employee. Our agency had to replace 31 employees during Fiscal Year 2015, which translates to an estimated average annual cost to the agency of \$277,109 for the year.

TSLAC's turnover rate for Fiscal Year 2015 was 18 percent, mirroring the State's average turnover rate, per the State Auditor's Office. The turnover rate for professional positions that same year was 65 percent. These positions garner higher salaries and require highly specialized skills as these are in the Librarian, Archivist, Conservator, Government Information Analyst, and Information Technology Specialist classifications. The cost to replace these positions is significantly higher than the average cited above.

The following chart illustrates the reasons for staff leaving employment with the agency, as recorded in the Employee Information System maintained by the State Auditor's Office. The largest number, 42 percent, voluntarily left agency employment, generally for employment elsewhere, with an additional 22 percent leaving agency employment for employment with another state agency.

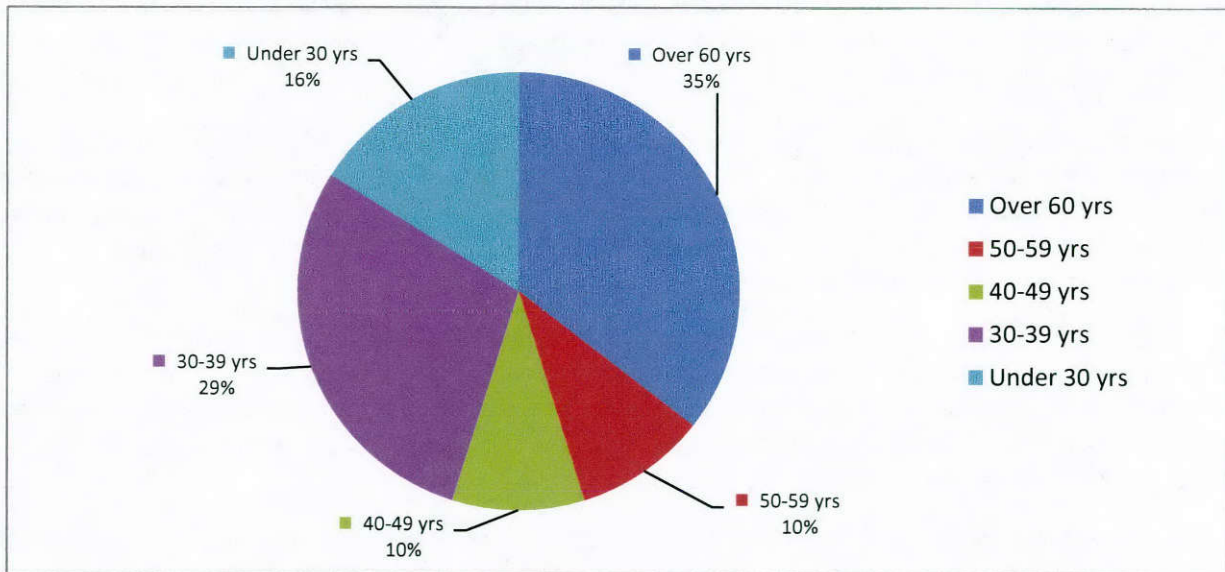
² <http://www.cbsnews.com/news/how-much-does-it-cost-companies-to-lose-employees/>

Employee Separation Reasons



The agency is concerned with both losing the younger talent, and losing our tenured subject matter experts. The following chart illustrates Fiscal Year 2015 turnover percentage by age at the date of separation from the agency. The data was taken from the CPA's EClass System. The two largest percentages were the Over 60 and 30 - 39 categories; however, when including the Under 30 category, 45 percent of those leaving agency employment were under the age of 40.

Employee Age at Separation



Efforts to reduce turnover, particularly in the professional positions, inadvertently create a lack of advancement for staff in entry-level positions. Since most of our higher-level professional positions require an advanced degree, career advancement possibilities for staff in entry-level positions is severely limited except for those already pursuing these mandatory degrees. This paradox presents a real need to implement agency-specific mentoring systems, effective career ladder structures, and realistic succession plans across the agency.

The Fiscal Year 2015 turnover rate for non-professional positions was 35 percent. Most were employees leaving to seek increased salaries and/or better opportunities for advancement. The job tasks in many of these positions are repetitious and unchallenging, offering little opportunity for employees to utilize initiative or creativity. In addition, the physical work environments in the agency's record storage and circulation warehouse facilities do not provide a standard professional office atmosphere for the staff.

