

## Record Series Review

**Series Title:** Databases and Information Systems

**Archivist:**

Cait Burhans, August 2016

**Agency:**

Governor Rick Perry Texas Film Commission

**Agency Holdings and Contact:**

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**Obsolete or ongoing record series?**

Ongoing

**Description:**

These files contribute to the publication of the Texas Production Directory/Texas Production Manual (TPD/TPM), a resource created by the Texas Film Commission providing general listings of freelancers, companies, and associations involved with media production in Texas. It seems that the term “manual” was favored for the printed version of the document, while the online version is now referred to as a “directory.” The directory was printed through 2006, and has been available online through the agency’s website since 2008. The Texas Documents Collection appears to hold copies of all printed editions of the directory. This series consists of electronic records only, and includes two folders from the original accession of Governor Perry Texas Film Commission electronic records, as well as two folders from the electronic records addendum.

Two top-level folders from the original accession and the addendum, both titled *Databases* with a subfolder titled *Demo*, contain versions of a Microsoft Access database with varying titles that incorporate the words “Demo” or “Directory Manager,” and varying file sizes (original accession: 2 files; 48,144,384 bytes; dates are 2014. addendum: 9 items; 164,347,904 bytes; dates are 2009-2015). When opened, all of these databases have an identical welcome page, but require a login and password for further access. Ms. Kelly has advised that neither she nor anyone still working at the Texas Film Commission can recall the login and password, but she believes that the Access databases are versions of a test design for the Texas Production Directory that was not adopted. The size of the database files indicates that they may include some content, but it is unknown whether this is sample data or Texas Production Directory data.

A third folder containing TPD databases and related materials titled *TPD* was found inside the *z Disposition pending* folder of the original accession (2439 files; 7,317,405,608 bytes; dates are 1998-2014). It contains a range of file types, including .pdf, .ai, .bmp, .css, .otf, .wmf, .js, .gif, .jpeg, .htm, .html, .eps, .fp5, .htx, .idc, .indb, .indd, .indl, .indt, .xls, .ppt, .thmx, .doc, .docx, .vsd,

.mpp, .OLD, .msg, .p65, .PCD, .PFB, .pmd, .psd, .rdf, .shs, .tab, .txt, .tif, .ttf, .pfm, .upr, .wmf, .xml and unidentified file types. These files include working versions of the full TPD database as well as databases of distinct sets of data within the main database (FileMaker Pro (.fp5) files.) Also present are files contributing additional information to be included in the printed TPD, or formatting/presentation information for the TPD.

Finally, a fourth folder containing TPD databases and related materials titled *TPD* was found inside the *z Disposition pending* folder of the electronic records addendum (262 files; 371,531,080 bytes; dates are 2001-2008). It also contains a range of file types, including .ai, .bmp, .doc, .docx, .eps, .gif, .idlk, .indd, .jpeg, .pdf, .psd, .xls, .tab, .tif, .txt and unidentified file types. These files are similar to those in the subfolder above, with the significant omission of the FileMaker Pro databases, and several other file types.

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:**

The creation and distribution of the Texas Production Manual/Texas Production Directory is an important service provided by the Texas Film Commission, and relates directly to its mandate to encourage the growth of media industries in the state by connecting local skilled workers and service providers with productions taking place 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 creating agency. It seems likely that this arrangement is not the original order, but was constructed shortly before the time the files were transferred to the Archives by pulling files from different locations and filing hierarchies and compiling them.

**Access Constraints:**

Information contained in these files is likely not restricted since personal/company information present was submitted for the purposes of publication. However, it is possible that some financial information may be present, since there was a fee associated with being listed in the TPD.

Some TPD databases were created in FileMaker Pro 5, a proprietary software. There are no copies of this software currently installed on ARIS computers, so these files are not currently accessible. In addition, some demo versions of the TPD created in Microsoft Access require a password and login, neither of which are known by current TFC staff or the Office of the Governor records manager. Additional file types present in the records, particularly those in the two *z Disposition pending* subfolders, may pose a barrier to access as well due to the need for uncommon proprietary software to access.

**Use Constraints:**

None.

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

No.

**Problems:**

The main problem presented by this series, and most series in the Governor Rick Perry Texas Film Commission records, is the lack of meaningful folder hierarchies to indicate relationships between records, due to the artificially constructed nature of folder structure. The agency contact has tentatively expressed that she believed that only a limited folder hierarchy (perhaps 2 layers deep) could be submitted for archival ingest, which may explain why any original order past that point seems to have been lost. In addition, file names are not consistent and do not provide much information about the files.

**Known related records in other agencies:**

None.

**Previous destructions:**

None.

**Publications based on records:**

*The Texas production manual*. Austin, Tex.: Texas Film Commission, Office of the Governor, 1975-2006. Print.

**Internet pages based on records:**

Current Texas Production Manual/Directory available on the Texas Film Commission website at: [http://tx.reel-scout.com/crew\\_directory.aspx?type=C](http://tx.reel-scout.com/crew_directory.aspx?type=C)

Previous versions of the website captured through TRAIL do not have a functioning directory application.

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

Title: Databases and Information Systems

Series item number: 2.1

Agency item number: 130

Archival code: none

Retention: AC

**Texas Documents Collection holdings:**

*The Texas production manual*. Austin, Tex.: Texas Film Commission, Office of the Governor, 1975-2006. Print.

**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:**

While these files were likely classified by the creating agency as part of the "Publication Development Files" record series (requiring archival transfer), Office of the Governor records manager Angela Ossar has determined that the most appropriate classification for these files is the series "Master Files" (now "Databases and Information Systems.") Ossar has explained that records in this series are considered archival only if the data they contain is archival. The data in the TPD databases would probably be classified as "Mail and Telecommunication Listings," a series that has no archival requirement. In short, these TPD databases are likely not archival.

Additionally, the significant barriers to access (no known login and password to the Access databases, proprietary software needed to open the FileMaker Pro databases is not yet available to ARIS staff) mean that, at least at this time, these records cannot be viewed or fully processed.

However, the publication of the TPD is one of the major products of the Texas Film Commission's work, and goes to its core function of supporting development of media industries in the state by providing a link between productions and crew members or other industry professionals in Texas. There is perhaps an argument to be made in favor of classifying these records as "Publication Development Files," although the argument would be stronger if there was a less direct correlation between the records and the published directories; there is very little "background material" or anything that can't be found directly through the published directories, with the exception of the demo databases (that can't be opened) and a few documents related to budgeting and selecting vendors for the TPD. However, the archived TFC websites on TRAIL do not contain functioning previous versions of the online database. If the TPD is no longer being printed and will not be accessible through archived TFC web pages, these records may contain the only copy of previous TPD editions between 2008 and 2014.

Despite this concern, it is recommended that the files be considered part of the "Databases and Information Systems" record series with no archival requirement. Files that reflect planning and background information as described above could be considered "Publication Development Files" and retained.

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

The *TPD* subfolders inside the *z Disposition pending* folders of both the original accession and the addendum (the third and fourth folders in the Description section above) will be retained, since at least a portion of their contents appears to be archival/of long term value, and is not available as a physical publication or through TRAIL.

The *Databases* folders containing the *Demo* subfolders (the first and second folders in the Description section above) will not be retained for the reasons stated above in the Appraisal Evaluation and Recommendation.