

Archiving Pilot Workgroup - Work Plan

Work Plan date:

March 2021

Chair and vice chair:

Ryan Mattke - University of Minnesota Libraries (Chair)

Karen Majewicz - University of Minnesota Libraries (Vice Chair)

Link to committee/workgroup charter:

[Archiving Pilot Workgroup Charter](#)

Accomplishments from 2020

- Initial planning/formation

Work Plan for 2021

Planned activities and deliverables:

- Evaluate and test potential archive technologies (**May-October 2021**)
- Create a proof of concept with pilot data sets in a repository (**October 2021**)
- Draft outline of presentation for GIS/LIS (**May 2021**)
 - To be submitted in **May 2021**
- Engage with data creators at various levels of government, academic institutions, and relevant stakeholders (begin sending communications by **July 2021**)
- Report for GAC (**December 2021**)
- Present at 2021 GIS/LIS (**October 2021**)

Roles and responsibilities:

Pilot Subgroup:

- Sarah Barsness - Minnesota State Archives
- Melinda Kernik - University of Minnesota Libraries
- Carol Kussmann - University of Minnesota Libraries
- Karen Majewicz - University of Minnesota Libraries (Subgroup Lead)
- Ryan Mattke - University of Minnesota Libraries
- Zeb Thomas - MNIT / Minnesota Department of Natural Resources

Outreach Subgroup:

- Andra Mathews - Minnesota Department of Transportation
- Ryan Mattke - University of Minnesota Libraries (Subgroup Lead)
- Nancy Rader - MNIT / MnGeo

Resource People (consulted as needed):

- Jon Hoekenga - Met Council
- Randy Knippel - Dakota County
- Brent Lund - MNIT / MnGeo
- Jesse Reinhardt - Hennepin County
- Cory Richter - City of Blaine

Estimated time commitment for participants is two to five hours per month (one hour per month for group meeting, one hour per month for group meeting preparation, and up to three hours per month to accomplish the work of the group). Some participants will be needed to work on specific one-time tasks that may be more time consuming.

Resources:

N/A

Committee/workgroup needs:

None at this time

Dependencies and interrelationships:

- Coordination with the Minnesota State Archives

Risks:

Risks include:

- Lack of interest or enthusiasm from data producers
- Technical requirements for archiving data
- Issues identifying funding

Risk mitigation will include:

- Outreach and communication about the goals of the workgroup
- Planning and collaboration with regards to technology
- Collaboration and communication in seeking funding

Additional Comments:

None at this time

Date approved by the Geospatial Advisory Council:

March 3, 2021