

## Recordkeeping Metadata Development Committee

**Agenda: 22 February 2002**

9:00 a.m. to 11:00 a.m., Room G31, 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
  - Element discussion
    - a. Review loose ends from element revisions
    - b. Look at entire standard as a whole and review outline
    - c. Discuss next steps, process for revisions, comments, etc.
- Set agenda for March 8<sup>th</sup> meeting, Room G31, Judicial Center

### 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/>

### Recordkeeping Metadata Development Committee web site

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

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**22 February 2002**

### Committee Members Present:

Rudi Anders (Supreme Court)

Patricia Dunlop (Department of Transportation)

Vicki Henning (InterTech)

Jennifer Johnson (Minnesota State Archives)

Jim Mack (Department of Health)

Steve Retzlaff (Department of Public Safety)

Craig Steiner (City of Minneapolis)

Lorraine Swick (Department of Children, Families and Learning)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

### Summary Minutes:

Pat Dunlop is retiring from the Department of Transportation and will no longer serve on the committee. We wish her the best of luck in her new endeavors!

Prior to the meeting, Shawn Rounds went through each of the elements and tried to clean them up as to formatting, consistency, etc. She found several points of question which she brought to the group for discussion.

Each element still needs to have accompanying examples and it was suggested that there be an example of a complete record (perhaps just with the mandatory elements) as an appendix to show people what's involved and to ease fears. Eileen Quam has taken the lead on producing the examples and has made some progress, but she needs help to complete the process. Craig Steiner and Shawn volunteered to help.

The group looked at the general outline for the standard and agreed that it was acceptable. They also looked at the proposed list of topics for the implementation guideline. Some will be covered in greater depth than others, but there were no additions or deletions at this time. It was suggested that (at some point), a user guide or tutorial for applying elements would be useful, Eileen produced one such guide for the Bridges project at the DNR with respect to Dublin Core metadata for web pages. Does Australia offer such a guide?

The group also discussed the general workplan and timeline for completing the standard. Shawn anticipates that it can be distributed at the end of March for general comments, distributed to the IPC for consideration in April, and presented to the IPC at their May meeting for approval.

The next meeting will be on March 8th, in Room G31, Judicial Center. The group will continue to discuss the standard as a whole, general comments, correction, glossary terms, links between elements, etc.