

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

June 20, 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 June 20, 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: 9

Meeting minutes for May 2007 meetings were approved.

Attendees

Rudi Anders, Mn Supreme Court Administration

Sally Anderson, Dakota County

Wendy Bartlett, MAC

Michele Bliss, Mn/DOT

Nancy Claeys, Carver County

Monica Crocker, Human Services

Gail Ryan, Agriculture

D'Ann Topoluk, Health

Rochelle Waldoch, Ramsey County

There were no roundtable reports.

Announcements

July 18, 2007, the GRIN meeting will be held at the Department of Health offices in the Anderson Building. Cathy Beil, who is working on the HealthMatch project, will discuss how she is managing and applying records retention policies to large, cross-functional project records.

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

September 19, 2007, the GRIN meeting will possibly be at Ramsey County offices. Rochelle Waldoch, Ramsey County, will demonstrate an online data compliance training module.

Additional information will be sent prior to the meetings.

Program – Roundtable discussion on the top five records management challenges and risks for individual agencies. Issues were identified. The meeting ended as the group was beginning to discuss solutions and offer suggestions.

- New technology challenges.
 - o Sharepoint was one example.
- Challenge of ensuring all electronic documents are destroyed per the retention schedule.
- Timely responses to Data Practice requests.
 - o Also mentioned, when there is a disconnect between the data practices person and the records manager.
- Managing records programs alone or with limited staff.
 - o How to get everything done.
 - o How to engage agency staff to assist.
- Agency employees/offices running records programs or following retention schedules that are independent of the agency schedule.
- How to educate all employees on records management basics.
 - o Training issues
- Lack of enforcement of rules, statutes, guidelines or retention schedules.
 - o No penalty for doing the wrong thing.
- Databases that are never purged
- Taxonomies
 - o For e-mail as well

Next Meeting Date – July 18, 2007.

Meeting adjourned at 10:40 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.