

# Minnesota Government Business Case for Metadata and Recordkeeping Metadata Guideline

(Note: items are in no particular order)

Facilitate compliance with the Minnesota Government Data Practices Act (MGDPA).

Facilitate accountability to citizens.

Facilitate location and retrieval of records

- for increased proper public access,
- for use in a government information locator service, and
- for litigation, for business use, etc.

Reduce costs by

- reducing redundancy,
- eliminating records kept beyond retention periods, and
- decreasing development costs within agency.

Improve records management with respect to

- retention periods (short-term, permanent, archival, etc.),
- storage,
- preservation, and
- access (MGDPA).

Reduce paperwork (decrease use of hard copies) by increasing agencies' confidence in locating and managing electronic records.

Achieve greater consistency of information within and across agencies.

Facilitate sharing (when appropriate and allowed by law) within and across agencies by

- knowing what information is available and what is not, and
- carrying out cross-agency queries (Big Plan component).

Reduce the number of ad-hoc, agency-specific, recordkeeping metadata schemes.

Provide recordkeeping metadata standards and guidance for consultants and vendors to allow

- easy reference,
- consistency, and
- agency projects to build on what others have done.

Provide pointers to other related metadata (data dictionaries, etc. – metadata for metadata).

Increase the reliability of recordkeeping metadata; reduce errors.