

Recordkeeping Metadata Study Committee

Agenda: 1 December 2000
9:00 a.m. to 11:00 a.m.
Room 1C, Department of Human Services

Committee Members:

Rudi Anders (Supreme Court)
Karen Bondy (Department of Children, Families and Learning)
Gretchen Domian (Department of Revenue) – *absent*
Katie Engler (Department of Administration)
Jim Harris (Department of Transportation)
Bob Horton (Minnesota State Archives) – *absent*
Jim Mack (Department of Administration) – *absent*
Robert Maki (Department of Natural Resources) – *absent*
Karl Olmstead (Department of Transportation) – *absent*
Eileen Quam (Department of Natural Resources) – *absent*
Kate Severin (Department of Human Services) – *absent*
Lorraine Swick (Department of Children, Families and Learning)
John Wiersma (Department of Economic Security) – *absent*
Brian Zaidman (Department of Labor and Industry)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

1. Review conclusions from detailed study of standard (including proposed “Quality” element)
2. Work through proposed report outline (recommendations, next steps, etc.)
3. Set agenda for next meeting (December 1st)

Minnesota

- *Preserving and Disposing of Government Records*
<http://www.admin.state.mn.us/ipo/pipa/pipa.html> (in left-side frame, PDF format)

National Archives of Australia

- *Recordkeeping in the Commonwealth: A New Approach.* (overview)
<http://www.naa.gov.au/recordkeeping/overview/summary.html>
- *Recordkeeping Metadata Standard for Commonwealth Agencies*
<http://www.naa.gov.au/recordkeeping/control/summary.html>

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Summary minutes from 1 December 2000 meeting

Went through draft of final report section by section. Shawn will make the recommended changes and post the edited draft online at: <http://www.mnhs.org/preserve/records/metarkms.html>

The December IPC meeting has been cancelled. This group will report to the IPC at the January 18th meeting.

A notice will be e-mailed out to DIG-IT and MN GRIN members soliciting comments on the draft report by December 29th.

This group will meet again on December 5th in Room 1C at the Department of Human Services (usual time, 9:00 to 11:00) to make final comments on the draft, review comments from DIG-IT and MN GRIN members, and to prepare for the IPC meeting.