

Recordkeeping Metadata Development Committee

Agenda: 9 March 2001

9:00 a.m. to 11:00 a.m., Room 225, Judicial Center (25 Constitution Ave.)

Committee Members:

Rudi Anders (Supreme Court)
Karen Bondy (Department of Children, Families and Learning)
Linda Feist (Office of the Governor)
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)

1. Introductions
2. Review of committee's purpose and goals
3. Committee work plan
4. Introduction to Australian standard and other resources
5. Set agenda for March 23rd meeting

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>

Recordkeeping Metadata Development Committee

9 March 2001

Committee Members Present:

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)

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)

Craig Steiner (City of Minneapolis)

Lorraine Swick (Department of Children, Families and Learning)

Bruce Yurich for Jim Taylor (Department of Employee Relations)

John Wiersma (Department of Economic Security)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:

Jay Achenbach (Office of Technology)

Patricia Dunlop (Department of Transportation)

Janice Zarkin (Department of Health)

Ed Potter (Department of Health),

Minutes

Members and visitors introduced themselves, stating who they were representing, what area they worked in, and their familiarity with metadata and the Australian standard.

Shawn Rounds summarized the committee's background, purpose, and goals. She referenced the group's formal charge, the business case and final report prepared by the Recordkeeping Metadata Study Committee, and the standards/policies development process draft authored by the Office of Technology (all available online through the committee's web site at:

<http://www.mnhs.org/preserve/records/metadev.html>). This committee is building on the work of the Study Committee, which met last fall. It will adapt the recordkeeping metadata standard developed by the National Archives of Australia for use by Minnesota government entities. See the group's charge for details.

The Development Committee will meet every two weeks. The schedule and meeting location will be posted on the committee web site along with all agendas, meeting minutes, and work products.

In addition to the resources listed on the agenda, the committee should also be familiar with the requirements of the recent E-Sign and UETA laws. E-Sign information is available online at <<http://thomas.loc.gov/cgi-bin/query/z?c106:S761>> and at <<http://www.uetaonline.com/>>. Minnesota's UETA law (Minnesota Statutes, Chapter 325L) is available online at <<http://www.revisor.leg.state.mn.us/forms/getstatchap.shtml>>.

Committee members should communicate what the committee is doing back to their agencies as well as representing their agencies at meetings.

The decision as to whether the committee's final product will be a standard or a guideline will be up to the Information Policy Council and the Office of Technology (OT). Eileen McCormack (OT) suggested that perhaps it will be a combination of the two – a standard with mandatory items and a guideline as a separate, complementary component. This committee will follow the standards/policies development process laid out by OT and will consult with OT as the work moves forward.

Robert Horton reported that the State Archives has some money available for use before the end of the fiscal year – perhaps to bring in a speaker.

Jim Harris (Mn/DOT) is working on an XML-enabled metadata interchange architecture for implementing the recordkeeping metadata scheme at his agency. He is interested in working with others from outside Mn/DOT on this project.

The Study Committee recommended the inclusion of a new metadata element titled something like "Fitness for Use" or "Data Quality." John Weirsmas (DES), Jim Harris (Mn/DOT), and Shawn Rounds, all members of the Study Committee, gave the Development Committee some background on that idea. Shawn will bring copies of what was done by the Study Committee to the next meeting. Some committee members suggested that there is no need for this item or that it lay outside the scope of the standard; others suggested that perhaps the need could be met through an existing element. All agreed that further discussion is necessary on the topic.

For the next meeting, committee members will read over the Australian standard with an eye toward content and structure, and keeping in mind the detailed recommendations of the Study Committee. Among the items to be considered: terms that need to be changed, terms that need to be added, and changing from Australian-specific to Minnesota-specific schemes and values. Committee members should start thinking about what values, schemes, laws, etc. might be referenced in the new standard.

The committee will meet again on March 23rd from 9:00 to 11:00 in Room G31 (tunnel level) at the Judicial Center (25 Constitution Avenue).