

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

February 18, 2009 8:30 – 10:30 a.m.

Minutes

Past meeting minutes are available on the MnGRIN web site located at www.mnhs.org/preserve/records/mngrin.html.

The February 18, 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 8:35 a.m.

Number of persons in attendance: 10

Meeting minutes for the January 2009 meeting were approved.

Announcements/Upcoming Events

April 2, 2009 TC ARMA Spring Conference. Check out <http://www.twincities.arma.barr.com/Programs/programs.html> for further details, including information on buy one, get one free!

If you are interested in assisting with outreach efforts and/or know of mailing lists or individuals who would be interested in GRIN, please contact Cathy Beil at Cathryn.C.Beil@state.mn.us.

Introductions and Discussion

Chris Johnson, PCA, informed the group that Charles Rodgers and Shawn Rounds of State Archives will visit next week to review the new retention schedule.

Gail Ryan, Agriculture, continues records management education in one of the divisions.

Sally Anderson, Dakota County, reported on the county's election recount efforts. Tens of thousands of pages were scanned into OnBase for review by both parties. EDMS and records management had a presence at technical fairs held at two locations in the county. One fun fact – their records in storage are the equivalent in height of 21 IDS buildings stacked on top of each other. She is working on records measurements for the Dakota County Balance Scorecard.

Sandy Gale, Revenue, is developing a plan for review of retention schedules. The tax operation division is doing an inventory. As storage space is lost scanning becomes more appealing, so more electronic records will be created and the paper destroyed. The Gen Tax software archives information rather than allowing for destruction per retention schedule. This needs to be reviewed.

Charles Rodgers, State Archives, MN Historical Society, said he had heard from a contact at Hennepin County that the Department of Human Services was going to allow

its General Retention Schedule to lapse. Counties will be responsible for developing their own schedules. Rodgers also reported that GRIN has a library (two boxes of materials) that should be reviewed to determine if the information is still relevant or valid. Some of the materials are dated.

Shawn Rounds, State Archives, MN Historical Society, reported she is working on a project funded through a federal grant to preserve legislative information.

Michele Bliss, Transportation, has been serving in her role as records management advisor for various agency projects.

D'Ann Topoluk, Health, reports the legislative auditor completed the audit. Records needed for litigation are being collected. Record materials are being prepared for storage.

Nancy Skovran, Agriculture, continues work on the retention schedule. She is creating a Gant chart, with timeline. She is working on procedures for new and separating employees.

Rochelle Waldoch, Ramsey County, is expecting the electronic document management system RFP back from the attorney this week. She received kudos from the attorney for writing an excellent RFP. Her work will be used as a template for future RFPs. Well done! She indexed 25 rolls of microfilm. She is encouraging offices to follow the retention schedule as the number of boxes in storage increases.

Program

Shawn Rounds, State Archives, MN Historical Society, presented information on her efforts to encourage the Office of Enterprise Technology (OET) to update their website and some of their policies and standards, especially those referencing document and records management. The OET contact is Tom Baden. Several standards are out-of-date and need review and updating. Two standards were repealed last session and should be removed from the OET website. Rounds walked the group through an org chart of sorts on how to navigate the OET website.

The MnGRIN members are supportive of Rounds efforts and volunteered individual and/or group support if needed. An open invitation to meet with members at a GRIN meeting was also suggested if it would be helpful to OET or Mr. Baden.

Due to time constraints Charles Rodgers' presentation on vital records was postponed to a date yet to be determined.

Next Meeting Date – March 18, 2009, at the usual location. Meeting starts at 8:30 a.m. There will be two speakers. Andy Doran with the Materials Management Division of the Department of Administration will provide information on the new state contract for off-site records storage. Jim Mack, Department of Health, will give a presentation on *Evidence of a Business Transaction*, which was postponed from January.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.