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

Contact Information
For more information, contact:

Shawn Rounds
State Archives Department
Minnesota Historical Society
651-297-2605
shawn.rounds@mnhs.org

Brian Zaidman
Minnesota Department of Labor and Industry
651-296-6568
brian.zaidman@state.mn.us