

Seamless Flow Advisory Group

Meeting June 2007

Summary

Programme Progress

The Programme Manager updated the group with achievements to date :

- Software contracts let
- GSI infrastructure in place and accredited
- Transfer system undergoing testing with basic Digital Object Store in place
- 1st phase file characterisation in operation

E-Appraisal and Selection - update

The Project Manager confirmed E-appraisal toolkit (selection and procedure) available on RM Forum and website and have held successful 2 day training courses with more planned for later this year

Transfer Project - update

The Project Manager confirmed that we are testing the 3rd iteration of the Transfer System, with a system roll-out scheduled to start later in the year

Business Change - update

The Project Manager confirmed responses received to our Impact Assessment Questionnaire issued to government departments, which have identified areas of concern needing to be addressed :

- Cost and resources
- Detailed information for departments
- Predicting volumes

Communication

The Head of Records Management and Cataloguing confirmed progress to date :

- Ongoing development of procedures and guidelines for departments
- Detailed planning meetings for roll-out departments agreed
- Individual departmental briefings planned
- Redaction tool selected for use by The National Archives
- Q&As compiled and loaded onto website and RM Forum
- Newsletter being compiled
- Open Day workshops being organised for late summer early autumn

Date Next Meeting

To be confirmed – late summer early autumn