

Recordkeeping Metadata Development Committee

Agenda: 2 November 2001

9:00 a.m. to 11:00 a.m., Room G31, Judicial Center

Committee Members and Alternates:

Jay Achenbach (Office of Technology)
Rudi Anders (Supreme Court)
Karen Bondy (Department of Children, Families and Learning)
Patricia Dunlop (Department of Transportation)
Linda Feist (Office of the Governor)
Marsha Haagenson (City of Minneapolis; Minneapolis Community Development Agency)
Jim Harris (Department of Transportation)
Vicki Henning (InterTech)
Bob Horton (*ex officio*, Minnesota State Archives)
Jennifer Johnson (Minnesota State Archives)
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Eileen McCormack (*ex officio*, Office of Technology)
Eileen Quam (Department of Natural Resources)
Steve Retzlaff (Department of Public Safety)
Bruce Showel (Department of Revenue)
Craig Steiner (City of Minneapolis)
Lorraine Swick (Department of Children, Families and Learning)
Jim Taylor (Department of Employee Relations)
John Wiersma (Department of Economic Security)
Bruce Yurich (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

- Introductions
- Work group updates
- Element discussion
 - a. Revisit Date
 - b. Use History
- Set agenda for November 16th meeting (Court of Appeals Dining Room)

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>

Minnesota

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

Recordkeeping Metadata Development Committee web site

- <http://www.mnhs.org/preserve/records/metadev.html>

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Summary Minutes:

This group has not met since September 21st.

Jim Harris offered an update on the XML implementation effort. He had been leading this sub-group and had developed an XML-based metadata and data interchange system for his agency (Mn/DOT) which is an open source scheme. He got a small-scale version of it working and Jay Achenbach helped automate the process. The idea is that an XML schema could be written that would be a representation of the metadata standard; submitted data/metadata would be checked against that schema (validated) before being accepted. In the last few weeks, however, there has been a change in priorities for Jim's office and he can no longer continue with this XML work or in his leadership role.

The committee agreed that the goal is to create the standard such that it would work with any implementation or technology, and XML is only one option. The group is charged with creating the standard, though, not testing it in an actual implementation, as useful as that would be, and there are only a few months left before our deadline. Rudi Anders volunteered to organize a meeting with interested committee members and his staff, but the deadline makes any actual work impractical. Likewise, Eileen Quam said that she's working on a document management system at the DNR, but it wouldn't be ready in time either. In light of all of this, the committee decided that it would recommend a follow-up phase to the IPC, acknowledging that this is an untested standard and that actual implementation may reveal problems that will need to be addressed. Jim and Jay will document their XML-related work and that will be offered as one model for implementation.

Eileen Quam reported that she and Linda Feist have been working on examples to accompany each metadata element. They have come up with a standard format that references the element/sub-element being illustrated. Examples specific to sub-elements will appear right after each Comments section, with general examples appearing at the end of each element.

Neither Bruce Showel nor Linda Feist were present, so there was no update regarding cost-benefit analysis.

The committee reviewed its prior revisions to the Date element, completed Use History, and moved on to Relation.

The next committee meeting is scheduled for November 16th in the Court of Appeals Dining Room, Judicial Center. The group will finish Relation and move on to Preservation History and Record Identifier.