As we work to fully implement mentoring systems and career ladders, we must ensure that we maintain the critical skill and knowledge sets necessary to accomplish the work of the agency. In addition, we need to ensure staff stays current with the continuing education, training and information needs of their professions. Our need for highly specialized skills relating to the professional librarians, archivists, government information analysts, and information technological professionals ensures a high return on this investment.

III. Future Workforce Profile

This section will look at the agency's future workforce needs, to include additional skills, staffing levels and recruitment issues and needs. Demands for all agency services in both English and Spanish, particularly in the Talking Book Program, will continue to increase as the general population increases, the workforce ages, and newly disabled persons seek assistance. The agency also anticipates an increased workload related to the Public Information Act, particularly as the agency is the official archival resource for state government records. Our future workforce must become experts in all aspects the Public Information Act so the commission can successfully continue to meet our statutory requirements.

A. Future Skills

Currently, staff has required skills to accomplish the agency's goals and objectives. Agency management will continue to analyze processes to determine the most cost-effective way to accomplish work at hand and met the needs of customers. As needed, staff will be reassigned to special projects to ensure continued progress towards meeting the goals and objectives.

Job responsibilities and workloads change as a result of technological advancements, industry changes, and economic, social and political conditions. This is also true for the agency's funding sources. As previously mentioned, there is a direct correlation between the growth in Texas population and increase in workload for the Texas State Library and Archives. Technological advances have thus far made it possible for each employee to be more effective and efficient in performing their job functions.

Our staff must stay abreast of new technology to ensure we continue to meet the demand for online services and information in digitized and Spanish-language formats. We currently operate with a limited number of information technology staff and often struggle to maintain services for our external customers. The continued movement towards digital books, documents, and other on-line information requires ALL employees to become proficient in more complex technologies – even at the desktop computer level.

TSLAC customers increasingly seek on-demand training and consulting assistance. This requires professional staff to have additional skills in auditing, communication, consulting, report writing and systems analysis, in addition to experience and knowledge of program requirements. To meet these needs, the agency is adding new web-based and distance learning classes to our repertoire, which requires us to ensure staff continues acquiring the necessary advanced technological skills. This is particularly important as the agency leads the transition from paper to electronic formats for permanent records.

There is an urgent need for increased storage of and access to digital image files on the agency's website. As we replace inefficient and outdated database systems, we must ensure our employees have the skills to use the advanced technologies. We are also implementing new methods for delivering training and consulting services as travel costs increase and available budgets either remain constant or shrink. This is true not only

for the agency, but also for our constituent groups who rely on our staff to provide updated information as quickly as possible in the most cost-effective format.

Customer demand for information delivered in digital formats has increased and requires staff, at all levels, to have higher levels of technical proficiency. Additionally, staff must understand and have working experience with cutting-edge information management systems to effectively train and consult with customers. The agency requires a workforce well-trained in emerging technology and related practices that are equipped to network effectively with customers, partner organizations, vendors, and stakeholders. Staff in professional and management positions must be able to effectively implement and use tools using advanced technology applications, and clearly understand the issues associated with the development of new services. Furthermore, managers have to interpret and create policies, procedures, rules, and regulations, and effectively train staff on new internal procedures.

Economic and social conditions in Texas reinforce the need to maintain our cost-efficient statewide resource-sharing programs. The rapidly growing Spanish-speaking population in Texas requires the agency to attract and retain bilingual staff to effectively meet the needs of these important constituents. The agency's statewide TexShare database program will continue to enhance products to better meet the online research needs of the Spanish-speaking population.

B. Staffing Levels

Our future workforce requirements are driven by the need to maintain, improve, and implement statutory functions. The agency has a limited number of FTEs to accomplish a wide variety of tasks, and many tasks are specific to a single position. As a result, divisions must continually identify opportunities to cross-train staff within and across divisions and programs. As we continue to attract new talent, we must also be diligent in our efforts to develop, promote, and encourage current staff, carefully evaluating career ladder opportunities and customizing training programs to ensure each employee has the opportunity for an effective long-term career with the agency.

As the population of Texas continues to grow, it is anticipated that the agency will see an increase in workload, which will in turn increase the number of employees needed to accomplish our statutory requirements. A new area for expansion is to support the deployment and maintenance of new technology and Internet-based services. The volume of paper records is expected to continue to increase, despite efforts to transition to a "paperless" society. If this trend continues, the commission will need additional staff to properly arrange, describe, and provide mandated access to archival records.

The increasing numbers of customers served and the increasing numbers of programs administered have resulted in a constantly expanding workload for a static number of employees. This is apparent in the Schedule A classifications, where the salaries are lower and the tasks are more repetitive in nature. The challenge will be to keep these jobs interesting and help identify career ladders for all positions.

