

# State Government Digital Preservation Profiles

## Minnesota A\*

July 2006

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## Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (\*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

### **STATE PROFILES CONTACT**

G. Brian Burke, Project Manager  
Center for Technology in Government  
University at Albany, SUNY

## Section 1. Responding Unit(s)

**Name of state or territory.**

Minnesota

**Name and affiliation of individual(s) who responded on behalf of the state or territory.**

Robert Horton, Director, Library, Publications and Collections, Minnesota Historical Society

Robbie LaFleur, Director, Legislative Reference Library

**This profile includes information provided by the following units for this state:**

- Archives
- Other (please specify)
- Legislative Reference Library

Legislative Reference Library

## Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

**Other standards and the units with authority over setting them.**

No information provided

**Additional information.**

Office of Enterprise Technology for 1 & 2 Records Disposition Panel for 3

## Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.			X		
Consultation and training services on digital information management.			X		
Consultation and training services on digital information preservation.			X		
Consultation and training services on digital information preservation.			X		
Preservation (e.g., migration, reformatting).			X		
Access (e.g., search engine).			X		X
Certification (e.g., trustworthiness of system, backups sufficient).			X		X

**Other services provided and the units that provide them.**

No information provided

**Additional information.**

Re: the storage of digital information. Agencies maintain their own digital information. The State Archives selectively retains some historical records.

State Archives was chosen for the remaining items. This is done selectively, not broadly.

Office of Enterprise Technology works with access. Access to digital information is also found through the North Star state search engine. (on the main North Star page at: [www.state.mn.us](http://www.state.mn.us))

The Legislative Reference Library also provides access to archived electronic copies of state documents via its catalog, at: [http://lrl.mnpals.net/F/?&func=file&file\\_name=basic](http://lrl.mnpals.net/F/?&func=file&file_name=basic)

Audits and certification of computer systems is also done by the Office of the Legislative Auditor. <http://www.auditor.leg.state.mn.us/fad/fadsubj.htm#it>

## Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

**Other standards and the units with authority over setting them.**

No information provided

**Additional information.**

The Legislature itself has the authority in all these areas.

## Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

**Other services provided and the units that provide them.**

No information provided

**Additional information.**

The State Archives, the Minnesota Legislative Reference Library and the Office of the Revisor of Statutes is working on a project to address the long-term digital storage of legislative information, 'Preserving the Records of the E-Legislature.' See: <http://www.mnhs.org/preserve/records/elegislature/elegislature.htm>

The Legislature provides access to its digital data via bill and statute databases. Legislative information can also be accessed via North Star, the state's search engine.



## Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

**Other standards and the units with authority over setting them.**

The Minnesota Court Administrator Office has jurisdiction. [www.courts.state.mn.us](http://www.courts.state.mn.us)

**Additional information.**

No information provided

## Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

**Other services provided and the units that provide them.**

No information provided

**Additional information.**

Some consultation with State Archives on these issues - otherwise Supreme Court and administration handles it all.

## Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

### **TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

E-legislature project

### **SHORT DESCRIPTION:**

The purpose of the project is to preserve the records of the electronic legislature. As the legislative branches of government introduce new technology to their routine functions, they will create records in digital formats that have a tremendous potential. In 2005, the Minnesota Office of the Reviser of Statutes will move to an XML-based bill drafting application. This transition is an opportunity for a state archives to work with the right partners to preserve electronic records of undoubted legal and historical value. These are key records to the legislative process and, through that, to government and the history of government in Minnesota. The goals of the project, working through a broad based partnership of Minnesota agencies and entities, are to develop and implement a plan to preserve these and other digital legislative records in a web enabled architecture that greatly improves their value. Many state legislatures are likely to move in the same directions as Minnesota's, as the National Conference of State Legislatures (NCSL) has recommended XML as the best technology for developing new bill-drafting systems and has drafted recommended standards for these systems. As a result, Minnesota can develop a sustainable model that can inform and support similar efforts across the country. To establish the value to other states, staff from corresponding California agencies will participate in the project to observe and evaluate Minnesota's implementation, to determine its pertinence to a different environment.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

<http://www.mnhs.org/preserve/records/elegislature/elegislature.htm>

### **CONTACT FOR THIS ACTIVITY:**

Shawn Rounds  
shawn.rounds@mnhs.org or 651-296-7953

Beth Lighthipe  
beth.lighthipe@mnhs.org or 651-215-5998

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### **TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

Enterprise technical architecture

### **SHORT DESCRIPTION:**

The state archives works with the Office of Enterprise Architecture to maintain the data and records chapter of the state's enterprise technical architecture.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

<http://www.state.mn.us/portal/mn/jsp/content.do?subchannel=-536879593&id=-8484&agency=OT/>

### **CONTACT FOR THIS ACTIVITY:**

No information provided

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### **TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

Minnesota E-Docs

### **SHORT DESCRIPTION:**

The Minnesota Legislative Reference Library is a depository for state government documents. Building on the experience of a pilot project in 2003, the Library now keeps electronic copies of all state documents received. Whenever possible, those documents that are not available in native electronic versions are scanned for inclusion. The archived documents are stored on Library servers and managed via a database that is linked to the Library's online catalog.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

<http://www.leg.state.mn.us/lrl/mndocs/edocs/overview.asp>

### **CONTACT FOR THIS ACTIVITY:**

**State Government Digital Preservation Profiles**  
**Minnesota A\***

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Robbie LaFleur, Director, Minnesota Legislative Reference Library  
rlafleur@lrl.leg.mn or 651-296-8310

## Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.	X		
Select and appraise state government information in digital form.	X		
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).	X		
Negotiate and make agreements with key stakeholders to preserve digital information.	X		
Acquire state government information in digital form for holdings.			X
Manage state government information in digital form (metadata, reformatting, etc.).			X
Manage the ingest of digital information into a repository.			X
Manage the long-term storage of digital information in a repository.			X
Develop mechanisms to monitor the long-term usability of state government information in digital form.			X
Make state government information in digital form accessible to users.			X
Produce a disaster and recovery planning for state government information in digital form.			X
Manage copyright, security, and other legal issues of relevance to state government digital information.			X
Other (See below).			X

### Other training needed for digital preservation capability.

No information provided

### Additional information on existing training programs.

Within the 'Preserving the Records of the E-Legislature Project,' (<http://www.mnhs.org/preserve/records/elegislature/elegislature.htm>) the partners are researching how to acquire and manage the data, manage the ingesting and the long-term storage, make it available to users, and use the system to provide disaster recovery.

## Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

**DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

Legislative records

**CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

<http://www.mnhs.org/preserve/records/elegislature/elegislature.htm>

**STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

<http://www.mnhs.org/preserve/records/elegislature/elegislature.htm>

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**Examples of government digital information that was not preserved and is no longer accessible.**

Governor Arne Carlson's Web site was pulled when he left office.

## Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

**Aware of state's Enterprise Architecture efforts.**

Yes

**Involved in state's Enterprise Architecture efforts.**

Yes

**Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.**

State Archives works with the Office of Enterprise Technology to maintain the data and records chapter of the architecture.

**Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.**

<http://www.state.mn.us/portal/mn/jsp/content.do?subchannel=-536879593&id=-8484&agency=OT/>

## Section 7. Additional Thoughts or Comments

No information provided