



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

Summary

Date: 20 November 2012
Time: 12:45pm- 16.45pm
Venue: The Blue Room, The National Archives
Chair: Master of the Rolls
Minutes: Paul Edwards - Advisory Council Secretariat

Members:

Ms Else Churchill
Mr John Collins CBE
Dr Jeevan Deol
Sir David Durie KCMG
Dr Clive Field OBE
Ms Christine Gifford
Mr Graeme Herd
Ms Elizabeth Lomas
Professor Arthur Lucas CBE
Mr Hamish Macarthur
Mr John Millen
Mr Professor Michael Moss
Mr Ian Soutar
Mr Stephen Hawker CB
Ms Sarah Fahy

Non-members:

Mr Oliver Morley, 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

Ms Julie Lennard, Head of Chief Executive's Office, The National Archives

Mr Peter Farr, Private Secretary to the Master of the Rolls

Ms Helen Potter, FOI Manager, The National Archives

Ms Trish Humphries, Secretary for the Forum on Historical Manuscripts and Academic Research

Attendees from the Foreign and Commonwealth Office

Ms Christine Ferguson – Head of Information Management Department and Departmental Records Officer

Mr Martin Tucker Head of Corporate Records

Mr John Thompson, Sensitivity Reviewer

Professor Tony Badger, Independent Reviewer, (Independent of FCO)

1. Welcome, apologies and introductions

1. Apologies of absence were received from Professor Harry Dickinson, and Dr Bendor Grosvenor.

2. Minutes of the previous meeting

2.1 The minutes of the Advisory Council meeting on 19 July 2012 were approved as a correct record, subject to additional clarification being added to item 3.6.

3. Matters arising from the previous meeting:

3.1 The Advisory Council was given an update by Mr Abraham on queries from the previous meeting in relation to applications for public records designated as closed and retained.

4. Update from the Foreign and Commonwealth Office (Paper 2.)

Colonial Administration Files transfer (Migrated Archive) update.

Members of the Foreign and Commonwealth Office gave the Advisory Council a comprehensive update on the process of transfer of Colonial Administration files.

5. Access to Public Records for Retention and Closure

5.1 Access to public records; application for closure – 20 November 2012

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

5.2 Access to public records; application for retention – 20 November 2012

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

6. Update from the Chief Executive - Mr Oliver Morley

Mr Oliver Morley provided the Advisory Council with the following update:

6.1 New Lord Chancellor

Mr Morley advised that Chris Grayling MP had been sworn in as the new Lord Chancellor on 01 October 2012.

6.2 New Minister responsible for The National Archives

Mr Morley informed the Advisory Council that The National Archives had a new Minister, Helen Grant MP. He advised that Lord McNally had retained responsibility for areas that include transparency, open data and Freedom of Information

6.3 New Non Executive Directors at The National Archives

Mr Morley highlighted to the Advisory Council that two new Non – Executive Directors had been appointed to The National Archives Management Board; Mr Peter Phippen and Ms Fiona Ross. Mr Morley felt that the both appointments would provide much valued expertise to the board.

7. Any Other Business

7.1 Independent Hillsborough Panel

Professor Lucas took the opportunity to recognise Ms Christine Gifford and her colleagues on the Independent Hillsborough Panel for the thorough work undertaken and the report they had produced.

7.2 Record Transfer Report spreadsheet 20 year rule

The Advisory Council was reminded that in November 2011, The National Archives' 20-year rule Programme Manager had provided a summary picture of records transfer from the main ministerial departments. The National Archives had undertaken a survey within departments to gain a detailed picture of departmental holdings and their expected backlog and transfer rates.

Following the survey, a spreadsheet outlining the findings had been produced and would be submitted to the Lord Chancellor before the Christmas recess.

The expectation that reporting numbers will be updated in the next reporting rounds, as departments clarify their selections was acknowledged. Mr Morley confirmed that The National Archives would look to publish explanatory visualisations of the RTR results on their website.

7.3 Freedom of Information Panel Updates

The Secretariat drew the Advisory Council's attention to the FOI Panels update paper.

7.4 The Lord Chancellor's Forum on Historical Manuscripts and Academic Research

A comprehensive report on the recent issues considered by the Lord Chancellor's Forum was presented to the Advisory Council by Dr Clive Field.

- **The Master of the Rolls closed the meeting at 16:45pm.**