

Recordkeeping Metadata Study Committee

Agenda: 3 November 2000

9:00 a.m. to 11:00 a.m.

Room 1C, Department of Human Services (444 Lafayette Road)

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) – *absent*
Bob Horton (Minnesota State Archives) – *absent*
Robbie LaFleur (Legislative Reference Library) – *absent*
Jim Mack (Department of Administration)
Robert Maki (Department of Natural Resources)
Karl Olmstead (Department of Transportation) – *absent*
Eileen Quam (Department of Natural Resources)
Kate Severin (Department of Human Services)
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. Evaluate remaining Australian-designated optional elements: Subject, Description, Language, Relation, Coverage, Function, Type, Format, and Location.
2. Begin pulling together recommendations (see draft report outline)
3. Set agenda for next meeting (November 17th)

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>

Recordkeeping Metadata Study Committee Summary minutes from 27 October 2000 meeting

Next meeting will be on November 17th – same time, but at the Minnesota History Center (Crosby Room, Level B).

Finished examining individual elements

Shawn will contact Jim and see if he's made any progress with his proposed "Quality" element.