



November MnGrin Meeting

November 18, 2009

8:30-10:30 am

MN Dept. of Health Conference Center

1645 Energy Park Drive

Big Fork Room

St. Paul

Directions: <http://www.health.state.mn.us/about/sop.html>

Congratulations on a well attended and very informative October Workshop! The presentations are available on the MnGrin website.

----- Agenda Topics -----

Opening/Welcome

- Approval of Sept. meeting minutes (due to Workshop there are no Oct. meeting minutes)
- Programming Committee Update
- Outreach Committee Update
- *IT Symposium in Dec.

Chris Johnson

Sandy Gale

Cathy Beil

Records Disposition Panel Discussion (RDP)

- 1) What is the RDP's role in the retention review process?
- 2) What does the RDP look for when reviewing records retention schedules?
- 3) What do the auditors expect during an audit?
- 4) Q & A opportunity

Cecile Ferkul, Leg. Auditor

Charles Rodgers, MHS

David Kenny, State Auditor

Patricia Nolte, AG

Break

All

Elections

All

Roundtable Discussions

Conclusion/Wrap up

- 2nd Annual Holiday brunch

Chris Johnson

Future Meetings:

December: LAN Consolidation

2010: Case Study at City of Minneapolis

2010: MnGrin website, collaboration and information dissemination.

Other Information

Valuable Resources:

MN Historical Society: <http://www.mnhs.org/preserve/records/index.htm>

Twin Cities ARMA: <http://www.twincities.arma.barr.com/JobPostings/JobPostings.html> ,
<http://www.arma.org/competencies/index.cfm>

Council of State Archivists: <http://www.statearchivists.org/>

AIIM: <http://www.aiim.org/FocusOn/FocusHome.aspx?type=government>

Society of American Archivists:
<http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/ConferenceList.html?Action=GetEvents>

National Archives and Records Administration (NARA): <http://www.archives.gov/>

Records Management List Serve Archives (RECMGMT-L@LISTS.UFL.EDU): <http://lists.ufl.edu/archives/recmgmt-l.html>

Electronic Records List Serve Archives (ERECS-L@LISTSERV.ALBANY.EDU):
<http://www.lsoft.com/scripts/wl.exe?SL1=ERECS-L&H=LISTSERV.ALBANY.EDU>

Twin Cities Archives Round Table (TCART) <http://www.tcartmn.org/>