C. Recruitment

The agency strives to hire a diverse group of multi-talented professionals, with expertise and experience in multiple program areas. However, TSLAC salaries continue to lag behind the local and regional marketplace, particular for positions located in the Austin area. This limits the commission's ability to successfully recruit the most qualified candidates for some of our critical professional and management positions.

Currently, the unemployment rate in the Austin metroplex is among the lowest in the State. This, coupled with the agency's limited financial resources, adds another level of complexity to the agency's ability to recruit new talent.

Constantly evolving job responsibilities have resulted in increasingly complex job task requirements, both programmatically and technically. This evolution requires proportionately higher levels of skills, education, and abilities. While the agency has adjusted job responsibilities and classifications accordingly, we have been relatively successful in retaining a large number of staff who has been in their positions for years. However, as salary requirements for newly hired employees have increased, it presents a new challenge as the agency tries to maintain competitive salaries for the existing staff.

The salary limitations will also lead to a shortage of qualified replacement for management positions and other key program positions over the next five years. Salaries for most of the management positions are significantly lower than the regional and national averages. According to national survey conducted by the American Library Association, there is a downward trend in the number of college degrees awarded in the specialized fields required for our key professional positions. This will result in a shortage of qualified applicants for these critical vacancies in the future, and an increase in recruitment time as the agency seeks qualified replacements.

IV. Gap Analysis

The agency continues to explore ways to close the anticipated future gap of institutional knowledge, including implementing a formal succession plan. To accomplish this, management encourages internal promotions whenever possible. This process has proven effective and a number of professional staff members have advanced their career at the agency over the past few years. This has also enabled staff to acquire the critical institutional knowledge that would be difficult to replace with a new employee.

Based on the information presented in this plan, we determined that a gap exists between the existing workforce supply and the agency's future demands for several key professional and managerial positions. While skilled labor exists in the workforce for all commission position, any loss of staff will impact commission operations. Additionally, recruiting qualified replacements within the current budgeted salary levels will impact the agency's ability to effectively and efficiently replace key vacancies.

V. Strategy Development

Continued training and development of current employees is critical to the success of the agency. The primary objective of staff development and training is to ensure that all TSLAC employees have the knowledge and skills to be productive in performing their job duties. Secondly, this provides the framework for an effective long-term succession planning solution.

Management continues to cross-train staff for upward movement at the agency. This will reduce our reliance on re-hiring retirees for continuity of services in key positions. While retirees meet the immediate need to provide ongoing services, it is not a valid long-term solution for the agency. In addition, the agency must pay an assessment to the Employees Retirement System equal to what a new employee would contribute to the State Retirement System, which also results in fewer internal promotion opportunities.

A. Strategy Development Challenges to Mission-Critical Skills

Agency management in cooperation with Human Resources personnel must remain aware of current employment trends, and ensure staff maintains the skills necessary for perform as program experts in working with constituents and peers. While staff are eager to learn new skills, limited resources, such as time and funding, present a challenge as the program divisions identify relevant training opportunities.

The agency ensures the current workforce is able to perform the analytical, auditing and technical requirements of the existing programs and subsequent advancements in service delivery. We make available

professional development and continuing education opportunities across the agency as limited resources allow.

The agency's performance evaluation system requires team leaders, supervisors and managers to work with each particular employee to identify training needs to ensure each employee is successful in accomplishing the assigned job responsibilities. Training goals are subsequently updated as the program needs and the employee's abilities evolve.

B. Recruitment and Retention

Agency management will coordinate with staff to ensure ongoing professional education and development is made available, especially for staff in positions categorized as technical and professional. Job descriptions and classifications are reviewed yearly and modified as necessary, which provides a mechanism to revise positions as new or additional duties are assumed.

The Human Resources team will work directly with agency managers and supervisors to revise job descriptions and task statements to reflect changing skill and technology requirements. The Human Resources Department's goal is to assist managers and supervisors in hiring new staff who possess required skills and abilities so they are immediately successful in the position.

To help motivate and retain staff, agency managers will continue efforts to recognize and reward individual performance according to agency policies and to provide appropriate opportunities for professional growth. Tools available to managers include merit raises, one-time merit bonuses, and administrative leave. Our agency also provides peer-recognition tools including the Employee of the Quarter Award and the Lorenzo Award.

