

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

March 19, 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 March 19, 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: 11

There was no motion for approval of the minutes from the February 2008 meeting.

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>.

Sally Anderson is updating the MnGRIN contact list.

Introductions and Discussion

Charles Stech, Carver County, is proceeding with box inventories.

Nancy Claeys, Carver County, was going to Shred Right after the meeting to oversee the destruction of 250 hard drives. Over the past months Claeys participated in supervisory training. She now supervises Central Services as well as Records Management. The clerical pool, copying and scanning functions, mailing and special projects comprise Central Services. Construction of a records center area is slated for October 2008. The area is shown on the construction plans.

Sally Anderson, Dakota County, is reviewing the management of their onsite records storage area after a file was removed by person unknown. It was removed without permission and without notifying the owning department. Anderson had contacted GRIN members for an informal survey of how others managed onsite storage. They have 7,000 boxes stored and over 90 people have access to the area. Consideration is being given to move management of the storage area out of her area to the Facilities Management Group. On a positive note, she was able to get two decisions from the county attorneys.

Suzanne Fischer, BCA, is working with the State Archive staff on retention schedule updates. They are almost completed. Their director has supported updating the schedule. They are in the beginning stages of managing electronic documents, email and web content.

Gail Ryan, Agriculture, reported she is working on Data Practices legislation. She was told consideration of a records management position is still 'on the list'.

Rochelle Waldoch, Ramsey County, needs to move 40,000 boxes as they will be moving from one building to another. Corrections approved a destruction list. The consultants are working to finalize the EDMS system for deployment across the county. She took ownership of the On Base system.

Chris Johnson, PCA, is working on retention schedules and resolving the differing opinions they bring out.

Michele Bliss, Mn/DOT, reported attorneys are reviewing documents referencing the collapsed bridge to determine which are public and which are not. Mn/DOT posted a mobility notice for a Writer, needed to assist with the Bridge 9340 implementation plan.

Vicki Tobin, BCA, dittoed Suzanne Fischer's report.

Jim Mack, Health, reported the department now has two information architects who are looking at email archiving, vocabulary, taxonomy and how to determine what is a record. Mack is piloting an alternative records inventory form he developed to determine if a series can be created in 20 questions.

D'Ann Topoluk, Health, reported the audit will continue for two more months. One of the sections needs records destruction, but the person who managed the task in the past is no longer with Health, and now they are attempting to decipher that person's destruction schedule.

Program

There was no formal program this month. Sally Anderson led the group as GRIN begins to update the *Preserving and Disposing of Government Records* document, which had been put out by the Department of Administration when it was still involved in records management. The document was last updated in July 2000. An updated version will be provided on the State Archives records management site as a reference document.

Suggestions for future program agendas were also offered by members.

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

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.