



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

SUMMARY

Date: 24 November 2011

Time: 12:00pm-5.30pm

Venue: The National Archives

Chair: **Clive Field**

Minutes: Paul Edwards -Advisory Council Secretariat

Members: Ms Else Churchill

Mr John Collins CBE

Dr Clive Field OBE

Dr Bendor Grosvenor

Mr Graeme Herd

Sir David Durie

Mr Harry Dickinson

Professor Arthur Lucas CBE

Mr Hamish Macarthur

Mr John Millen

Professor Michael Moss

Mr Ian Soutar

Ms Stephanie Williams

Ms Sarah Fahy

Mr Stephen Hawker CB

Ms Janet Smith

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

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

Ms Jessie Owen, Programme Manager, 20 Year Rule and Collection Strategy, The National Archives

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

Mr Alan Glennie, Knowledge Information Management Unit Cabinet Office

Mr Dennis Morris, Knowledge Information Management Unit Cabinet Office

Ms Christine Ferguson - Head of Information Management Department, and Departmental Records Officer, Foreign and Commonwealth Office

Mr Martin Tucker Head of Corporate Records, Foreign and Commonwealth Office Foreign and Commonwealth Office.

Mr John Thompson Sensitivity Reviewer, Foreign and Commonwealth Office.

Professor Tony Badger, Independent Reviewer.

Item 1. Welcome, apologies and introductions

1.1 The Chairman noted the Master of the Rolls apologies and welcomed attendees to The National Archives.

Item 2. Minutes of the last meeting

2.1 Subject to the following amendments, the minutes of the Advisory Council meeting on 14 July 2011 were approved as a correct record by all Advisory Council members present;

- Advisory Council member Graeme Herd asked that the minutes be corrected to note that he was in attendance of the meeting on the 14 July 2011.

- Janet Smith also asked that her attendance at the meeting of 14 July 2011 be recorded.

Item 3. Matters arising

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

Item 4. Retention of Public Records under Section 3(4) of the Public Records Act 1958

4.1. Representatives from the Cabinet Office met the Advisory Council to consult on the renewal of the Lord Chancellor's Instrument that permits certain security and intelligence related records, that would pose a risk to National Security, to be retained under section 3 (4) of the Public Records Act 1958.

Item 5. 20 year Rule

5.1 Ms Owen highlighted that The National Archives has been working closely over the last 6 months with departments to prepare for '20 Year Rule' implementation. Departments are working to a provisional start date of 2013, with twenty years worth of records released over a ten year period.

5.2 Ms Owen asked to return to the Advisory Council in the New Year to discuss in more detail what the 20 Year Rule will mean for the Council and explore what role they can take in supporting 20 year rule implementation.

Action: Secretariat to liaise with Ms Owen to ensure a further update on 20 year rule is provided to Council at a future meeting.

Item 6. Migrated Archives

6.1 Representatives from the Foreign Office met the Advisory Council to discuss the Migrated Archive.

Item 7. Access to Public Records; records designated as closed

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

Item 8. Access to public records: application for retention

8.1 The Advisory Council considered the applications for retention of records. All the applications were approved.

Item 9. Update from the Chief Executive

Speaker: Mr Oliver Morley, Chief Executive

9.1 Mr Morley highlighted that The National Archives is to be the advocate for the archives sector in England from April 2012. Mr Morley explained that this will involve change both at sector level but also within The National Archives, and that it will need to develop alongside the sector during this change process.

Item 10. Any Other Business

Forum on Historical Manuscripts and Academic Research

10.1 Minutes of the Forum on Historical Manuscripts and Academic Liaison were presented and noted.

Action: Secretariat to attend the next Forum on Historical Manuscripts and Academic Liaison meeting

Freedom of Information Panel Updates

10. 2 An update on all FOI panels since the last meeting was received and noted.

Retirements

10.3 The Chair informed the Advisory Council that this was Ms Smith's last meeting, the Chair and members thanked her for her valuable contribution during her time on the Council.

10.4 The next meeting of the Advisory Council will be held on 09 March. The location of the meeting will be confirmed in due course.

The meeting was closed at **17:30pm**.