C. Work Processes

Work processes continue to change as a result of technological advancements, industry changes, and economic, social, and political conditions. The agency seeks ways to streamline and automate processes, particularly for routine administrative tasks to ensure we meet legislative mandates. If a need arises, the agency will explore the use of temporary workers, consultants, and outsourcing for specialized jobs or tasks to prevent burnout of the existing workforce.

Divisions continue to explore opportunities to form cross-divisional teams and avoid duplication of effort. However, even with the implementation of efficiency practices, current staffing levels are not sufficient to implement any new programs or services without reassessing our existing services. The agency acknowledges that all programs evolve, and does not anticipate any decline in demand for current services, with the exception of microfilming.

The agency will increase efforts to focus on planning for information resources acquisition and implementation as the need for technology increases in all program areas. Management will ensure there is adequate technical support for our internal networks, Web-based services, client-server services, and the new technology systems currently in development. Finally, the commission must ensure proper project management for all information resources projects to minimize interruptions to service.

D. Succession Planning

TSLAC agency performs ongoing analysis of workforce skills needed to maintain a high-quality, well-educated, diverse workforce with the skills vital to accomplishing our mission and goals. We work to train replacement or backup staff in critical agency tasks before a staff member leaves the agency. For positions with staff that are eligible to retire in the near future, the agency will identify employees who can be developed as replacement which will also ensure the continuity of critical knowledge.

E. Leadership Development

The Human Resources staff will work closely with agency managers to identify individuals with potential for leadership positions using a variety of standard evaluation methods and tools. Replacement and succession charts will be developed within each division that will provide an opportunity for both managers and staff to examine the depth of talent, skills, and abilities of the current workforce.

VI. Conclusion

The agency strives to fill vacant positions as quickly as possible with highly-qualified applicants who will ensure TSLAC is able to meet and exceed our statutory requirements. We operate as an agency that will continue to be attractive to current employees who want to establish a career with us; and will also interest potential employees from underrepresented communities who possess the knowledge, skills and experience needed to help us carryout our mission. We believe these initiatives will help us achieve a workforce that more closely resembles the demographic makeup of the State and establish TSLAC as a flagship employer and agency in Texas government.

Schedule G - REPORT ON CUSTOMER SERVICE

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXECUTIVE SUMMARY

More than 95 percent of the customers responding to customer satisfaction surveys for services provided by the Texas State Library and Archives Commission during Fiscal Year 2015 indicated they were satisfied with the services received.

The agency surveyed 14,923 of the more than 45 million agency customers identified (up from 12,814 surveyed in Fiscal Year 2013), and 48.9 percent of customers surveyed responded. Of the 7,312 customers responding to the surveys, almost nine percent made suggestions for improvements. Overall, 6,980 of the customers responding indicated satisfaction with the agency's programs and services.

While customer satisfaction rates in three of the five programs declined slightly, the agency's overall customer satisfaction rate increased from 95.1 percent in Fiscal Year 2013 to 95.4 percent in Fiscal Year 2015.

The Fiscal Year 2015 cost per customer surveyed remained the same as Fiscal Year 2013, despite an overall increase in expenditures for the surveys. This is due, in part, to the increase in number of customers surveyed.

The customer satisfaction responses reflected in the Fiscal Year 2015 Customer Satisfaction Report were collected as part of the standard, ongoing evaluation of agency services. These processes focus on an assessment of the customer's overall satisfaction of the services received, rather than the facilities, staff, communications, Internet site, complaint-handling process, service timeliness and printed information. Some of these (e.g., facilities, complaint-handling process) are not particularly relevant or pertain to a very small number of customers. While we gather information on the other service quality elements in some of our surveys, we limit the questions asked for the purpose of this report to ensure the maximum number of customer responses.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

[State / Federal Authority](#)
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.228
Admin Code	13 TAC 8.4

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$2,577	\$2,674	\$2,674
Number of FTEs	0.1	0.1	0.1
Other Operating Costs	\$100	\$100	\$100
Total, Committee Expenditures	\$2,677	\$2,774	\$2,774

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$1,330	\$1,432	\$1,432
118 - Federal Public Library Service Fu	\$1,347	\$1,342	\$1,342
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	3	3	3

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.124
Admin Code	13 TAC 2.71

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$1,992	\$2,313	\$2,313
Number of FTEs	0.03	0.03	0.03
Other Operating Costs	\$100	\$100	\$100
Total, Committee Expenditures	\$2,092	\$2,313	\$2,313

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$2,092	\$2,313	\$2,313

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	3	3	3

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings? 7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute? 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.006 (2), 441.223
Admin Code	13 TAC 8.5

