

Minnesota Government Records and Information Network

Minnesota Department of Health Conference Center

Snelling Office Park

St. Paul, MN

September 19, 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 September 19, 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. Vice-chair Jim Mack opened the meeting at 8:30 a.m.

Number of persons in attendance: 20

Meeting minutes for July and August 2007 meetings were approved with the following correction to the August 2007 minutes. The information for Gail Ryan, Agriculture should read – “Gail Ryan, Agriculture Department, said the department is working to clean up its email, in preparation for participation in a new statewide email system. Also, the department is involved in a large data request that requires providing a large amount of data.”

Announcements

The MnGRIN Fall Workshop will take place Monday, October 15, 2007, at the Elmer L. Andersen Human Services Building located at 540 Cedar Street in St. Paul. Information on the workshop will be forthcoming. Register with Sally Anderson, Dakota County, at Sally.Anderson@co.dakota.mn.us if interested in attending.

Introductions and Discussion

Jim Mack, Health, introduced new employee Arretta Eggleston, whose presence has already made a big difference!

Arretta Eggleston, Health. First Meeting.

Brian Zaidman, Labor and Industry. No report.

Gail Ryan, Agriculture, continues to work on a large Data Practices request involving a large number of documents. There is some support within the agency for a part time records manager position.

Michele Bliss, Mn/DOT, is working with many others in the agency to produce records related to the bridge that collapsed on August 1, 2007. There are multiple teams working on locating physical documents and scanning or converting them into electronic format, gathering email messages and attachments into a single account, responding to media requests and responding to Data Practices requests. Per a directive from the Attorney General to all state agencies there is a legal hold on all data, documents and

records for all bridges in/out of the state of Minnesota. All other records management projects are on hold.

Vicki Tobin, BCA, reported the retention project has started. Planning and inventorying are completed. Phase 1 is scheduled to be completed in July 2007. Phase 2 retention schedule updates are slated for October 2007. Phase 3 educational presentations regarding laws and records principles are scheduled for January 2008. State Archives staff are consultants on the project.

D'Ann Topoluk, Health, is not working on records related projects at this time. Topoluk reported she reserved rooms for Mn GRIN meetings in the Health Conference Center building for 2008. (Our usual meeting site.)

Charles Rodgers, MN Historical Society, Archives, reported he and Shawn Rounds are working with Vicki Tobin and the Criminal Justice Information Division of the BCA. Rodgers also reminded members of the links to general retention schedules provided on the Minnesota State Archives website at <http://www.mnhs.org/preserve/records/retentionsched.html>.

Mark Smith, City of Blaine, provides support for the Docuware system. He is working on data retention for their systems.

Pamela McCann, City of Blaine, is completing retention schedule updates and inventories.

Nancy Claeys, Carver County, reported on the reorganization that has been taking place over the last year. Retention schedules are being reviewed for updating. Social Services purchased OnBase document management system. Servers have been configured. The basement area might be remodeled in 2008 for records management needs. Carver County is updating Internet sites.

Charles Stech, Carver County, is working to convert worker comp materials into electronic format.

Wendy Bartlett, MAC, is working on Data Practices issues. There were many requests for the audio and transcripts of the Craig arrest. Lesson learned - Audio .wav files are large. It took approximately 8 hours for their system to send information to multiple requesters.

Cathy Beil, Human Services, continues work on the Health Match project. They are working towards a 2009-2010 implementation. The agency is rolling Share Point out to a few departments. SharePoint might be enterprise wide within a year. It is possible SharePoint might replace their Intranet. They are working on taxonomies for use with SharePoint. An email management project was started in September, but there have been unexpected problems with the email system.

Sheila Gebhard, Natural Resources, is working on Data Practices requests. They are moving forward with work on the retention schedule and inventorying.

Chris Malec, PCA, reported records are being found as new carpeting replaces old. Housecleaning! Plans are being converted to aperture cards for permanent retention.

Chris Johnson, PCA, said the request for records on the I-35W Bridge provided support and impetus to convert physical documents into electronic documents. Johnson recommends the use of student workers if available. Summer student workers were a huge help in completing projects for her.

Rudi Anders, Mn Supreme Court Administration, is close to completion of a conversion to a new web based system. He noted record keeping metadata is needed in the system.

Rochelle Waldoch, Ramsey County. No report.

Sandy Gale, Revenue, has not been able to work on updating retention schedules as planned. However, one schedule was changed to accurately reflect retention times after an audit report indicated records were not being retained per the schedule. A new integrated tax system is being chosen. She is dealing with IRS requirements.

Program

Rochelle Waldoch, Ramsey County, demonstrated the web based Data Practices compliance training module she developed. It uses Lectora interactive computer training software.

Waldoch developed the program to teach county employees how to properly use the computer, to provide information on HIPAA and Data Practices, and to address security issues.

Approximately 4000 employees in 26 departments will be taking the training. Deployment is on a rolling schedule. Each week Waldoch emails a department administrator with information and the link to the program, which is then forwarded to his/her staff. To-date 500 of 900 possible employees have taken the program. Employees are given credit for taking the training.

The module is very interactive. Participants take tests at several points and receive a certificate of completion.

Next Meeting Date – The October meeting will be the MnGRIN Fall Workshop taking place Monday, October 15, 2007. See the announcement on page 1 of these minutes.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Michele Bliss, Mn/DOT.