

# **Seamless Flow Advisory Group**

**Meeting June 2005**

## **Summary**

### **Introduction**

The primary purpose of the meeting was to ensure The National Archives (TNA) received the thoughts, views and concerns of Departmental representatives regarding issues arising from the Seamless Flow Programme.

### **Programme Update**

The Programme Manager presented a Programme Plan update and demonstrated the new Electronic Records Online service (EROL).

### **Custodial Policy and Transfer Agreements**

Custodial Policy finalised following a three-month consultation phase. A draft transfer agreement paper was presented / circulated for feedback. The Chairman stressed the importance of finalising the transfer agreement as soon as possible. General issues regarding the paper were raised and discussed.

There was broad agreement to the proposed agreement, feedback requested before the RM-forum on Transfer Agreements.

### **E-Gov Unit**

Project manager updated representatives on progress made.

### **Classification Schemes**

Project manager updated representatives on progress made and encouraged attendance at the next meeting of Departmental Record Officers. A request was made to have access to Departmental file plans to enable draft procedures to be tested.

### **File Formats**

Project manager updated representatives on progress made. Additional preservation guidance notes to be developed for addition to TNA website.

Draft guidance based on consultancy to be circulated to Departments for comment on RM-Forum.

### **Pronom (file format database)**

Project manager updated representatives on progress made.

## **Sustainability of Digital Records**

Project manager updated representatives on progress made and requested volunteers to join a modelling project.

## **Date Next Meeting**

September 2005