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$511	\$341	\$341
Number of FTEs		0.01	0.01	0.01
Other Operating Costs		\$25	\$25	\$25
Total, Committee Expenditures		\$536	\$368	\$368

Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$536	\$368	\$368
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	3	2	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings? 7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute? 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Education Code 33.021

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' Indirect Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$1,135	\$1,135
Number of FTEs	0.0	0.02	0.02
Other Operating Costs	\$0	\$25	\$50
Total, Committee Expenditures	\$0	\$1,160	\$1,185

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$1,160	\$1,185
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	0	4	4

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? The steering committee meets using online meeting software - no requirement for frequency - note that while the process for appointing the steering committee began in FY2015, meetings did not begin until FY2016

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
 The output of the steering committee when the work is completed will be a recommended update to the School Library Standards for consideration by the agency commission and the State Board of Education

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
 The steering committee work is on-going and is expected to be completed in FY2016

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? Yes No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? No Yes

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.
 Setting up meetings/meeting materials; producing minutes; compiling ongoing input and then recommendations into documents

6. Have there been instances where the committee was unable to meet because a quorum was not present? No Yes
 Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
 The on-going work of the committee is on the agency website; the draft recommendations when complete will be available there for broad input; the final draft document will be presented in open meetings to the agency commission and the State Board of Education

7b. Do members of the public attend at least 50 percent of all committee meetings? No Yes

7c. Are there instances where no members of the public attended meetings? Yes No

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Jan Hodge, Crowley ISD District Library, Media Specialist, 817-297-5880 X 1096, mailto:hodge@crowley.k12.tx.us

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes No

9b. Please describe the rationale for this opinion.
 This is a defined term steering committee set up jointly by the agency and the Texas Education Agency (acting under the SBOE) - the members are active in providing direction and input into the process and on-going work to update the standards

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute? No Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area? No Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)? Retain Abolish Consolidate

11b. Please describe the rationale for this opinion.
 The professional guidance from a range of constituents in the field is essential to ensure that revised standards meet the needs of school libraries and school districts in the state

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? Yes No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.
 Without the steering committee the agency would need to find another way to gather input in conjunction with the SBOE - there is not an obvious way to do this

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.
 None

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority	Select Type	Identify Specific Citation
State Authority	Statute	Govt Code 441.009; 441.223-441.229
State Authority	Admin Code	13 TAC 1.21; 8.5
State Authority		
Federal Authority		
Federal Authority		

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.00	0.00	0.00
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$573	\$2,744	\$573
Number of FTEs	0.02	0.05	0.02
Other Operating Costs	\$25	\$100	\$25
Total, Committee Expenditures	\$597	\$2,844	\$597

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fv	\$597	\$2,844	\$597
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	2	4	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? No requirement for frequency - generally 2 times/year by conference call, years with significant bids for new products may have in-person meetings (for scoring) and more calls depending on need

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
 Deliverables/output - guidance on the development of statewide resources, participation in scoring bids - no documents required

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
 FY2016 recommendations regarding new content to bid for the program; recommendations followed in soliciting bids

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.
 organizing meetings/ meeting materials; producing minutes; creating bid forms for scoring committee members

6. Have there been instances where the committee was unable to meet because a quorum was not present? No Yes
 Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
 The meeting minutes are on the agency website

7b. Do members of the public attend at least 50 percent of all committee meetings? No Yes

7c. Are there instances where no members of the public attended meetings? Yes No

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Tracey Mendoza, Dean of Learning Resources, Northeast Lakeview College, 210-486-5387, tmendoza17@alamo.edu

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes No

9b. Please describe the rationale for this opinion.
 The working group members meet as needed and provide substantive input into the program

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute? No Yes

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area? No Yes

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.
 The statewide e-resources program is an important one for the library community and member input and guidance is important.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? Yes No

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.
 It would be harder for the agency to ensure it received good member input, the guidance from professionals in the field is very important, and gives members confidence the agency is responding to member needs

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.
 None

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.009; 441.223
Admin Code	13 TAC 1.21; 8.5

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$321	\$639	\$639
Number of FTEs	0.01	0.02	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$346	\$664	\$664

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fu	\$346	\$664	\$664
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	1	2	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmts1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.009; 441.223
Admin Code	13 TAC 1.21; 8.5

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$639	\$1,916	\$639
Number of FTEs	0.01	0.03	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$664	\$1,941	\$664

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fu	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$664	\$1,941	\$664

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	2	8	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if they occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Crmt1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.008; 441.223
Admin Code	13 TAC 1.21, 8.5

