Recordkeeping Metadata Development Committee

Agenda: 25 January 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. Mandate (finish)
  b. Disposal

Set agenda for February 8th 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/

Recordkeeping Metadata Development Committee web site

- http://www.mnhs.org/preserve/records/metadev.html
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)
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:
Shawn Rounds reported that she will present the committee’s updated work plan to the Information Policy Council’s (IPC) Executive Committee on February 6th. She will report back to the group on what happened at the next meeting.

On behalf of Jim Harris and Jay Achenbach, Shawn reported that they will summarize their work on a proposed XML implementation model they’ve been working on so that it can be included as an appendix to the standard’s implementation guide.

Jim Mack informed the group that, due to budget cuts, his position as State Records Coordinator is being eliminated from the Department of Administration’s Information Policy Analysis Division. That office is seeking to discontinue its records management responsibilities. Jim will be returning to the Department of Health and will remain active on the committee.

On a similar, although happier note, Pat Dunlop reported that she will be retiring from the Department of Transportation this coming March.

Following up on the last meeting, the group decided that Mandate should be an optional element. If there is a business need, agencies can choose to make it (or optional element) mandatory within their systems.

The question was raised about the Australian’s experience so far with implementation of their standard. Shawn noted that there have been no new versions issued. She’ll follow up by e-mail on the following sorts of questions: What feedback has been received? What success has there been with agencies implementing their own schemes? What software packages are being used with the standard and how has that worked? What about application to different types of systems? Are there any changes to the standard in the works?

The group revised the Disposal element, making several changes in terminology to more accurately reflect Minnesota records management practices. 19.1 was renamed Retention
Schedule, 19.2 is now Retention Period, 19.3 is new – Disposal Action, 19.4 is now Disposal Due Date. The Australian 19.4 (Disposal Status) was dropped. Changes to Disposal revealed the need to add some new event types under 15.2: Retention Period Changed and Disposition Hold.

The next meeting will be on February 8th, in Room G31, Judicial Center. The group will revisit Disposal and Management History (event types) to make sure that the changes suggested are accurately reflected in the new draft.