

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

February 20, 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 February 20, 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 8:40 a.m.

Number of persons in attendance: 14

Meeting minutes for the January 2008 meeting were approved.

Announcements

The Twin Cities Chapter of ARMA will hold its annual Spring Conference on April 2, 2008. Details can be found at <http://www.twincities.arma.barr.com/Programs/programs.html>.

Introductions and Discussion

Cathy Beil, Human Services, continues working on documentation for the Health Match program. She is looking into records management issues related to a group WIKI that has started. She is a member of a work group dealing with consistent terminology. They are making progress.

Sally Anderson, Dakota County, is finishing year-end destruction. She is working with the attorneys to complete a new policy regarding scanning and being able to destroy the paper copy. She is also working with the Farmland and Natural Areas Programs to implement integration of their document management system with a GIS system. This is not for public access at this time, only internal.

Michele Bliss, Mn/DOT, reported work continues to make bridge documents available to the public. Planning has also restarted on the anticipated move from the current email communication system to the one chosen by Office of Enterprise Technology.

Gail Ryan, Agriculture, continues to work to add a records manager position to the agency, although with the hiring freeze it may not happen. They are working on converting identified GroupWise messages into pdf format for records as they work on preparations for the new statewide email communication tool.

Janice Zarkin, Health, reported the agency is working to remodel the state birth and death computer system. There will be a new customer service model, anticipated to be operational January 1, 2010. There will be an online payment system as well. The motivations have been new federal standards, a progressive state registrar and a desire

to improve on e-commerce. Interest groups were formed to work on the new design. The agency wants to be a model for other states.

Jim Loveland, Health, attended for the presentation. He is an end user in records management and wanted to provide input on the discussion related to the RFP process for determining a storage facility vendor.

Sandy Gale, Revenue, is working on providing a data map for e-discovery. She is providing IRS training on disclosure to staff. Survey results on the use of Lotus Notes were given to supervisors. The agency Intranet was unveiled. The agency is working to be completely electronic (no paper) by 2010, including mail. There is a four year project to integrate tax systems.

D'Ann Topoluk, Health, reported the audit continues. Otherwise it is quiet.

Chris Johnson, PCA, reported they are wrapping up the physical movement of records from one area to another section of the building. They are training staff in applying the new taxonomy to their records. Not everyone is happy! The agency is looking at information security measures – encryption and content concerns. They are inventorying all sources of information. An audit has found data repositories and legacy databases until now unknown.

Joe Dotson, Human Services, attended for the presentation. He is the Facility Coordinator.

Danette Wachs, Human Services, attended for the presentation. She is the supervisor of Graphic Design. They have 11-12,000 boxes at Insight Storage Solutions.

Heidi Slegers, MnSCU, is a paralegal checking into what is happening on campuses with retention schedules.

Monica Crocker, Human Services – no report.

Program

This month's program was presented by Andy Dorn from the Department of Administration, Materials Management Division. Discussion was on the RFP process for choosing a statewide contractor for records storage. The contract in place for most state agencies is up June 2008. Mn/DOT, which has a separate contract, was granted an emergency hold on their RFP process until June 2009.

Next Meeting Date – The March 2008 meeting will be held at the Health Conference Center (our usual site) on March 19, 2008.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.