

**Preserving the Records of the E-Legislature
Work Plan
Updated: 16 April 2007**

Phase 1: Preparation (April – June 2005)

- Hold initial Minnesota partners meeting (January 2005)
- Hire project archivist (June 2005)
- Develop and post project web site (June 2005)
- Schedule first project meeting at Minnesota Historical Society (MHS) (July 2005)
- Start project journal (July 2005)
- Deliver grid brick to Revisor's Office (July 2005)

Phase 2: Research and Analysis (July 2005 – June 2006)

- Hold Minnesota project meeting, 12-13 September 2005
 - Prepare for meeting (August-September)
 - Meeting follow-up with partners (week of 19 September)
 - Post meeting documents to web site (week of 3 October)
- Survey and document universe of legislative products
 - Meetings:
 - Legislative Reference Library staff (23 August 2005)
 - House staff (3 November 2005)
 - Senate Staff (13 October 2005)
 - Joint Departments and Commissions (15 November 2005)
 - Post meeting minutes to web site
 - Create database of documents, locations, formats, etc.
- Survey and document Revisor's Office workflow (September 2005)
 - Identify documents to be captured for projects (e.g., file types, file formats)
 - Post to web site
- Survey and document Revisor's XTEND system
 - Use Trustworthy Information Systems methodology (March 2006)
- Survey other states legislative systems
 - Begin by reviewing states web sites and NCSL (March 2006)

- Review and analyze Revisor's XML schema
- Create glossary of terms
- Draft appraisal process and description document for target records
 - Determine metadata elements for files
- Verify Storage Resource Broker (SRB) installation and process at MHS
 - document SRB commands for preservation activities
- Submit project reports to NHPRC
 - November 1, 2005
 - May 1, 2006
- Hold California project meeting, June 2006
 - prepare for meeting
 - Meeting follow-up with partners
 - Post meeting documents to web site

Phase 3: Testing and Implementation (June 2006 – June 2007)

- Install grid brick at Revisor's Office (July 2005)
- Install SRB at Revisor's Office (July 2005)
- Test management of files on grid bricks using different user interfaces (e.g., inQ, MySRB, SCommands)
- Test transfer of files between Revisor, MHS, SDSC using different file sizes, file formats, etc.,
- Explore options for directory structures
- Test replication of files to SDSC using different file sizes, file formats, etc., and methods of automation and batch
- Establish and document workflow for moving files between Revisor, MHS, SDSC
- Explore storage options on the SDSC side
 - Develop decision-tree for storage options vs disaster recovery retrieval requirements. Consider archival storage needs as well.

- Test methods for associating metadata to files by Revisor’s Office and MHS for management and searching (using the Minnesota Recordkeeping Metadata Standard)
- Develop and test web site for integrated access to digital resources and metadata
- Track actions for cost-benefit analysis
- Develop cost-comparisons for existing disaster recovery solutions vs SDSC
- Document processes/difficulties/successes for analysis of usability/sustainability
- Test capacity for access and discovery across resources
- Submit project reports to NHPRC
 - November 1, 2006
 - May 1, 2007

Phase 4: Evaluation and Advocacy (January 2007 – June 2007)

- Evaluate potential of records
 - gap analysis of current and optimum applications
- Assess costs and benefits of current and optimum systems
 - Collect disaster recovery resources and anecdotal evidence
 - Create cost-benefit analysis for presentation to future partners, funders
- Develop recommendations and work plan for enhancement and future funding, to include web re-design, support of infrastructure, optimization of web access, continued and incremental development of systems and policies, changes in workflow/documents/formats over time
- Present at conferences
 - Authentic Legal Information in the Digital Age: A National Summit, April 2007 (Michele Timmons)
 - Digital Best Practices Exchange, May 2007 (Shawn Rounds and Beth Lighthipe)
 - NAGARA annual meeting, July 2007 (Shawn Rounds, Beth Lighthipe, Richard Marciano)

Phase 5: Completion (June 2007 – September 2007)

- Hold final project meeting
 - prepare for meeting
 - Meeting follow-up with partners

- Post meeting documents to web site
- Complete final products and reports
 - Publish to web site
 - Submit to NHPRC
 - Publicize on listserves, at professional meetings, through print publications