Information Policy Council, Executive Board Meeting
7 February 2001

The formation of this committee was approved by the IPC on January 18\textsuperscript{th}, 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 Weirsma, 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\textsuperscript{*} 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.

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

\textsuperscript{†} Available online at: [http://www.mnhs.org/preserve/records/metarkms.html](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.