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$284	\$563
Number of FTEs	0.0	0.01	0.01
Other Operating Costs	\$0	\$25	\$25
Total, Committee Expenditures	\$0	\$284	\$563

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fu	\$0	\$284	\$563
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	0	1	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4) Strategy Title (e.g. Occupational Licensing)

Budget Strategy (Strategies) Strategy Title

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.008; 441.223
Admin Code	13 TAC 1.21; 8.5

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0

Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	0	0	0

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? Yes No

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? Yes No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Tracey Mendoza, Dean of Learning Resources, Northeast Lakeview College, 210-486-5387, tmendoza17@slamo.edu

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Status	Govt Code 441.009; 441.230
Admin Code	13 TAC 1.21; 2.110-119; 2.510-512

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' Indirect Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$661	\$724	\$724
Number of FTEs	0.01	0.01	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$686	\$749	\$749

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fu	\$686	\$749	\$749
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	1	1	1

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings? 7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute? 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.009; 441.0091; 441.135; 441.1381
Admin Code	13 TAC 1.21; 2.110-119; 2.310-312; 2.410-412

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' Indirect Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$681	\$724	\$724
Number of FTEs	0.01	0.01	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$686	\$749	\$749

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
116 - Federal Public Library Service Fv	\$686	\$749	\$749
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	1	1	1

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.008; 441.0081, 441.135, 441.1381
Admin Code	13 TAC 1.21; 2.110-119; 2.910-912

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$661	\$724	\$724
Number of FTEs	0.01	0.01	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$686	\$749	\$749

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
118 - Federal Public Library Service Fu	\$686	\$749	\$749
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	1	1	1

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

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6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

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9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority

Select Type Identify Specific Citation

Statute	Govt Code 441.0092
Admin Code	13 TAC 2.110-119, 2.710-712

State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$661	\$724	\$724
Number of FTEs	0.01	0.01	0.01
Other Operating Costs	\$25	\$25	\$25
Total, Committee Expenditures	\$686	\$749	\$749

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
116 - Federal Public Library Service Fu	\$686	\$749	\$749
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	1	1	1

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

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4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.008 (2) (7) 441.009
Admin Code	13 TAC 1.21

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses		Expended	Estimated	Budgeted
		Exp 2015	Est 2016	Bud 2017
	Travel	\$0	\$0	\$0
	Personnel	\$0	\$0	\$0
	Number of FTEs	0.0	0.0	0.0
	Other Operating Costs	\$0	\$0	\$0
	Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses		Expended	Estimated	Budgeted
		Exp 2015	Est 2016	Bud 2017
	Travel	\$0	\$0	\$0
	Personnel	\$0	\$399	\$588
	Number of FTEs	0.0	0.01	0.01
	Other Operating Costs	\$0	\$10	\$25
	Total, Committee Expenditures	\$0	\$409	\$613

Method of Financing	Method of Finance	Expended	Estimated	Budgeted
		Exp 2015	Est 2016	Bud 2017
	1 - General Revenue Fund	\$0	\$0	\$0
	118 - Federal Public Library Service Fu	\$0	\$409	\$613
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
	Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year			
	0	1	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

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4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?
 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?
 7c. Are there instances where no members of the public attended meetings?

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9b. Please describe the rationale for this opinion.

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10a. Is there any functional benefit for having this committee codified in statute?
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11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Crnt1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: **Date to Be Abolished:**

Budget Strategy (Strategies) (e.g. 1-2-4): **Strategy Title (e.g. Occupational Licensing):**

Budget Strategy (Strategies): **Strategy Title:**

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Govt Code 441.006 (2); 441.008
Admin Code	13 TAC 2.7

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0
Committee Members' Indirect Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$750	\$671	\$671
Number of FTEs		0.01	0.01	0.01
Other Operating Costs		\$25	\$25	\$25
Total, Committee Expenditures		\$775	\$696	\$696
Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
T18 - Federal Public Library Service Fu		\$775	\$696	\$696
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
Meetings Per Fiscal Year		3	2	2

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

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Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

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11b. Please describe the rationale for this opinion.

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13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Crnt1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):

Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$2,019	\$3,500	\$4,000
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$4,584	\$16,560	\$20,000
Total, Committee Expenditures	\$6,603	\$20,060	\$24,000

Committee Members' Indirect Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$5,735	\$7,000	\$7,000
Number of FTEs	0.2	0.3	0.3
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$5,735	\$7,000	\$7,000

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$5,735	\$7,000	\$7,000
555 - Federal Funds	\$6,603	\$20,060	\$24,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	2015	2016	2017
	2	3	3

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

- When and where does this committee typically meet and is there any requirement as to how often?
- What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
- What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
- Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its statute? 4b. Is committee scope and work conducted redundant with other committees?
- Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?
- Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

The State Archivist serves as the THRAB Coordinator. In addition to being the liaison with the NHPRC, she prepares and submits applications for board programming grants to NHPRC and serves as project director for the grant funds received, overseeing and approving all projects.

