

SUMMARY
THE NATIONAL ARCHIVES
RECORDS REVIEW PANEL, 20th October 2008

Digitisation discussion

It was agreed that a standard was needed to give guidance to departments on the issues surrounding the digitisation of their records. A draft of the standard was to be prepared for the November 2008 meeting of the Panel.

Records Management and Cataloguing Department (RMCD) Records Review Panel Draft Terms of Reference

The role of the Panel and its membership were discussed, as well as who it would report to. The new name of The Records Decisions Panel was agreed upon. The Terms of Reference would be signed off at the November 2008 meeting of the Panel.

Date of next meeting

The next meeting was to be held on 19th November 2008 at 10.30am.