

Information Policy Council, Executive Board Meeting

7 February 2001

The formation of this committee was approved by the IPC on January 18th, 2001 pending review of the committee's charge by the IPC's Executive Board.

Name:

Recordkeeping Metadata Development Committee

Term:

One year; progress and deliverables to be reviewed by the IPC in March 2002.

Committee Structure:

Fifteen members total; member agencies of the IPC and representatives from local and county government entities.

Committee Coordinator:

Shawn Rounds, State Archives

Members:

Rudi Anders, Supreme Court
Katie Engler, Department of Administration
Jim Harris, Department of Transportation
Vicki Henning, InterTech
Robbie LaFleur, Legislative Reference Library
Jim Mack, Department of Administration
Eileen Quam, Department of Natural Resources
Steve Retzlaff, Department of Public Safety / CriMNet
Shawn Rounds, State Archives
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 Weirisma, Department of Economic Security
Ex Officio Members:
Eileen McCormack, Planning Director, Office of Technology
Robert Horton, State Archivist, State Archives

Charge:

This committee will develop a Minnesota-specific guideline/standard* for recordkeeping metadata using the National Archives of Australia's *Recordkeeping Metadata Standard for Commonwealth Agencies* as a model. The committee will build on the work of the Recordkeeping Metadata Study Committee as outlined in that group's final report and will consider such issues as implementation, costs/benefits, and training.

* Recommendations as to guideline or standard status will be formed in consultation with the Office of Technology.

† Available online at: <http://www.mnhs.org/preserve/records/metarkms.html>

Plan:

In general, the committee will:

- Meet twice monthly. Meetings will be open to all interested and will be publicized in advance on the committee's web page (under development).
- Solicit input from interested parties through the committee web site and e-mail (IPC, DIG-IT, and MN GRIN distribution lists).
- Post all meeting minutes and products online.
- Keep the IPC, the Office of Technology, DIG-IT, and MN GRIN updated on progress.

With respect to the actual guideline/standard, the committee will use the Australian recordkeeping metadata standard as a model. Necessary actions will include:

- Review nomenclature and revise to make consistent with Minnesota terms and naming conventions. For example, "Disposal" should become "Records Retention."
- Review and revise value lists. For example, under "Aggregation Level" element, value icability here.
- Review and revise scheme lists (remove Australian-specific references and add all applicable standards, etc.).
- Review and revise condition statements.
- Revise glossary.
- Write an introduction to the metadata set explaining purpose and use.

The committee will also consider such issues as:

- flexibility,
- extensibility,
- relationship to other metadata schemes in use,
- integration with commercial software packages,
- cost/benefit analysis,
- education and training,
- ongoing sponsorship and maintenance (stewardship), and
- overall coordination of implementation and use.

Products:

The committee will produce a Minnesota-specific recordkeeping metadata scheme suitable for use with electronic or paper government records. The guideline/standard will likely include:

- an overall context for recordkeeping metadata and this scheme in particular,
- detailed descriptions of individual metadata elements; and
- recommendations on implementation, costs, and education/training issues.