

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

December 18, 2007 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 December 18, 2007 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 8:40 a.m.

Number of persons in attendance: 8

Meeting minutes for the September 2007 meeting were approved.

Announcements

Chris Johnson, PCA, and Barb Blackburn, PCA, will be presenters at the AIIM conference in Boston March 3-6, 2008. The presentation will be on taxonomies.

The local chapter of AIIM presents their Content Management Expo on January 14, 2008.

Introductions and Discussion

Jim Mack, Health, and Arretta Eggleston are investigating if 1,500 boxes containing old/historical Health records boxed in the 1980s still physically exist. Records indicate they do, but they have not been located. Updates to the database are being made.

Gail Ryan, Agriculture, has talked with the Deputy Commissioner regarding adding a records manager position to the agency. She has spoken with Charles Rodgers and Bob Horton of the State Archives to gather background information. A report of where the agency is at is being developed to present to the commissioners. The person who does retention schedule work for the agency is retiring, lending impetus to the matter.

Michele Bliss, Mn/DOT, reported on efforts underway to gather all data and records related to the I-35W bridge that collapsed in August. Paper records have been scanned and profiled into the agency's document management system. A web portal service is being developed to allow the public to view all records. An email system management tool has been purchased to assist in managing bridge related emails and attachments.

Sally Anderson, Dakota County, is working on retention schedules and their document management system. The retention schedule for the medical examiner is completed. Sally relayed a story of efforts to educate an employee on records management concepts. The employee was having difficulties understanding some of the points being made and defended their inability to understand by responding – "You're a records manager, I'm a normal person." Sound familiar?!

Brian Zaidman, Labor and Industry, continues working to get a records manager position added at Labor and Industry. It is possible RM responsibilities would be added to a research position. He is waiting for a report from IPAD on work done in his unit on data inventory and procedures.

D'Ann Topoluk, Health, reported the legislative auditor is on site. One record series was moved out. The Department of Health has a new commissioner.

Chris Johnson, PCA, is working on the retention plan. They are discovering many items that are not listed on the schedule, needing to be added. Other items on the schedule are being updated. The goal is to have the updated schedule to the Panel by June 2008. She is asking for funding to convert records into electronic form which will free up physical space used now for storage of paper records.

Sheila Gebhard, DNR, is working on OET's criteria for protecting not public data on laptops. Their librarian will be inventorying records.

Elections and Additional Business

The following Board Members were approved for 2008.

Chair:	Sally Anderson, Dakota County
Vice Chair:	Chris Johnson, PCA
Minutes Officer:	Michele Bliss, Transportation
Membership Officer:	Shawn Rounds, State Archives
Member at Large:	Nancy Claeys, Carver County
Member at Large:	Cathy Beil, Human Services

A motion was made, seconded and approved to form a committee that will plan and assist in identifying the theme, speakers and site for the October 2008 workshop. The committee members will also help run that day's activities. More information will be provided at a future date. Anyone interested in helping with the October 2008 workshop is encouraged to contact any of the persons mentioned above.

Program

This month's presentation was a video titled *Keeping Good Company: How Information Management Drives Accountability, Competitiveness & Compliance*. The video was produced by ARMA International and Kahn Consulting and is available from the local ARMA Chapter Library.

Next Meeting Date – The January 2008 meeting will be held at the Health Conference Center (our usual site) on January 16, 2008.

Meeting adjourned at 10:40 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.