Recordkeeping Metadata Development Committee

Agenda: 19 April 2002
9:00 a.m. to 11:00 a.m., Pillsbury Conference Room, Minnesota History 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)

- Last minute revisions
- Approve final version of standard
- Strategize about May IPC meeting

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
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Committee Members Present:
Rudi Anders (Supreme Court)
Karen Bondy (Department of Children, Families and Learning)
Jim Harris (Department of Transportation)
Vicki Henning (InterTech)
Jennifer Johnson (Minnesota State Archives)
Jim Mack (Department of Health)
Steve Retzlaff (Department of Public Safety)
Lorraine Swick (Department of Children, Families and Learning)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Summary Minutes:
The group took one last look at the draft Shawn Rounds circulated earlier in the week and made a few last-minute revisions. Thanks to Steve Retzlaff, the elements are now in an easier-to-read table format with a table of contents.

Bob Horton will attend the May 1 meeting of the Executive Board of the Information Policy Council to give them a status report. Following that meeting, Shawn will send out an e-mail to all IPC committee members pointing them to the standard, and she will present the standard to the IPC at that group’s May 16 meeting. Bob Horton and Chris Cialek (Land Management Information Center) will also be there talking about metadata in general and metadata branding. IPC meetings are open to anyone interested, and Shawn will send the agenda out to the committee once she has it.

This was the final meeting of the committee. All members deserve recognition for their hard work over the past year!