

Management Board summaries

11 June 2013

Government Outstanding Records

The Director of Operations and Services introduced the Head of Document Services Department and the Government and Remote Services Manager to the Board. This was an update on the work of the Government and Remote Services team and the work being done regarding records requisitioned by government departments and retained for more than six months.

Every 6 months, Departmental Records Officers are contacted and asked to confirm that they have had sight of the documents and either return them or provide an expected return date.

It was suggested that in the next year, consideration be given to a proposal advising departments that records will only be available in digital format, or viewed on site.

The Head of the Document Services Department advised that an options paper is being prepared for Executive Team concerning the current service costs and this may also have an impact on future decisions.

The Board thanked the Head of Document Services Department and the Government and Remote Services Manager.

CPNI Security Awareness Training

The Director of Technology and Preservation introduced representatives from The Centre for the Protection of National Infrastructure (CPNI), who gave a brief training session in information assurance and cyber security awareness.

Following the presentation, members of the Board were asked to provide feedback.

Education Diversity Bursary Scheme: Awardees Update

Director of Public Services and Human Resources introduced two students who had been the first recipients of the Education Diversity bursaries, and joined the meeting to advise the Board how the bursaries had helped them and had been essential to them.

The students advised that they had gained a huge amount of practical experience, not only with practitioners, and felt that the course had promoted a 'spirit of inquiry'.

Consideration could also be given to promoting the scheme more widely. The awardees confirmed that they would also be willing to do more to promote the scheme within their own areas.

The Chief Executive and Keeper confirmed that The National Archives was keen to carry on with scheme as long as funds permit.

Image Library

The Commercial Director introduced a Senior Project Manager, who gave a brief presentation on the new online image library service and outlined the various options for reproductions and associated charges.

Archive Service Accreditation Programme

A Programme Manager and the Head of Archives Sector Development joined the Board meeting, to provide an update on the Archive Service Accreditation Scheme.

The standard was very much developed through co-creation with the archive sector and solid UK wide partnership, culminating in a pilot involving twenty varied archive services, including media archives. The primary aim of the programme was to move from an inspection to developmental process, encouraging development before applying for accreditation, and this will underpin the core work of the team.

A Governing Committee will be recruited to oversee the standard and agree awards of accredited status. Seven bodies were involved in setting up the programme and all will have one nomination to the committee. Additional members will be recruited from across the sector.

Thanks were expressed to the team for the successful culmination of three years of hard work.

Any Other Business

The Chief Executive and Keeper advised of the requirement for triennial reviews be carried out on all Arms Length Bodies, including two bodies within The National Archives, the Advisory Panel on Public Sector Information and the Lord Chancellor's Advisory Council on National Records and Archives, and these will be undertaken in 2013/2014.

There being no further business, the meeting was closed.