

Recordkeeping Metadata Development Committee

Agenda: 16 November 2001

9:00 a.m. to 11:00 a.m., Court of Appeals Dining Room, 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
- Work group updates
- Element discussion
 - a. Relation (started on November 2nd)
 - b. Preservation History
 - c. Record Identifier
- Set agenda for November 30th meeting (Room G31)

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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Committee Members Present:

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Patricia Dunlop (Department of Transportation)

Linda Feist (Office of the Governor)

Vicki Henning (InterTech)

Jennifer Johnson (Minnesota State Archives)

Eileen Quam (Department of Natural Resources)

Steve Retzlaff (Department of Public Safety)

Lorraine Swick (Department of Children, Families and Learning)

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Summary Minutes:

Since the group was very small, there were no workgroup updates given.

Lorraine Swick has been working on putting the elements into a table format for easy use. She still needs to figure out how to accommodate repeatability and linking, but when it's done it could be offered to agencies to assist in implementation. She will bring copies to the next meeting to distribute to the group.

Work commenced on the Preservation History and Relation elements. Eileen Quam distributed examples of the Dublin Core "relation" element qualifiers and asked the group to consider adopted that terminology instead of the Australian list of values; some were chosen while others weren't.

The group next started work on the Location element since it was referenced so frequently within the Preservation History one.

The next committee meeting is scheduled for November 30th in Room G31, Judicial Center. The group will finish Location and move on to Format. Since the December 14th meeting conflicts with the annual Government IT Symposium, Shawn will try to re-schedule the session for another date.