

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

July 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 July 18, 2007 meeting of the Minnesota Government Records and Information Network (MnGRIN) was held at the Minnesota Department of Human Services, Elmer L. Anderson Building, Cedar Street, St. Paul. Chair Sally Anderson opened the meeting at 8:45 a.m.

Number of persons in attendance: 10

Meeting minutes for June 2007 meetings were approved.

Introductions and Discussion

Gail Ryan, Agriculture, is working on a request involving a large number of documents. She is also advocating the agency create a records manager position. There is some support for it from others as well.

Michele Bliss, Mn/DOT, is working with a team on an email cleanup project in preparation for the move to a statewide emailing system. Retention schedule updating continues.

Monica Crocker, Human Services, reported she is working on an enterprise implementation of SharePoint. She is also working on an administrative taxonomy for Human Services.

Rochelle Waldoch, Ramsey County, said they are finalizing the contract with Imerge Consulting for future EDMS work.

Chris Johnson, PCA, is working to clear 15 Lektriviers in order to make room for additional employees moving into the building. This is resulting in the records conversion being speeded up. It is also helping move the EDMS system forward. She is working on position descriptions for a data practices coordinator and auditor and an e-forms business analyst position that will work with EDMS.

Johnson and her staff were awarded the PCA Voyageur Award. The award is one of five given out each year and is peer elected. A tree was planted in their honor. Congratulations to all!

Rudi Anders, Mn Supreme Court Administration, thanked all who provided position descriptions and information to him as they evaluate the need for a records manager position.

Charles Stech, Carver County, reported all is quiet. They are waiting for approval to build a records area and possible training area under the courthouse, turning the sand floor and space into a proper storage space. An inventory of all records will need to be done.

Cathy Beil, Human Services, reported they had a request from the *Pioneer Press* for all documents on the Health Match project is working on. This brought up destruction policy issues. The email management project is going forward.

Sally Anderson, Dakota County, is working on a cleanup of documents in the document management system. Project structure definitions are needed.

Program

Cathy Beil, Human Services, who is working on the HealthMatch project, presented how she is managing and applying records retention policies to large, cross-functional project records.

- HealthMatch is a web based computer system intended to automate eligibility determination for MN Health Care Program.
- DHS owns the project and works with multiple partners.
- There are numerous document types, some of which do not exist on the multiple retention schedules involved.
- There are conflicting standards and policies.
- Political and legal issues need to be considered.
- Project management and sponsors, along with project staff and organizational representatives, are involved in resolving issues.
- The intention is to create a retention schedule following existing standards, designate retention locations and document retention methods.

Beil provided the following sites as resources.

- Building a taxonomy and implementing the taxonomy – <http://ideaeng.com/pub/entsrch/issue02/article02.html> and <http://ideaeng.com/pub/entsrch/issue03/article01.html>
- Before you begin: Steps for defining a business taxonomy structure – http://www.dataharmony.com/ppt/Ven_Eman-Taxo-Boot-Before-You-Begin-09-05.htm. (*Between Ven and Eman is an underscore ' _ '*).
- Evaluating taxonomy development tools – http://www.kcurve.com/TaxonomyDevelopmentTools_2.ppt. (*Between Tools and 2 is an underscore ' _ '*).
- Overview of classification tools for records management – <http://www.naa.gov.au/recordkeeping/control/tools/contents.html>.
- Thesaurus principles and practice – <http://www.willpowerinfo.co.uk/thesprin.htm>.
- How do I build a thesaurus? – <http://www.asindexing.org/site/thesbuild.shtml>.
- Software for building and editing thesauri – <http://www.willpowerinfo.co.uk/thessoft.htm>.

Announcements

August 15, 2007, Terry Menta, Imerge Consulting, will give a presentation on function based classification and the experience of the Australian government recordkeeping community.

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

Additional information will be sent prior to the meetings.

Next Meeting Date – August 15, 2007.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.