

Recordkeeping Metadata Development Committee

Agenda: 27 July 2001

9:00 a.m. to 11:00 a.m., Room 225, 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
- Element discussion
 - a. Rights Management
 - b. Function
- Set agenda for August 10th meeting (Room G31)

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/pipa.html> (in left-side frame, PDF format)

Recordkeeping Metadata Development Committee web site

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

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Committee Members Present:

Rudi Anders (Supreme Court)
Patricia Dunlop (Department of Transportation)
Jim Harris (Department of Transportation)
Jennifer Johnson (Minnesota State Archives)
Jim Mack (Department of Administration)
Steve Retzlaff (Department of Public Safety)
Bruce Showel (Department of Revenue)
Jim Taylor (Department of Employee Relations)

Committee Coordinator: Shawn Rounds (Minnesota State Archives)

Others Present

Katie Engler (Department of Administration)

Summary Minutes

Jennifer Johnson filled in for Shawn Rounds as facilitator and minute-keeper for the meeting.

The committee members present agreed that the revised Work Plan looked fine.

Katie Engler from the Department of Administration was invited to attend the meeting based on her extensive knowledge of the Minnesota Government Data Practices Act (MGDPA), and the Act's bearing on revision of the "Rights Management" element. Katie and the group went through two handouts. The first handout, Definitions and Classifications of Data Under the Minnesota government Data Practices Act, covers definitions of the classifications found in the MGDPA. The second was a proposal for discussion at the 27 July meeting. The proposal arose out of conversations between Katie and Jim Harris as they discussed how certain issues (e.g. contested data, records with more than one MGDPA classification) will be accounted for in the "Rights Management" element. The proposal included a chart of action items typically taken on data, how the content of that data is governed (e.g. MN statutes, business rules), how or if classification from the MGDPA is applied to the data, and dates applied to the actions taken on the data. The proposal also presented issues for discussion, such as how to take into account data sharing and contested data, as we revise the "Rights Management" element. Both handouts will be available at future meetings.

The group continued revision of the “Rights Management” element.

Will need definition for “caveat.”

Questions of overlap among the “Rights Management, Use History, and Management History” elements.

The next committee meeting is scheduled for August 10th in Room G31, Judicial Center. The group will continue revising the “Rights Management” element, and will begin work on the “Function” element.