Recordkeeping Metadata Development Committee

Agenda: 4 May 2001
9:00 a.m. to 11:00 a.m., Room G31, Judicial Center

Committee Members:
   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)
   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)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

- Introductions
- Element discussion
   a. Subject
   b. Agent
- Set agenda for May 18th meeting (Court of Appeals Dining Room)

National Archives of Australia

> Recordkeeping in the Commonwealth: A New Approach. (overview)

> Recordkeeping Metadata Standard for Commonwealth Agencies

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
Recordkeeping Metadata Development Committee
4 May 2001

Committee Members Present:
Patricia Dunlop (Department of Transportation)
Marsha Haagenson (City of Minneapolis, Minneapolis Community Development Agency)
Jim Harris (Department of Transportation)
Vicki Henning (InterTech)
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Eileen Quam (Department of Natural Resources)
Bruce Showel (Department of Revenue)
Craig Steiner (City of Minneapolis)
Lorraine Swick (Department of Children, Families and Learning)
Bruce Yurich (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:
Jay Achenbach (Office of Technology)

Summary Minutes
Members and visitors introduced themselves.

Shawn Rounds reported that the revised version of the Title element is available online on the committee website in HTML and PDF formats. Other elements will be added as they are revised. Committee members should encourage other agency staff to review the material and offer comments and input.

Jim Harris reported that, on the XML implementation side, he has gotten approval to go ahead with a formal proposal to implement his metadata interchange architecture within the Department of Transportation.

Jay Achenbach mentioned that perhaps the committee should look at GIS clearinghouse schemes as potential models. The state’s Land Management Information Center has an excellent working one. Another is the commercial web site http://www.geographynetwork.com/ sponsored by ESRI.

Jay also reported that the Office of Technology (OT) recently put out a Request for Information (RFI) to agencies regarding document management systems. OT is looking for points of possible collaboration/interest between agencies that might set the stage for an enterprise-wide system.
OT held a meeting on April 25th to discuss the results of the RFI; minutes from that meeting are available from Jay (jay.achenbach@state.mn.us). The following agencies participated: Department of Transportation, Department of Finance, Department of Human Services, InterTechnologies Group, and the Department of Children, Families and Learning. One area of interest is metadata standards and guidelines, a point of intersection with the work of this committee, although the Australian standard is much more richer, flexible, and extensible than those found in commercial packages. Jay agreed to serve as the liaison between that group and this committee. He encouraged committee members to talk to others in their agencies about electronic document management concerns and to convey that information back to him if possible. OT plans to hold more meetings to include smaller agencies.

In relation to the OT project, there was discussion of the need for unique record identifiers that would work outside of specific agency environments, perhaps through the use of some assigned agency prefixes. This topic will be more thoroughly explored when the Record Identifier element is revised.

There is a question of how commercial packages will work with the new Minnesota metadata standard. Do agencies need to conform to software requirements or can agencies (or the state as a whole) put pressure on vendors to conform to the state standard? Usually customization is possible. Shawn Rounds spoke with Janet Cain (IPC, Department of Public Safety) and Janet recommended that the committee talk to vendors to give them a “heads-up” that the standard is coming. The OT group is organizing a meeting that will bring in vendors and the committee can take advantage of that opportunity.

Shawn reported that Dennis Fazio from OT is working on a statewide enterprise architecture effort. Committee-member Bob Horton is the leader of the sub-group to address data, information, and records management concerns.

Bruce Showel reported that he and Linda Feist would be meeting soon to start working on the cost-benefit analysis issue. Anyone interested in helping them should contact Bruce (bruce.showel@state.mn.us).

Shawn reported that presentations from an April 23rd Bill Inmon metadata seminar are now available online at http://www.billinmon.com (in Library section). Contact her for more information if interested.

--------

The group completed revision of the “Subject” element. Eileen Quam volunteered to write a brief discussion of scheme types.

The next committee meeting is scheduled for May 18th in the Court of Appeals Dining Room, Judicial Center. The group will next revise the “Agent” element.