

Minnesota Government Records and Information Network

Department of Health - Conference Center

St. Paul, Minnesota

August 15, 2007 8:30-10:30 a.m.

Minutes

The August 15, 2007 meeting of the Minnesota Government Records and Information Network was held at the Department of Health Conference Center in St Paul, Minnesota. Jim Mack opened the meeting at 8:30 a.m.; chair Sally Anderson joined the meeting in progress and chaired the meeting.

Number of persons in attendance: 13

The minutes of July 18, 2007 meeting minutes are posted and available on the MNGRIN web site at WWW.mnhs.org/preserve/records/mngrin.html .

Introductions:

Jim Mack, Health Department, announced the department would advertise for a records administrator position, which is vacant since the incumbent retired in May. The position spends 60-90 % on records management duties, primarily tracking boxes of records to and from the state records center, and managing the destruction of eligible records.

Cathy Beil, Human Services Department, stated the Health Match Project is working on an update to their project plan. Also, she is reviewing taxonomy and conducting a management study regarding SharePoint software.

Charles Stech, Carver County, stated there are no major records projects at this time in the county.

Monica Crocker, Human Services Department, announced she is studying an enterprise-wide SharePoint project, and an email management project.

D'Ann Topoluk, Health Department, described a letter that state agencies received from the Attorney General's Office concerning a lawsuit about price fixing of electronic storage devices (excluding Blackberries).

Gail Ryan, Agriculture Department, said the department is working to clean up its email, in preparation for participation in a new statewide email system. Also, the department is involved in a lawsuit that requires providing a large amount of data.

Charles Rodgers, Minnesota Historical Society, announced that he and colleague, Shawn Rounds, are working under contract with the Criminal Apprehension Bureau/Criminal Justice Information Services Division (CJIS). The contract lasts for six months and involves conducting a records inventory, updating the CJIS records retention schedule, and providing educational training and resources. Also, he recently visited the district courts in Pine and Wabasha counties to transfer eligible records to the State Archives of the Minnesota Historical Society.

Kristine Nymoen, Three Rivers Park District, stated there were no major records projects in her agency, but this year is the 50th anniversary of the District's establishment, and the district is attempting to locate all agreements for the past fifty years. As a result of the I-35W bridge collapse, the District plans to inspect all of its trail bridges.

Sue Harder, Metropolitan Council, reported that she is still working to consolidate the separate records retention schedules of the three units of the Metro Council. She stated that a functional classification of records is very appealing.

Rochelle Waldoch, Ramsey County, continued to do data practices training, and is updating their DocuWare system. Also, she announced that IMERGE just began working with the county on an EDMS project.

Sally Anderson, Dakota County, is working on a document management contract to provide on-line information. Also, she is working on a records retention schedule for the county medical examiner. Discuss ensued about the advantages and disadvantages of preserving information in only electronic form, and the uncertainty or unwillingness of individuals to destroy paper records after scanning; signed contracts are a particular concern. Sally reported that Michele Bliss, Transportation Department, is busy placing "hold" orders on records in reaction to the I-35W bridge collapse.

Rudi Anders, Supreme Court, stated his agency continues to discuss the possibility of creating a records manager position.

Announcements:

September 19, 2007, Rochelle Waldoch, Ramsey County, will demonstrate an online data compliance training module.

October 15, 2007. CHANGE OF DATE. Half –day electronic records workshop.

Additional information will be sent prior to the meetings.

New Business: None

Presentation:

Terry Menta, IMERGE Consulting, gave an excellent presentation about function-based classification; specifically the DIRKS (Designing and Implement a Recordkeeping System) used by the Australian National Archives and the state of New South Wales. His PowerPoint presentation is available on the GRIN web page. While DIRKS may be specific to Australia, many of its features, including function –based classification have been incorporated into the ISO 154989 Standard for Records Management.

Meeting adjourned at 10:30 a.m.

Minutes submitted by Charles Rodgers, Minnesota Historical Society.