



THE LORD CHANCELLOR'S
ADVISORY COUNCIL ON
NATIONAL RECORDS AND ARCHIVES

SUMMARY

Date:	12 May 2011
Time:	1:00pm-3:45pm
Venue:	The National Archives
Chair:	Lord Neuberger of Abbotsbury, Master of the Rolls (MR)
Secretary:	Trish Humphries
Members:	Ms Else Churchill Mr John Collins CBE Dr Jeevan Deol Dr Clive Field OBE Ms Christine Gifford Dr Bendor Grosvenor Mr Graeme Herd Ms Elizabeth Lomas Professor Arthur Lucas CBE Mr Hamish Macarthur Mr John Millen Professor Michael Moss Mr Ian Soutar Ms Stephanie Williams Ms Sarah Fahy
Non-members:	Mr Oliver Morley, Acting Chief Executive, The National Archives Ms Carol Tullo, Director of Information Policy and Services, The National Archives Ms Julia Stocken, Head of Information Management and Practice, The National Archives Mr Stuart Abraham, Freedom of Information Centre and Accessions Manager, The National Archives Ms Julie Lennard, Head of Chief Executive's Office, The National Archives

1. Welcome, apologies and introductions

- 1.1 The Chairman welcomed attendees to The National Archives.
- 1.2 The Chairman introduced Ms Sarah Fahy, a new member of the Council and welcomed her to the meeting.
- 1.3 Apologies of absence were received from Sir David Durie, Professor Harry Dickinson and Ms Janet Smith.

2. Minutes of the last meeting

- 2.1 The minutes of the Advisory Council meeting on 24 February 2011 were approved as a correct record by all Advisory Council members present.
- 2.2 Mr Morley gave a brief update on recent events surrounding the discovery of previously unpublished colonial material by the Foreign Office and members commented on the internal review report commissioned by the Secretary of State for Foreign and Commonwealth Affairs, which had now been published.
- 2.3 Mr Morley further advised that a representative from the Foreign and Commonwealth Office (FCO) would be invited to speak at the next Advisory Council meeting, to provide additional information regarding the discovery of the files and the steps being taken to transfer them to The National Archives.
- 2.4 Members agreed the importance of emphasising to the FCO and wider Whitehall record keepers that records must be regularised by the Advisory Council.

3. Matters arising

- 3.1 Access to public records; The Advisory Council was given an update by Mr Abraham on the queries from the previous meeting relating to applications of public records designated as closed.

4. MoD personnel records

- 4.1 The Advisory Council was given a brief update, outlining the background behind the proposal to transfer the records and identified the factors involved in identifying the preferred method of retention.

5. Access to public records: records designated as closed

- 5.1 The Advisory Council considered the applications for the closure of records. Those not subject to queries were approved.

6.1 Access to public records: applications for retention

6.1 The Advisory Council considered the applications for retention. Those not subject to queries were approved.

7. Sign off of Advisory Council Annual Report

7.1 A draft copy of the Annual Report 2010-2011 for the Advisory Council on National Records and Archives was previously circulated to members for information.

7.2 Following a brief discussion the Advisory Council approved the draft report.

8. Update from the Chief Executive

Speaker: Mr Oliver Morley, Chief Executive

8.1 The speaker gave the Advisory Council an update on the following:

- **Freedom of Information Requests** Mr Morley advised the Advisory Council that recently released figures showed that the Freedom of Information team at The National Archives had achieved a response rate to queries of 100% within the required timescale for the last quarter. The Advisory congratulated the team for their continued excellent work.
- **The National Archives Annual Report** Mr Morley confirmed that delivery of all targets, including financial, was on track for the year.
- **Secretary to the Advisory Council** The application process is now underway and it is hoped that a new Secretary will be in place before the next meeting.
- **User Advisory Group** In response to a query by members, Mr Morley advised that the new group will be created in addition to the current Readers Forum, to provide a wider representation of users including those online, but will not replace any other advisory or liaison group.

7. AOB

7.1 Minutes of meetings of the Forum on Historical Manuscripts and Academic Liaison will, in future, be tabled for information at Advisory Council meetings

7.2 The Master of the Rolls confirmed that the next meeting of the Advisory Council will be held on 14th July 2011 at the Supreme Court.