

Recordkeeping Metadata Development Committee

Agenda: 8 March 2002

9:00 a.m. to 11:00 a.m., Room G31, Judicial Center

Committee Members and Alternates:

Jay Achenbach (Office of Technology)
Rudi Anders (Supreme Court)
Karen Bondy (Department of Children, Families and Learning)
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 on standard as a whole
 - a. Look at links between elements
 - b. Discuss committee comments, typos, glossary terms, etc.
- Set agenda for March 22nd meeting, Room G31, 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/>

Recordkeeping Metadata Development Committee web site

- <http://www.mnhs.org/preserve/records/metadev.html>

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8 March 2002

Committee Members Present:

Rudi Anders (Supreme Court)

Karen Bondy (Department of Children, Families and Learning)

Vicki Henning (InterTech)

Jennifer Johnson (Minnesota State Archives)

Jim Mack (Department of Health)

Steve Retzlaff (Department of Public Safety)

Lorraine Swick (Department of Children, Families and Learning)

Jim Taylor (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Visitor: Mike Ryan, Office of Technology

Summary Minutes:

Lorraine Swick brought in a paper copy of the data model she's developed for the standard. It's still in draft form, but she's eager to get feedback on it. There's an accompanying script as well and it's designed to be used with any sort of database system. Based upon today's discussion, she'll do another revision next week and then make it available to the group. Before developing this, she contacted the Australian's to see if there was already one available. However, she was told there wasn't since the standard has seen such slow adoption there.

The group discussed the Australian appendices showing element linkages and inter-relationships. It was decided to keep the first, high-level one and to drop the second one dealing with sub-elements. The first one will be revised to show have three columns: element, relates to, and references. The group went over the table and edited it to reflect the revised standard. One major change, along with aggregation level, record identifier now also relates to all other elements.

Shawn Rounds presented a new table that she developed mapping the recordkeeping metadata elements to the elements in the Dublin Core and Minnesota GIS schemes. The group liked the idea and approved it as a way of showing that this standard works with others that are already in place, and that there are several points of overlap, although this one goes further with the recordkeeping items.

Since the last meeting, Shawn made the changes discussed at the session, including revision of the Rights Management elements from five sub-elements to four (eliminating Other Access Condition Flag). She also lettered the sections to avoid confusion with the numbered elements and developed a table of contents.

The group discussed the first several sections of the standard (those before the element details). Mike Ryan suggested in the table of elements to underline, bold, or somehow indicate those elements that are mandatory in such a way as to stand out visually.

When asked if he had any recommendations as to how the Compliance section should be handled, he agreed that a reference back to the requirements of the new statewide enterprise architecture would be appropriate for state agencies as this standard is referenced in the data and records management chapter. Other entities not bound by the architecture, for instance cities, who have no compliance requirement.

The group also discussed the glossary section, reviewing the terms and definitions. It was decided that the term “corporate entity” could probably be replaced by the word “agency” in the standard. Shawn will make the changes, checking to see if it alters the meaning of any sections and working on a case-by-case basis. Shawn will also send a note out to the group asking for other glossary terms.

There was agreement that the References and Policy sections include relevant items and no additions were suggested at this time.

Steve Retzlaff volunteered to assist Shawn in formatting the standard for distribution in Word. The standard will be offered in three formats: HTML, PDF, and Word.

The next meeting will be on March 22nd, in Room G31, Judicial Center. The group will continue to discuss the standard as a whole, general comments, correction, glossary terms, links between elements, etc.