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| **Research & Data Use Steering Committee****October 26, 2021** |
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| **Attendance**  |
| **Members Present:**Jeff Dowden (co-chair)Heather Zimmerman (co-chair)Keisha | Lorraine ShackChris JohnsonSarah Nash | Angela MeisnerManxia WuDeb Hurley | Xiaocheng WuSusan GershmanMaggie Gates | **NAACCR Staff Present:**Recinda Sherman | **Guest:**Bozena Morawski |

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| **AGENDA ITEM** | **ACTION/FOLLOW-UP** |
| 1. Roll – Heather/Jeff
2. **Approval of September minutes**
3. **Call for new agenda items/any other business**
4. **Questions on Short Updates?**

Recinda shared the Annual Report to the Nation lead by ACS is now available. | * September minutes were approved.
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| 1. Board Liaison Update – Lorraine

The Board Chair meeting was well received by the Board. The next Board Chair meeting has been moved to the beginning of March although a location has not yet been decided.  |  |
| 1. Items for Communications SC – Heather/Jeff
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| 1. Monthly RDU Workgroup update:
2. **Confidentiality and Security Workgroup: Indemnification and data destruction documents – Recinda/Bozena**

Work being done:* Publishing guidance documents that were identified through the survey of NAACCR membership. A similar survey will be going to Canada. The Canadian survey will be sent to RDU for review.
* Best Practices guideline/template for the release of record-level data. Best Practices document on standards for data suppression.
* Primer on Indemnification
* Drafted a white paper on Best Practices and Considerations on Data Destruction.
1. **Synthetic Dataset workgroup – Chris**

Chris shared File Pro version 3.29 that IMS developed. He demonstrated how to create synthetic data file. Having the tools, we need here there is no longer a reason to maintain the Synthetic Data workgroup. Recinda pointed out the synthetic data is good for training, statistics and edits, but not geocoding. A NAACCR Talk will be given in January regarding this tool in File Pro. 1. **CiNA Research Network Charter review – Bozena/Sarah**

Sarah presented the draft charter for this group and pointed all key elements. They are looking for additional members. This group does not review proposals to use CiNA data.  | * Angela has a list of people that expressed interest in RDU and will share with Bozena and Sarah for the CiNA Research Network Charter.
* The CiNA Research Network Charter was approved by the group.
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| 1. New meeting time – Heather/Jeff

Heather sent a poll and it was decided to shorten the RDU meetings to 60 minutes.  |  |
| 1. Other Business/Open Discussion – Heather/Jeff
2. **Cancel December meeting?**

Yes. | * It was decided to skip the December meeting due to the holidays.
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| **Next Meeting – November 23, 2021, 1:30pm EST** |