

Recordkeeping Metadata Development Committee

Agenda: 13 July 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
- Re-cap of last meeting and updates from work groups
- Element discussion
 - a. Agent
 - b. Rights Management
- Set agenda for June 27th meeting (Room 225)

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>

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Summary Minutes

Shawn Rounds had to leave early and Jennifer Johnson stepped in as facilitator and minute-keeper for the remainder of the meeting.

Shawn announced that Dennis Fazio, from the Office of Technology, is looking for volunteers to assist with crafting the state enterprise architecture. Interested persons should contact him. The recordkeeping metadata standard will be part of the chapter on information, data, and records administration and management.

Jim Harris reported that, on the XML side, everything his group has tried eventually works and they remain convinced that XML is “the way to go” for implementation. They’ve been keeping up with federal and international standards to make sure they’re not missing something. Shawn noted that at the last Information Policy Council meeting, Jake Manahan suggested Jim and his group send an e-mail to the IPC CIOs detailing what help they need to move forward and soliciting input.

Eileen McCormack reported that there is a new initiative at the Office of Technology, the Project Management Office. This office will be offering training, standard templates for data collection for IT-related projects, etc. Although still in the works, there will be a cost-benefit analysis template. She recommends that this committee focus on a cost-benefit analysis for the physical technology implementation of the standard, staying at a fairly high level. More detail would require agency-by-agency information.

Shawn has put together a rough schedule for this committee and will e-mail to the group for review. It’s an ambitious time-table, but would allow the work to be done by April. She

recommends that the committee work through the mandatory elements (as identified by the study committee) first, and then the optional ones.

The group finished revision of the “Agent” element and moved on to “Rights Management.”

Under 1.11 “Digital Signature,” the group noted that right now there is no one accepted scheme; this sub-element will need to be periodically re-visited to ensure accurate reflection of technological evolution and adoption.

The next committee meeting is scheduled for July 27th in Room 225, Judicial Center. The group will continue revising the “Rights Management” element.