

Recordkeeping Metadata Development Committee

Agenda: 30 November 2001

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
- Work group updates
- Element discussion
 - a. Location (started on November 16th)
 - b. Format
 - c. Disposal
- **NOTE DATE AND LOCATION CHANGE**
- Set agenda for December 7th meeting, Pillsbury Room, Level A, Minnesota History 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/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

30 November 2001

Committee Members Present:

Rudi Anders (Supreme Court)

Karen Bondy (Department of Children, Families and Learning)

Patricia Dunlop (Department of Transportation)

Jim Harris (Department of Transportation)

Vicki Henning (InterTech)

Jennifer Johnson (Minnesota State Archives)

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:

Since the group was very small, there were no workgroup updates given.

Work continued on the Location element, with much discussion centered around the Australian's "home" concept as applied to paper and electronic records (e.g., What is the definition of "location" with electronic records? Is it valid in an electronic workflow environment? How can changes to location for a group of records be efficiently handled? How can paper records be accommodated?)

Schedule Change: The next committee meeting is scheduled for December 7th in the Pillsbury Room, Level A, at the Minnesota History Center. The group will work on the Format element. The meeting originally set for December 28th has been re-scheduled to December 21st.