

Recordkeeping Metadata Development Committee

Agenda: 15 June 2001

9:00 a.m. to 11:00 a.m., Court of Appeals Dining Room, 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)
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
- Set agenda for June 15th meeting (Court of Appeals Dining Room)

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

15 June 2001

Location Change: Court of Appeals Conference Room

Committee Members Present:

Karen Bondy (Department of Children, Families and Learning)
Linda Feist (Office of the Governor)
Marsha Haagenon (City of Minneapolis; Minneapolis Community Development Agency)
Vicki Henning (InterTech)
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Steve Retzlaff (Department of Public Safety)
Bruce Showel (Department of Revenue)
Lorraine Swick (Department of Children, Families and Learning)
Craig Steiner (City of Minneapolis)
Jim Taylor (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:

Jay Achenbach (Office of Technology)
Jennifer Johnson (Minnesota State Archives)

Summary Minutes

Prior to this meeting, Shawn Rounds e-mailed copies of two different draft cost-benefit analysis worksheets (done by Bruce Showel and Jim Harris) to the group for review and comment. Jim was not present at this meeting, but Bruce gave a quick summary of this work. The purpose of these worksheets is to help agencies decide whether, for any given record series, its worth the investment to capture the metadata required by the standard. It's another tool or component of the evaluation process most already go through when prioritizing investments. The goal is to keep the process fairly simple so as not to place too much more burden on the agencies (or they won't want to do it). The process will need to be tested on systems of differing complexity. Right now, Bruce has incorporated a "low-medium-high" ranking with some numbers from a specific example, but agencies will need to determine their own level as well as to what depth of detail they wish to go (suggested tactics could be included in an accompanying explanative narrative). Following up on a committee request, Jay Achenbach reported that he had found no similar templates or methodologies in use at the Office of Technology. Bruce and Jim will let this worksheets sit for awhile as is to give people a chance to test them in their own agencies and give feedback on what might be improved. Shawn will send the files to the committee and ask members to respond by the end of July.

The Office of Technology hosted another document management vendor demonstration on Wednesday, June 13th. This time, IBM presented basic information on its “Content Manager” system. Jay and Craig Steiner gave a brief summary. At the session, some questions arose as to the levels at which metadata could be applied (at folder level, for instance) and how it would deal with collections of documents of differing retention periods. The system has index (metadata) and object (document) repositories that can be centralized or distributed. A workflow system keeps track of where the objects are and keeps the metadata pointers current. The repository system can also accommodate XML and, in fact, the index repository uses XML. There would have to be significant rule building and mapping between agency systems to fully utilize functionality – cost in terms of time and money. This IBM system is being implemented right now at Revenue and Bruce will share information on how that goes as the work progresses.

The group continued revision of the “Agent” element and finished sub-elements 1.2 through 1.7.

The next committee meeting is scheduled for June 29th in Room G31, Judicial Center. The group will continue revising the “Agent” element and may move on to the Rights Management element.