

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

May 16, 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 May 16, 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 8:30 a.m.

Number of persons in attendance: 14

Meeting minutes for April 2007 meetings were approved.

Introductions and Discussion

Cathy Beil, Human Services, reported she is working on the health match project, which is a web based eligibility system for health care. She is the documentation lead. The agency is working on an e-mail clean-up, checking retention schedule items, categories, inventorying and where to appropriately store the messages.

Gail Ryan, Agriculture, continues work on data security. They are beginning work on cleaning house on the old e-mail system. They need to determine where e-mail records will be stored. They do not have an electronic data management system.

Sheila Gebhard, Natural Resources, reported that a records management work group is being organized. The agency started a File Net project with OET and their Human Resources department. They are also looking at e-mail and device encryption projects with OET.

Michele Bliss, Transportation, reported work continues on the retention and disposal schedule. The GroupWise account management initiative is being reevaluated in light of several other similar projects starting up. The pilot project evaluating the records management system application was closed.

D'Ann Topoluk, Health, said the federal government will be auditing the Women Infants & Children (WIC) program in June. Topoluk is using the general retention schedule put out by the Department of Finance. She cautioned the group to always be sure the schedules taken from department websites are the most recent, approved schedules.

Kathryn Olson, Education, attended her first GRIN meeting today. They are addressing data practices, retention schedule and data warehousing concerns.

David Andrews, PERA, is now managing the document services department. They are reviewing the retention schedule to determine what really needs to be saved and for how long. They hope to change the culture of saving everything forever. Andrews asked for

input as to what applications agencies use for creating and maintaining retention schedules. Their schedule is currently only on paper. Microsoft Access and Skupsky's program were two that were mentioned.

Rochelle Waldoch, Ramsey County, will be assigning a project to review thousands of rolls of microfilm. Their EDMS consultant begins in June. The online data compliance training is being released. Waldoch is also working on a Docuware upgrade.

Rudi Anders, Mn Supreme Court Administration, is finishing the conversion from COBOL to a new web based system. Financial information and cases are currently being converted. Retention schedule updates related to court files are now back with him. He would like to have administrative records scheduled. There is a project involving disposing of paper duplicates. Anders is advocating for creation of a records management position.

Jim Mack, Health, is hoping for approval to convert the retention schedule from DBase to Oracle. A decision was made that paper records management is now a facility issue not a records management issue. Mack will be providing a records management session at a Capitol Hill program being held in July.

Sally Anderson, Dakota County, continues work on document management projects. Training on use of the On Base accounts payable and purchasing database continues. They are realizing On Base licensing issues and are talking with the vendor. Anderson announced Dakota County earned the Twin Cities ARMA Business of the Year Award.

Nancy Claeys, Carver County, is working with their Social Services as they go to On Base. They also have numerous imaging projects. In April, for records management week, her area held an open house. The employees had fun! Claeys supplied the following website
<http://www.pueblo.gsa.gov/cfocus/cfhouseholdrecords03/focus.htm#together#together>
for managing household records. There were games and treats.

Pamela McCann, City of Blaine, is also updating Docuware. They have inventoried six of eleven departments as they review retention schedules.

Chris Johnson, PCA, reported they are plugging away!

Meeting Program – Roundtable discussion on various aspects of records management – standards, guidelines, policies, procedures, processes. Members shared information, things that have worked for their agencies and offered suggestions for efforts that have not gone well.

Next Meeting Date – June 20, 2007.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.