

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

April 16, 2008

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 April 16, 2008 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 Sally Anderson opened the meeting at 8:30 a.m.

Number of persons in attendance: 12

Meeting minutes for the March 2008 meeting were approved.

Introductions and Discussion

Vicki Tobin, BCA, reported the retention schedule has not been signed. They are waiting on a decision as to how long to retain fingerprint files.

Rochelle Waldoch, Ramsey County, will be working on an RFP for a document management system.

Cathy Beil, Human Services Health Match, reported executive sponsors decided in March to end the contract with the vendor who was working with them on the Health Match program. It has been determined the project will continue, but assessment is being made as to whether there will be a new vendor or if Human Services will manage the program. There is a litigation hold on Health Match records.

Gail Ryan, Agriculture, said the agency also has a litigation hold on upwards of one million records due to a Data Practices request.

D'Ann Topoluk, Health, has checked with the Attorney General's Office regarding the DRAM litigation hold for state agencies. Purchase orders and invoices are the key records.

Jim Mack, Health, provided a copy of a flow chart for their Records Management Process. The intent of the two paged chart is to assist the end user as they determine who to talk with and what to do regarding proper disposal, storage and/or destruction of records. It is being reviewed by division managers.

Bonnie Buesgens, Carver County, said they are imaging documents for the environmental services and attorneys' offices.

Nancy Claeys, Carver County, said RFPs for the building remodel, including the records center will go out July 2008. The Law Office needs to go through their records, create

an inventory and update the retention schedule. Social Services is starting the Compass piece of On Base. They are working through some vendor issues.

Michele Bliss, Mn/DOT, reported attorneys continue reviewing documents. She is once again able to work on non-bridge related matters such as assisting in updates of retention schedules put on hold for the last eight months. Planning continues on the email migration project.

Kristine Nymoer, Park Services, said the trails and driving ranges are open, with golf soon to follow.

Sally Anderson, Dakota County, is assisting the Sheriff's Office. They began using a document management system in 2002 and still have boxes of the original scanned documents sitting in storage.

Suzanne Fischer, BCA, asked if the group would be willing to provide information and share experiences in how to train employees in the use of retention schedules.

Program

Sally Anderson led the group in completing the update/review of the *Preserving and Disposing of Government Records* document. Anderson will forward the document to the State Archives staff for final edits before they place it on their website for reference.

Next Meeting Date – The May 2008 meeting will be held at the Health Conference Center (our usual site) on May 21, 2008. The topic will be a group discussion about Records Retention Schedule Training.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.