

Recordkeeping Metadata Development Committee

Agenda: 6 April 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
- Review outline draft
- Discussion of the General Records Retention Schedule
- Element discussion
 - a. Title
 - b. Agent
- Set agenda for April 20th 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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Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:

Janice Zarkin (Department of Health)

Ed Potter (Department of Health),

Summary Minutes

Members and visitors introduced themselves.

Shawn Rounds re-capped the last committee meeting, stressing the need to keep the issue list in mind while working through the actual standard. Some issues are already being addressed by work groups. Jim Harris (Department of Transportation) and Jay Achenbach (Office of Technology) are working on an XML implementation scheme (Jim would like to encourage other agencies to join in on this effort). Jim, Jay and Karen Bondy (Department of Children, Families and Learning) are looking at Microsoft XP products to identify points of intersection and/or potential points of trouble with this standard (Microsoft is holding a series of monthly government briefings on its products at the RiverCentre).

Question: should we be keeping standard and guideline items separate? Might be difficult to do at this point – should perhaps go through the Australian standard first. OT will also give us guidance.

Important to get the word out about what we're doing during this development phase to get good buy-in within agencies. Who do we need to target? CIOs, records managers, data administrators, data practices compliance officers, users, etc. Want feedback during the process. Can reach

some of these groups through DIG-IT, Mn GRIN, IPC. Can also do presentations to agency groups.

Bruce Showel and Linda Feist will start working on cost/benefit issues. Impossible to get too specific because every agency situation will be somewhat unique, but should be able to give general idea of benefits, work effort, time, new things involved, etc. Perhaps create a model for reference.

Question: will this standard apply to legacy systems or this-point-forward? Latter is more appealing and more do-able. Not asking anyone to do anything they're not already mandated to do, just proposing a more organized approach. Important to base what's mandatory on what's do-able – perhaps a phased-in approach: some things mandatory now, some things later to give people time to get on board.

Will need to consider what new skills will be necessary to implement, what tools and technologies. Karen Bondy volunteered to help with this topic.

Very important to re-assure people that privacy and security concerns are being considered. Will need to stress that this metadata standard will help ensure appropriate access as well as enabling data sharing and records management.

Jim Mack (Department of Administration) led a discussion on records retention scheduling. He passed around copies of a blank Minnesota Records Retention Schedule form and explained the various components:

- schedule number – unique id
- version information
- agency, division, section information
- address
- record series item number
- description – as much detail as needed to adequately describe the records. May include information on applicable statutes.
- storage media
- beginning date of record series
- physical location of records
- disposal information
- data privacy code
- indication of whether or not vital
- physical volume
- microfilm-related information
- notes section used by Records Panel.

These items are all very similar to the metadata in the Australian standard. The form is not online and cannot be submitted electronically, although agencies can keep required information in electronic form, print it out, and attach it.

Jim also passed around copies of the general records retention schedule for state agencies. Completed in 1990 and is in need of revision. Mostly focused on paper records and many

common series are missing. There is also a general schedule for cities. Minneapolis has own that goes into greater detail (including functions, purposes, cross-references, examples, etc.). General schedules are just a tool – agencies can tweak to meet special needs or can just create their own.

Minneapolis has been creating schedules based on functions because functions are more stable – don't change as often as programs, departments, etc. do (Australian DIRKS manual is a good reference for functional scheduling. See <http://www.naa.gov.au/recordkeeping/dirks/summary.html>)

Important to note: Every recordkeeping system should be documented on a retention schedule.

This group has no county members, but there are county representatives in MN GRIN – can hopefully get feedback through that group.

Group began revising “Title” element of Australian standard. Revised version will be posted in HTML on committee web site when available.

Next meeting scheduled for April 20th. Will be held in Judicial Center, Court of Appeals Dining Room (off of cafeteria). Will complete Title element.