

Archiving Implementation Workgroup - Work Plan

Work Plan date:

December 2019

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 Implementation Workgroup Charter](#)

Accomplishments from 2019

- Initial planning/formation

Work Plan for 2020

Planned activities and deliverables:

- Educate the geospatial community about archiving – benefits, costs, methods (begin sending communications by **May 2020**)
- Draft outline of presentation for GIS/LIS (**May 2020**)
 - To be submitted in May 2020
- Engage with data creators at various levels of government, academic institutions, and relevant stakeholders (begin sending communications by **May 2020**)
- Develop a pilot project for archiving data in a repository (**May 2020**)
- Develop recommendations for a detailed program for archiving geospatial data, including governance, guidelines, procedures, and the necessary social infrastructure (**July 2020**)

- Develop recommendations for detailed technical infrastructure needs, plans, and workflows for archiving geospatial data (**July 2020**)
- Explore funding strategies and develop recommendations (**July 2020**); to possibly include:
 - Grant funding
 - Legislative funding
 - Agency funding
- Report for GAC (**August 2020**)
- Present at 2020 GIS/LIS (**October 2020**)

Roles and responsibilities:

Sarah Barsness - Minnesota State Archives
 David Brandt - Washington County
 Jennifer Corcoran - Minnesota Department of Natural Resources
 Jon Hoekenga - Met Council
 Melinda Kernik - University of Minnesota Libraries
 Len Kne - University of Minnesota
 Leanne Knott - Goodhue County
 Carol Kussmann - University of Minnesota Libraries
 Brent Lund - MNIT / MnGeo
 Karen Majewicz - University of Minnesota Libraries (Vice Chair)
 Andra Mathews - Minnesota Department of Transportation
 Ryan Mattke - University of Minnesota Libraries (Chair)
 Nancy Rader - MNIT / MnGeo
 Soren Rundquist - Environmental Working Group
 Sandi Stroud - MnGeo
 Zeb Thomas - MNIT / Minnesota Department of Natural Resources
 Ben Timerson - Minnesota Department of Transportation
 Brandon Tourtelotte - Pro-West & Associates

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:

December 11, 2019