

# **Seamless Flow Appraisal, Selection and Freedom of Information Project Board**

**Meeting September 2005**

## **Summary**

### **Transfer Process**

The Project Manager reported on a meeting in Records Management Department (RMD) where the appraisal and selection process had been modelled. It would be completed and agreed with other board members. It was agreed that there was no need to present the model to the Programme Board.

### **Datasets**

An initial draft is being compiled. Agreed that the paper should be the subject of a client manager meeting in November, an RRP meeting in December and then the Management Board (or Programme Board). It was suggested that the paper should not present options for custody but outline a best possible scenario in terms of selection.

### **Agency Appraisal Report**

The Project Manager reported that this was well-advanced and receiving good feedback from client managers and Departmental Records Officers (DROs).

### **Appraisal of Central Government Departments**

The Project Manager reported that the DRO appraisal working group was interested in the possibilities of the agency appraisal report as the basis for reports for each division within a central department. It was being tested in December. This might show up the problems and possibilities. We would also need, in that scenario, a department-wide report to capture high level committees or private office papers. It was agreed that the division-by-division route was useful as a ring-fencing exercise to ensure that areas of the file plan are safeguarded for possible archival value. However, the process could be very time-consuming and in the meantime departments might want some specific decisions, especially as they came to upgrade their systems.

The Board agreed to test the division route and take stock after that.

### **Operational Selection Policies (OSPs)**

This is an Internal Client Management Unit (ICMU) target. Project Manager to make Client Managers aware of the preliminary notes for the new OSPs.

## **Map of Government**

The Project Manager reported this deliverable would become a macro-appraisal toolkit with the map of government departments and all the different procedures and guidance on how to use them.

## **Best Practice for Business Classification Scheme (BCS)**

It was agreed that this came under deliverable 3 because a section providing feedback to departments on the file plan should be added to each Appraisal Report. In addition an issues log should be kept. It was agreed to remove this deliverable and add a new element in the Appraisal Report.

## **Freedom of Information Act (FOI) Exemptions**

It was agreed that The National Archives (TNA) needs to provide as much clear advice as possible. It was also agreed that the pilot will involve making FOI decisions and we can get some ideas and experience from this. Any ideas we have by early next year should be discussed with interested departments.

## **Hybrid Records**

It was agreed that the proposed manual on e-records management should include very clear statements about the management of these. If this were followed (e.g. consistent records series, tracking systems) the problems of appraisal would be minimal. Agreed to make this a part of guidance and remove from Project Initiation Document.

## **Risks**

The Board reviewed the Project Risk Log and agreed :

- likelihood of this project hindering work of transfer very low and revised down to 1
- likelihood that OSPs will not help smooth implementation of procedures revised down to 3