

Recordkeeping Metadata Development Committee

Agenda: 7 December 2001

9:00 a.m. to 11:00 a.m., Pillsbury Room, Level A, Minnesota History 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. Format
 - b. Description, Language, Type, Coverage
- **NOTE DATE AND LOCATION CHANGE**
- Set agenda for December 21st meeting, Room G04, Judicial Center

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 Members Present:

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Patricia Dunlop (Department of Transportation)

Vicki Henning (InterTech)

Jennifer Johnson (Minnesota State Archives)

Jim Mack (Department of Administration)

Eileen Quam (Department of Natural Resources)

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Summary Minutes:

The group started by re-visiting the Location element, just to be sure that it had been edited to everyone's satisfaction. There was some discussion about whether sub-element 18.4 Recordkeeping System really fits in this spot in the standard, but, in the end, it was decided that in some cases this will be valuable information to track.

In light of the discussion on November 30th surrounding Location, Jennifer Johnson raised the question about whether "Checked Out" should be added as an Action Type under 16. Use History. The group agreed to the change.

The group finished work on the Format, Description, and Language elements. With respect to Format, the group re-named some of the sub-elements for greater clarity. 13.1 is now Content Medium (rather than Media), 13.2 Data Format remains (Vicki Henning will try to write a better definition for 13.2 Data Format), 13.3 is now Storage Medium, and 13.4 Extent remains.

The question was raised about how the standard might actually be implemented. Some elements seem to be the sort that would naturally be stored right along with the records themselves, while others are more management in nature. The group discussed how metadata would ideally be stored in a separate, central repository (within the agency or otherwise), but how in some implementations, it will be easier to store the metadata elements all together with the records. This will need to be addressed in the implementation guide.

Steve Retzlaff requested that the group re-think using Registrar as an Agent Type, given that it has other meanings within government. Perhaps another term can be substituted? This will be addressed at the next meeting.

Schedule Change: The meeting originally set for December 28th has been re-scheduled to December 21st at the Judicial Center (Room G04). The group will work on the Type, Coverage, and Mandate elements.