

## Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

September 16, 2009

8:30 – 10:30 a.m.

### Minutes

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Past meeting minutes are available on the MnGRIN web site located at [www.mnhs.org/preserve/records/mngrin.html](http://www.mnhs.org/preserve/records/mngrin.html).

The September 16, 2009 meeting of the Minnesota Government Records and Information Network (MnGRIN) was held at the Minnesota Department of Health Conference Center, Snelling Park, St. Paul. Chair Chris Johnson opened the meeting at 8:40 a.m.

Number of persons in attendance: 13

Meeting minutes for the June 2009 meeting were approved.

#### Announcements

October 21, 2009, MNGRIN workshop -- **Records Managers and the Legal Team: The Best of Friends in the Worst of Times** – Noon to 4 p.m. at the North Regional Library located at 1315 Lowry Avenue North, Minneapolis. The workshop will be in the second floor meeting room. Susan McKinney, Director of Records and Information Management at the University of Minnesota, and Rhea Frederick, Discovery expert with Kroll Ontrack will be the speakers. Contact Cathy Beil at [Cathryn.C.Beil@state.mn.us](mailto:Cathryn.C.Beil@state.mn.us) if you would like to attend the workshop.

In November the Retention Schedule Review Panel members will be attending the regularly scheduled meeting.

At the request of Chair Johnson, Wendy Bartlett will review GRIN's traveling library resources and make a recommendation to retain the materials or dispose of them. And, Michele Bliss will review the archive materials.

#### Attendees

Jim Mack, Health

Sandy Gale, Revenue

Gail Ryan, Agriculture

Kristine Nymoen, Three Rivers

Wendy Bartlett, MAC

Cathy Beil, Human Services

Charles Stech, Carver County

Chris Johnson, PCA

Nan Skovran, Agriculture

Lisa Lundmark, Labor & Industry

Rochelle Waldoch, Ramsey County

Sally Anderson, Dakota County

Michele Bliss, DOT

**Introductions and Discussion**

There were no individual reports for this meeting.

**Program**

The program was on Records Inventory, Retention Schedule and Business Rules. Jim Mack, Health, spoke about educating the non records savvy employee on records inventories.

Sandy Gale, Revenue, presented information on the Retention Schedule.

Chris Johnson, PCA, provided information on business rules.

Please refer to the three handouts.

**Next Meeting Date** – October 21, 2009, at the North Regional Library located at 1315 Lowry Avenue North, Minneapolis. See information under Announcements above.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.