

## Record Series Review

**Series Title:** Speeches

**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 document outreach and informational activities of the Texas Film Commission. The presentations and speeches are directed toward a wide range of audiences. Many presentations appear to have been geared toward the general public, schools, or individuals interested in becoming part of the media industry in Texas. Some presentations are also directed toward local community organizations, and a small number are evidence of the TFC's work with state legislative bodies, particularly in promoting the passage and funding of the Texas Moving Image Industry Incentive Program. This series consists of electronic records only, and includes four folders from the original accession of Governor Perry electronic records: *Events*, *Game Industry*, *Incentive Program* and *Powerpoint-Speeches*. It also includes a folder from the Governor Perry electronic records addendum: *Powerpoint-Speeches*.

The *Events* folder from the main accession contains two subfolders relating to the Speeches series as follows:

Subfolder Name	Number of files	Folder Size (bytes)	Date(s)
DIFF	1	496,640	2009
Game on Texas Education Summit	1	24,576	2011

The *Game Industry* folder from the main accession contains a single subfolder with a single file belonging to the Speeches series.

Subfolder Name	Number of files	Folder Size (bytes)	Date(s)
Career Information	1	20,211,200	2009

The *Incentive Program* folder from the main accession contains the following subfolders and files:

Subfolder Name	Number of files	Folder Size (bytes)	Date(s)
Dallas Workshop 2014	1	505,276	2014
Hearing – Culture, Rec & Tourism	1	53,193	2010
Power Point Reference Materials	1	1,515,008	2013
Rules	72	7,902,766	2007-2014
Webinar Notes – 2013-09	2	1,539,072	2013

The *Rules* subfolder may best be classified in another series, possibly Proposed Legislation (Records Series Item Number 1.1.027). It also appears to contain some restricted material, unlike the rest of the *Speeches* series. It includes correspondence, notes and drafts of proposed changes to the Texas Administrative Code as it applies to the Texas Moving Image Industry Incentive Program.

The *Powerpoint-Speeches* folder from the main accession is the primary folder containing records from the *Speeches* series, and includes twelve subfolders as described below:

Subfolder Name	Number of files	Folder Size (bytes)	Date(s)
Carol's PowerPoints	124	1,536,362,866	2000-2015
City of Irving (Bob)	1	1,054,938	2008
Digital Media Council Presentations	1	4,487,680	2007
EEF Leadership PowerPoints	13	57,403,386	2011-2012
Film Expo Texas	1	7,888,896	2007
Incentives	8	19,072,767	2007-2014
KK UMC Questor Class Power Point	1	11,183,616	2013
Lago Vista Elementary School Career Day	1	4,118,528	2008
Leadership Speech PowerPoints	1	3,000,320	2013
Session Hearing Testimony Speeches	3	51,869	2011-2012
Show Business (D)	1	19,143,168	2006
UT Austin Portugal Initiative 2010 Speech	4	6,638,532	2010

In addition, there are five PowerPoint files and one PDF file within *Powerpoint-Speeches* outside of the above subfolders (6 files; 36,705,845 bytes; dates are 2008-2014).

Finally, the *Powerpoint-Speeches* folder from the addendum contains two subfolders with the following content:

Subfolder Name	Number of files	Folder Size (bytes)	Date(s)
~old	20	35,427,913	2004-2014
~source	5	72,783,360	2004

File types across these folders (with the exception of the *Rules* subfolder in the *Incentive Program* folder) include .pptx, .ppt, .pdf, .jpg, .doc, .dot, and a small number of unidentified file types. The records consist primarily of PowerPoint and PDF presentations and written

speeches. Although two main folders with the title *Powerpoint-Speeches* exist, they don't contain duplicate files. After running a directory printer program and comparing all the files contained in the folders listed above, it appears that only two files across all folders are actually duplicated. However, the majority of the presentations and speeches contain the same basic information on the function and activities of the agency or certain agency programs, with a few additional slides customized to the event or speaker.

**Purpose of the series:**

The Texas Film Commission's function is to encourage the development of media industries in the state and act as a provider of resources to those industries. These presentations and speeches are in line with that function by promoting understanding and interest in media production and the work of the Texas Film Commission itself to in-state audiences ranging from the general public to legislative bodies.

**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. This arrangement reflects that presentations and speeches were kept in different filing hierarchies. After appraisal is complete, these records will be consolidated into one folder location for clarity and ease of access.

**Access Constraints:**

None.

**Use Constraints:**

None.

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

No.

**Problems:**

This series is less affected than most others in the Governor Perry Texas Film Commission records by the problem of lack of folder hierarchies and meaningful file names. In many cases, the file names do give some indication as to the particular event for which the speech or presentation was intended. However, the existing arrangement—in which certain events and game industry- or incentives program-related speeches/presentations are foldered separately from the main *Powerpoint-Speeches* folder—is confusing, as is the addition of an addendum folder with the same name as the main *Powerpoint-Speeches* folder but different content.

**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: Speeches

Series item number: 1.1.040

Agency item number: 95

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:**

While this series serves as valuable evidence of the outreach/informational aspect of the Texas Film Commission's function of supporting media industries in the state, many of the individual slideshow presentations contain the same basic information, and often use identical slides. In many cases, only a slide or two are added to the basic template. Speech notes and talking points also seem to contain duplicate information across files. Only approximately 20% of the material in this series is unique. The list of events and dates to be gleaned from the file names is of more informational value than the actual content of many of the presentations. Although it would add time to the processing of the records, it might be worthwhile to weed out some of the duplicated presentations, while saving a directory listing of the full set of file names in order to maintain the context of the records. On the other hand, the records could be left as they are, saving processing time and keeping the series intact.

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

These files are the product of high level staff and should be considered archival. Weeding or sampling from the files is impractical in terms of time, and files sizes are relatively small. This series will be retained in full.