Recordkeeping Metadata Development Committee

Agenda:  12 April 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 Health)
   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)

·  Review comments from interested parties and committee members
·  Set next steps towards final version

Set agenda for April 19th meeting, Pillsbury Conference Room, Minnesota History 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/

Recordkeeping Metadata Development Committee web site

➢  http://www.mnhs.org/preserve/records/metadev.html

Shawn Rounds: shawn.rounds@mnhs.org / 651-297-2605
Recordkeeping Metadata Development Committee  
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Committee Members Present:  
Rudi Anders (Supreme Court)  
Vicki Henning (InterTech)  
Jennifer Johnson (Minnesota State Archives)  
Eileen Quam (Department of Natural Resources)  
Steve Retzlaff (Department of Public Safety)  
Jim Taylor (Department of Employee Relations)

Committee Coordinator:  Shawn Rounds (Minnesota State Archives)

Summary Minutes:  
Since the last meeting, Shawn Rounds sent e-mails to the DIG-IT and MN GRIN group listserves, asking for comments on the draft.

Eileen Quam presented a revised version of element 4. SUBJECT that has expanded definitions for assigned values and a few edits for clarity. The group accepted her suggestions. Jim Harris was not able to be present at this meeting, but also submitted a list of comments and edits. The group considered these and accepted most of his suggestions. Other group members offered suggestions and comments as well at the meeting.

Eileen is still working on examples to accompany the elements. The group agreed that it was most important to get a whole-record example together by mid-May and that others can be added later. Craig Steiner and Shawn agreed at an previous meeting to assist in the process.

Steve Retzlaff has put all of the elements into table form similar to the Australian standard. Shawn will make the changes discussed at this meeting and send around a final draft, in Steve’s format, to the committee next week. The committee will meet again on April 19th to approve the final draft and strategize about the upcoming IPC meeting in May.