

Proposal to study the adoption of a recordkeeping metadata standard for Minnesota state government

Offered by DIG-IT for consideration by the IPC, 17 August 2000

Purpose

The goal of this project is to build on two proven metadata models that were recently completed in Minnesota:

- The *Trustworthy Information Systems Handbook* (produced by the Minnesota State Archives)
 - provides agencies with a methodology and tool set for establishing the authenticity and reliability of their records
- The Foundations Project (supported by the Department of Natural Resources)
 - practical approach to meta-tagging web resources
 - a metadata-sensitive search engine for state government

A Minnesota-specific recordkeeping metadata standard would:

- build on and enhance this practical framework
- provide a sound basis for improved agency record and data management
- lay the foundation for a Government Information Locator Service (GILS) system which citizens would reliably employ to locate, evaluate, and use government information and services online

Recommendation

DIG-IT (Data Issues Group for Information Technology), MN GRIN (Minnesota Government Records and Information Network), and the Minnesota State Archives recommend the formation of a short-term committee to study the feasibility of adapting the National Archives of Australia's recordkeeping metadata standard for use by Minnesota state agencies.

Proposed Study Process

The committee would:

- include a limited number of people (no more than nine) drawn from DIG-IT, MN GRIN, and other state agencies
- operate as a sub-group of DIG-IT under the coordination of the Minnesota State Archives
- present its findings and recommendations to DIG-IT and the IPC no later than December 22, 2000

The feasibility study would include:

- examination of implementation in Australia
- determination of whether the Australian standard is suitable for adaptation in Minnesota
- determination of what metadata would be appropriate for Minnesota state government agencies
- recommendations on how to actually develop and deliver the new standard in a practical, timely, cost-effective manner

References

National Archives of Australia. *Recordkeeping Metadata Standard for Commonwealth Agencies* available online at: <http://www.naa.gov.au/recordkeeping/control/summary.html>

Contact Information

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