Recordkeeping Metadata Development Committee

Agenda: 21 September 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)
- 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. Revisit Date
  b. Management History
  c. Use History
- Set agenda for October 5th meeting (Room 225)

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
Recordkeeping Metadata Development Committee
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Committee Members Present:
Rudi Anders (Supreme Court)
Patricia Dunlop (Department of Transportation)
Vicki Henning (InterTech)
Jennifer Johnson (Minnesota State Archives)
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Eileen Quam (Department of Natural Resources)
Bruce Showel (Department of Revenue)
Jim Taylor (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present:
Jay Achenbach, Office of Technology

Summary Minutes:

Eileen Quam reported that she and Linda Feist will be meeting next week to work on examples for the elements, probably starting with Subject.

Bruce Showel had nothing new to report on the cost-benefit analysis side. Although he hasn’t received any comments from outside his agency, Eileen said the DNR was implementing a document management / records management system and would try to apply the analysis form.

The group started with a review of the changes to the Date element and then moved on to further revision of Management History. During the course of that revision, several event types were added and other deleted; these will all need to be reviewed once the rest of the elements are completed.

The group concluded that a modification to a record results in a new record. That’s not to say, however, that all iterations need to be kept. Depending on the need for a "record trail", agencies could choose to keep all of them or could delete old ones after the new one is created. This last scenario is already acceptable if the records retention schedule reads something like "retain until superseded...." This should adequately address concerns that databases will fill up with outdated records. If there's no business reason to keep those old records, agencies just need to cover themselves with the proper wording in the schedule and go about deleting as appropriate.

One other item of note had to do with the idea of redacting records for release. The group decided to add “Redacted” as an event type and to comment that this will only result in a new record if the redacted version is retained; the decision to retain or not is left to the agencies’ discretion as it now is.
Additionally, the conversation turned to the concept of “transaction” as a separate event from record creation (“transaction” being roughly that action which resulted in the creation of the record). During revision of the Date element a few weeks ago, the committee had decided to fold transaction information under the Coverage element, determining that it was not really a Management History item per se. At today’s meeting, the group decided that, in fact, coverage was not the right place for it and that some agencies may need to track the date/time of the transaction. The Date element will again be revised to have sub-element 10.1 Date/Time of Creation and 10.2 Other Date/Time. This will allow for transaction information to be captured (such as when a form was received versus actually entered into the recordkeeping system as a record) as well as allow agencies to attach other date/times to the record as their business needs require.

The next committee meeting is scheduled for October 5th in Room 225, Judicial Center. The group will revisit Date, and move on to Use History.