6. Have there been instances where the committee was unable to meet because a quorum was not present? No Yes Please provide committee member attendance records for their last three meetings, if not already captured in _____

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
 The THRAB posts its meetings in accordance with the Texas Open Meetings Act. It also posts meeting times and agendas on the THRAB webpage.

7b. Do members of the public attend at least 50 percent of all committee meetings? No Yes 7c. Are there instances where no members of the public attended Yes No

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Texas State Historical Association, Archivists of Central Texas, Society of Southwest Archivists, Council of State Archivists, National Historical Publications and Records Commission

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes No

9b. Please describe the rationale for this opinion.
 THRAB works to solicit and develop proposals for projects to be implemented in the state with funds provided by the NHPRC. It reviews proposals submitted by institutions in the state and make recommendations to the NHPRC. The most recent grant recommend to and approve _____

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute? Yes No 10b. Does the scope and language found in statute for this committee Yes No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.
 It is in statute.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere Retain Abolish Consolidate

11b. Please describe the rationale for this opinion.
 THRAB's existence enables the state to receive monies from the National Historical Publications and Records Commission (NHPRC) in support of archival and records management programs. THRAB also serves as a catalyst for improving archival and records storage conditions _____

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? No Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4): Strategy Title (e.g. Occupational Licensing):
 Budget Strategy (Strategies): Strategy Title:

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
State	Government Code 441 203
Admin Code	13 TAC 50.1-11

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total Committee Expenditures	\$0	\$0	\$0

Committee Members' Indirect Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total Committee Expenditures	\$0	\$0	\$0

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOF's Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	4	4	4

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its 4b. Is committee scope and work conducted redundant with other

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

TSLAC staff attended meetings, provided program updates, participated in workgroups as members or leads, and helped draft biennial reports and publications. In this period, RMICC created an Educational Workgroup lead by TSLAC staff with members from seven other

6. Have there been instances where the committee was unable to meet because a quorum was not present? No Please provide committee member attendance records for their last three meetings, if not already captured in

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
Notice of meeting posted to the Texas Register. Notice of meeting placed on agency calendar.

7b. Do members of the public attend at least 50 percent of all committee meetings? Yes 7c. Are there instances where no members of the public attended Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.
Margaret Herrismeyer, Chair, Office of the Attorney General and Todd Kimbriel, Department of Information Resources, Vice Chair

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes

9b. Please describe the rationale for this opinion.
RMICC undertakes reviews of current records management issues, brings together stakeholders, and raises the awareness of records management in Texas government.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code.
10a. Is there any functional benefit for having this committee codified in statute? Yes 10b. Does the scope and language found in statute for this committee No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.
The statute language is necessary to require these particular state agencies to participate in the Council. These agencies make far-reaching decisions that affect records and records management at every Texas state agency. RMICC is an essential clearinghouse for gathering and

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere? Retain

11b. Please describe the rationale for this opinion.
RMICC should be retained because it forges important bonds between member agencies and studies records management issues to recommend changes to state agencies.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.
RMICC plays a vital role to keep these major agencies working together in a meaningful way to continually share information regarding records management. RMICC includes some members who are Records Management Officers and Information Resource Managers for

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.
The Council would benefit from some statutory changes to change auxiliary members into permanent members, to eliminate restrictions keeping auxiliary members from voting or holding office, and to remove the requirement to create categories and list phone numbers of all state

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Crnt1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	University Records Management Committee (URMC) - Subcommittee of Records Management Interagency Coordinating Council		State / Federal Authority	Select Type	Identify Specific Citation
Number of Members:	8		State Authority	State Authority	Government Code 441.203
Committee Status (Ongoing or inactive):	Ongoing	Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	State Authority	Admin Code	13 TAC 50.1-11
Date Created:	3/4/2010	Date to Be Abolished:	N/A	State Authority	
Budget Strategy (Strategies) (e.g. 1-2-4)	3.1.1	Strategy Title (e.g. Occupational Licensing)	Manage State/Local Records	Federal Authority	
Budget Strategy (Strategies)	Cost-effective State/Local Records Management	Strategy Title	Records Management Services for State Local Government Officials	Federal Authority	

