Recordkeeping Metadata Development Committee

Agenda: 21 December 2001
9:00 a.m. to 11:00 a.m., Room G04, 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. Type
  b. Coverage
  c. Mandate

Set agenda for January 11th meeting, Room G31, Judicial 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/pipa.html (in left-side frame, PDF format)

Recordkeeping Metadata Development Committee web site

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

Shawn Rounds: shawn.rounds@mnhs.org / 651-297-2605
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Committee Members Present:
Jim Harris (Department of Transportation)
Jennifer Johnson (Minnesota State Archives) – facilitated session
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Eileen Quam (Department of Natural Resources)
Steve Retzlaff (Department of Public Safety)

Committee Coordinator: Shawn Rounds (Minnesota State Archives) – Absent

Summary Minutes:

The group started with element 11. TYPE. The most important discussion centered around adding more appropriate value names to the assigned values. The group tried to add the major groups of record types which appear in Minnesota government, but the list is not comprehensive of every possible record type.

Next, the group moved on to element 8. COVERAGE. Sub-element 8.1 was changed to Coverage Type, and now includes types of places, periods, and jurisdictions. Sub-element 8.3 was collapsed into 8.2, and renamed Coverage Name. The expectation is that the coverage type will be identified in 8.1, but will be named in sub-element 8.2. For example, in 8.1 the type is identified as a county, and is named in 8.2 as Hennepin. Or, in 8.1 the type is identified as fiscal year, and is named in 8.2 as 2001-2002. The expectation is that the reworked element 8 is now better able to handle spatial data for the GIS community; allow for areas such as the Iron Range, which is a region without specified borders; and account for a Native American Indian tribe, which is recognized as a jurisdiction, but is not located in one particular place. The group should go over collapsed element 8.2 at the next meeting to make sure it is worded properly.

A question arose as to what happens when agencies want to add to the standard, or make revisions. Who will be responsible for making changes to the standard? The group decided this is an issue which has yet to be addressed.

Schedule: The next meeting will be on January 11th, in Room G31, Judicial Center. The group will work on Mandate.