Recordkeeping Metadata Development Committee

Agenda: 24 August 2001
9:00 a.m. to 11:00 a.m., Room G31, 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
  - Rights Management sub-element 2.2 Other Classification
  - Aggregation Level
  - Date
- Set agenda for September 7th meeting (Room G31)

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
Committee Members Present:
Rudi Anders (Supreme Court)
Linda Feist (Office of the Governor)
Jim Harris (Department of Transportation)
Robbie LaFleur (Legislative Reference Library)
Jim Mack (Department of Administration)
Eileen McCormack (ex officio, Office of Technology)
Steve Retzlaff (Department of Public Safety)
Lorraine Swick (Department of Children, Families and Learning)

Committee Coordinator:  Shawn Rounds (Minnesota State Archives)

Summary Minutes:

No work group reports were presented.

At the August 10th meeting, the group decided that the Rights Management element should consist of the following sub-elements: 2.1 MGDPA Classification, 2.2 Other Classification, 2.3 Usage Conditions, 2.4 Encryption Details. Since “Other Classification” does not exist in the Australian scheme, Jim Harris and Shawn Rounds drafted two versions for the committee’s consideration. In the first, the sub-element is not repeatable, it flags true/false if there are other access requirements beyond the MGDPA, and the details are stored in sub-element 2.3 Usage Conditions; implementation-wise, this would be fast for computers to search. The second version is self-contained and repeatable, with all additional requirements documented within the sub-element in free-text or agency-specified language; this option is similar to 2.1 MGDPA Classification.

The group decided to go with the first version, re-titled as “Access Conditions Flag”. A new sub-element 2.3, “Access Conditions” will capture the corresponding details, whether related to the MGDPA (e.g., warnings against the release of certain aggregations of records) or other requirements (e.g., federal laws, Minnesota Court Rules, data sharing authorizations). Shawn will revise 2.2, draft 2.3, and send the entire element to the group for review and discussion at the next meeting.

The group next revised “Aggregation Level” and then moved on to “Date.” After much discussion about the pros and cons of having a separate date field for record creation, transaction, and registration, the group decided to delete “Date” as a separate element and to make “Creation” and “Registration” events under element 15, Management History. “Transaction” will not be included as a separate event. Element 8, Coverage, is designed to hold temporal information about the data contained in a record. Shawn will make the changes to Management History and send along the revised element for the group to review and discuss at the next meeting. As well, the work plan will be revised so that Use History and Preservation History are moved up next on the revision schedule.

The next committee meeting is scheduled for September 7th in Room G31, Judicial Center.