



## **Summary of meeting**

### **Advisory Council on National Records and Archives**

**10 May 2007**

#### **Advisory Council**

The following is a summary of the meeting of the Lord Chancellor's Advisory Council on National Records and Archives held on 10 May 2007 at the Royal Courts of Justice.

Sir Anthony Clarke, Master of the Rolls, in the Chair. Members present were Ms Else Churchill, Viscount De L'Isle, Dr Jeevan Deol, Professor Harry Dickinson, Sir David Durie, Dr Clive Field, Dr Jennifer Haynes, Dr Dorothy Johnston, Professor Heidi Mirza, Professor Michael Moss, Lord Roper, Ms Janet Smith, Dr Michael Riley, and Professor Arthur Lucas. Also present were Ms Natalie Ceeney, Chief Executive, together with Dr David Thomas, Ms Meg Sweet and Mr Nick Kingsley of The National Archives, Mrs Judy Anckorn, private secretary to the Master of the Rolls, and Ms Lâle Ozdemir and Mr Tim Padfield as Secretary.

#### **Home Office**

The Phoenix project of the Home Office (a project to address their records transfer backlog) had begun. The main object was for the Home Office to ensure that their database accurately reflected all the records held.

#### **Access to public records**

It was noted that many of the applications for closure were for Section 40 (Personal information). It was suggested that it might be more convenient for the council to have submissions batched together where the same justifications run throughout applications. It was decided that The National Archives (TNA) would produce the

applications for such closure in both a summarised batch form as well as individually listing closures as an experiment for the July meeting.

A query was raised with regard to juveniles: If the exemption at Section 44 (Prohibitions on disclosure) of the FoI Act should be used instead of Section 40 (Personal information). It was suggested that departments should differentiate between the two exemptions.

The Council had asked for general information on the FOI exemptions applied by TNA. The Secretary said that this had been provided in graph form and would continue to be provided for future meetings.

### **Revision of Records Management Code**

A progress update was provided on the above. The Council felt that information on risk management would be beneficial.

### **Advisory Council draft annual report**

The draft annual report for the year 2006-2007 was presented. The Council suggested a few amendments. The Council approved the report.

### **Chief Executive's update**

The Chief Executive reported on the following matters: Digitisation of the 1911 Census was underway, TNA's bid for the establishment of a Shared Service digital preservation function for central government had been successful and the end of year figures for TNA's performance during 2006/7 were to be provided at the next meeting.