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0
Committee Members' Indirect Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
Total, Committee Expenditures		\$0	\$0	\$0
Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
Meetings Per Fiscal Year		24	24	24

Committee Description: The University Records Management Committee shall exist: 1) to perform an analysis of the status of records management programs in Texas' higher education institutions, while serving as a tool for strengthening communication and encouraging collaboration among records management professionals, and 2) to develop best practices for the development of a model university records management

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as URMC held bi-monthly meetings to develop the University Records Retention Schedule.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those. Required to produce a report as part of RMICC's biennial report to the Legislature. URMC produced draft University Records Retention Schedule.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred? Produced University Records Retention Schedule that will eventually become administrative rule of our agency.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its Yes

4b. Is committee scope and work conducted redundant with other No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015? 350.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Agency staff led and participated in bi-monthly meetings, maintained thorough documentation of meeting notes, conducted in-depth research and analysis on URRS project, and provided oral and written reports at RMICC meetings.

6. Have there been instances where the committee was unable to meet because a quorum was not present? No Please provide committee member attendance records for their last three meetings, if not already captured in

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
 Notice of RMICC meeting posted to the Texas Register. Notice of meeting placed on agency calendar. URMIC workgroup meetings were not public.

7b. Do members of the public attend at least 50 percent of all committee meetings? No 7c. Are there instances where no members of the public attended?

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Margaret Hightower-Coyne, URMIC Chair, Margaret Hermsmeider, RMICC Chair, Office of the Attorney General and Todd Kimbriel, Department of Information Resources, RMICC Vice Chair

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes

9b. Please describe the rationale for this opinion.
 URMIC undertakes reviews of current records management issues, brings together stakeholders, and raises the awareness of records management in Texas universities. It completed one of its goals to create a comprehensive university records retention schedule.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute? No 10b. Does the scope and language found in statute for this committee No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere? Retain

11b. Please describe the rationale for this opinion.
 RMICC and URMIC should be retained because it forges important bonds between member agencies and studies records management issues to recommend changes to agencies

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.
 URMIC and RMICC play a vital role to keep these major agencies working together in a meaningful way to continually share information regarding records management. URMIC and RMICC include some members who are Records Management Officers and Information Resource

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
 March, 2016
 TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, AGENCY 306

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmts1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in **blue** are required for **inactive** committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: State Electronic Records Rules Workgroup

Number of Members: 12

Committee Status (Ongoing or Inactive): Ongoing Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: 7/1/2015 Date to Be Abolished: 5/1/2016

Budget Strategy (Strategies) (e.g. 1-2-4): 3.1.1 Strategy Title (e.g. Occupational Licensing): Manage State/Local Records

Budget Strategy (Strategies): Cost-effective State/Local Records Management Strategy Title: Records Management Services for State Local Government Officials

State / Federal Authority: State Authority

Select Type: State Authority

Identify Specific Citation: Government Code 441.189, 441.190, and 441.199
13 TAC 6.91-6.97

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Committee Members' Indirect Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
Total, Committee Expenditures	\$0	\$0	\$0

Method of Financing

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	4	8	0

Committee Description: This interagency workgroup was created specifically to collaborate on updates to administrative rules about electronic records management. It included TSLAC staff and 5 other agencies plus 2 technology vendors. The updated rules will be sent out to all agencies and universities for informal comment and presented to the commission for rule publication in the Texas Register in 2016.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with this authority as defined in 4?

4b. Is committee scope and work conducted redundant with other?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Please provide committee member attendance records for their last three meetings, if not already captured in

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended?

9. Please list any external stakeholders you recommend we contact regarding this committee.

Johny Singer, Health and Human Services Commission and Rebecca Malcolm, Department of Information Resources, Vice Chair

9a. In the agency's opinion, is this committee necessary to fulfill its mission? Yes

9b. Please describe the rationale for this opinion.

This is the first collaborative, interagency workgroup of this type used for this stage of drafting updates to these administrative rules. The workgroup provided valuable feedback about how their agencies operate and how the rules will affect them and assist them in improving.

10a. If "Yes" for Question 9a, please describe the rationale for this opinion. No

10b. If "Yes" for Question 9b, please describe the rationale for this opinion. No

11. Please describe the rationale for this opinion.

Administrative rules are reviewed and updated on an ad hoc basis. Administrative rules contain varied topical sections. Therefore, TSLAC can stand up these committees for specific purposes and timeframes and, then, dissolve the committee. A new committee for the next

12a. Will the committee be necessary to fulfill its mission? No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.





