Recordkeeping Metadata Development Committee

Agenda:  7 September 2001
9:00 a.m. to 11:00 a.m., Room G31, Judicial Center

Committee Members and Alternates:
  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. Rights Management (2.2, 2.3)
  b. Management History
  c. Coverage
- Set agenda for September 21st 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
Committee Members Present:
Karen Bondy (Department of Children, Families and Learning)
Linda Feist (Office of the Governor)
Vicki Henning (InterTech)
Jennifer Johnson (Minnesota State Archives)
Jim Mack (Department of Administration)
Eileen Quam (Department of Natural Resources)
Steve Retzlaff (Department of Public Safety)
Craig Steiner (City of Minneapolis)
Jim Taylor (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:
Jay Achenbach, Office of Technology

Summary Minutes:
No work group reports were presented.

The group started with a review of the changes to the Rights Management Element. With the correction of a few typos, and the addition of some specific language under comments as to providing access to records with mixed classification, the draft was accepted.

Eileen Quam spoke in defense of keeping the Date element separate from Management History. She argued that Date is an element in the Dublin Core (DC) metadata set, which is now an ISO/NISO standard. To eliminate Date from this set would be contrary foundation on DC. As well, keeping creation date separate would make for much easier searches not only because search engines are often set to look for it, but intuitively, people look for this date separately, not as part of a management history. The group decided to reinstate Date as a separate element documenting the record’s creation date/time. Transaction information will still go into Coverage registration information into Management History.

The committee then moved on to editing the Management History element. A great deal of time was spent trying to understand exactly what was meant by the Australians’ event-type terms, especially “Access Examined.” As well, there was much discussion about whether modification to a record results in a new record (the Australians’ system and the committee’s guiding belief to this point) or whether the modification can be simply noted. This discussion will continue next time.

The next committee meeting is scheduled for September 21st in the Court of Appeals Dining Room, Judicial Center. The group will continue editing Management History, will re-visit the draft of Date, and move on to Use History.