Recordkeeping Metadata Development Committee

Agenda: 11 January 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)
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
- Element discussion
  a. Mandate
  b. Disposal

Set agenda for January 25th meeting, Room G31, Judicial Center

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
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Committee Members Present:
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Patricia Dunlop (Department of Transportation)
Jim Harris (Department of Transportation)
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)

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Summary Minutes:
The group reviewed its revised work plan (prepared by Shawn Rounds). At its current pace, the committee will finish revising the elements in February. Shawn will work on the draft standard and accompanying implementation guide and present those for review and revision in March. At the end of March, the draft will be distributed for general comment. Revisions will take place in April, and the “final” version will be presented to the IPC in May. The revised schedule requires three additional committee meetings beyond the original schedule. Jim Harris suggested adding a “submit comments” form right on the web page with the draft to facilitate review.

The group next reviewed the Coverage and Type elements, completed at the last meeting. There was general agreement on the form and content.

At Steve Retzlaff’s request, the group revisited the idea “Registrar” as an agent type. In his agency, registrars play very specific roles having nothing to do with recordkeeping. It was decided that the idea is important to keep, so that name will be changed to “Record Registrar” for greater clarity. The question was raised as to whether there is a separate function or agent type that declares a record “official,” and whether that should be added explicitly or left to agencies to add as needed. The group will consider the question.

The group finished revising Mandate, but could not agree on whether it should be mandatory or optional. The issue will be raised again at the next meeting.

The next meeting will be on January 25th, in Room G31, Judicial Center. The group will finish work on Mandate and move on to Disposal.