

## Record Series Review

**Series Title:** Calendars, Appointment, and Itinerary Records - Executive

**Archivist:**

Cait Burhans, August 2016

**Agency:**

Governor Rick Perry Texas Film Commission

**Agency Holdings and Contact:**

Katie Kelly, Office Manager, 512-463-9200, [katie.kelly@gov.texas.gov](mailto:katie.kelly@gov.texas.gov)

**Obsolete or ongoing record series?**

Ongoing

**Description:**

These files show the dates and locations of travel for the Texas Film Commission directors from 2000 through 2013. Information included on each itinerary is routine travel information relating to flights, hotels, rental cars, and conference schedules. This series consists of electronic records only, and includes one folder and internal subfolder and an additional subfolder from the original Governor Perry electronic records accession.

The *Travel* folder, *Itineraries* subfolder of the original accession contains one .docx travel itinerary for Director Heather Page (18,122 bytes; date is 2014).

The *z Disposition Pending* folder, *Travel itinerary* subfolder of the original accession contains 93 .pdf and .doc travel itineraries for Directors Tom Copeland, Bob Hudgins, Evan Fitzmaurice and Heather Page (3,281,922 bytes; dates are 2000-2013).

According to Ms. Kelly at the Texas Film Commission, the *z Disposition pending* folder was created as part of her working files as a location for records that she believed had met their retention, whether they were slated for deletion or for archival transfer. Presumably this folder was reviewed by the creating agency, and files designated as archival were left in the *z Disposition pending* folder for archival transfer. It's unclear why some series of records exist both outside of and within the *z Disposition pending* folder. It's also unclear why both the original accession and the addendum contain *z Disposition pending* folders with slightly different content.

**Purpose of the series:**

This series relates to the functions of the executive directors of the Texas Film Commission, showing their travel to promote the work of the TFC and its visibility within media industries. This relates directly to the mandate of the office to encourage the development of media industries in the state.

**Agency Program:**

The governor of Texas is the chief executive officer of the state, elected by the citizens every four years. The Texas Film Commission (TFC) originated as a part of the Office of the Governor when it was created by Governor Preston Smith in 1971 [Executive Order, 62nd Texas Legislature]. It was meant to "encourage the development of the film-communication industry" in the state, and continues its original mandate by supporting and promoting media industries in Texas. It offers an array of resources and incentives, and has expanded to serve the film, television, commercial, animation, visual effects, and video games industries. In 1987, it joined the Texas Economic Development Commission under the Texas Department of Commerce. Along with the Texas Music Office, the TFC was returned to the Office of the Governor after Ann Richards became governor in 1991. In 2007, the Texas Moving Image Industry Incentive Program was created, giving the TFC the ability to award grants to films, television, commercials, and video games being produced in the state [House Bill 1634, 80th Legislature]. The same bill also created the Workforce Training Program and the Texas Moving Image Archive program, both under the supervision of the TFC. The TFC also administers the Film Friendly Texas program and the Temporary Use of State Property program, publishes the Texas Production Directory, and runs a job hotline listing cast, crew, and video game/animation positions.

**Arrangement:**

The records are currently arranged as received by the creator agency.

**Access Constraints:**

None.

**Use Constraints:**

None.

**Indexes or finding aids required for/or an aid to access?**

No.

**Problems:**

None.

**Known related records in other agencies:**

None.

**Previous destructions:**

None.

**Publications based on records:**

None.

**Internet pages based on records:**

None.

**Series data from agency schedule: or Equivalent series from state Records Retention Schedule:**

Title: Calendars, Appointment, and Itinerary Records - Executive

Series item number: 1.1.013

Agency item number: 84a

Archival code: A

Retention: AC

**Texas Documents Collection holdings:**

None.

**Archival holdings of related records:**

Governor George W. Bush Texas Film Commission records, 1995-2000, undated, bulk 1999-2000, 0.8 cubic ft. [These records are located at the George W. Bush Presidential Library in Dallas, Texas.]

Texas Film Commission, Photographic media of Texas film locations, 1970-2000, 80 cubic ft. [There is no finding aid for this unprocessed collection. Call numbers are 2013/101-1 thru 76 and 2014/079-1 thru 4.]

**Gaps in the records:**

None.

**Appraisal Evaluation and Recommendation:**

Because the content of these itineraries is routine travel information, it does little to document the function of the agency. Certain itineraries contain more detailed information, such as conference programs that describe sessions presented by various TFC executive directors. This information provides some insight into the role of executive directors in the agency, but may be available from other sources and may not be archival.

**Final appraisal decision: (to be added after the report has been reviewed by the appraisal committee)**

These files have been appraised as not having archival value for the reasons stated above in the Appraisal Evaluation and Recommendation, and will not be retained.