

## **Seamless Flow Advisory group**

**Meeting March 2006**

### **Summary**

#### **Programme Progress**

In the absence of the Programme Manager, the Head of Records Management presented a programme update that included details of :

- Successful audit report
- Web page development
- Individual project status

#### **Transfer Project**

The Senior Responsible Owner (SRO) confirmed current position. Gateway 2 completed and an Invitation to Tender (ITT) issued to schedule.

#### **Search Project**

The Programme Director updated representatives with progress made on developing a global web search capability. A successful 'quiet launch' was made on 7<sup>th</sup> March. Users are now able to search across all The National Archives (TNA) catalogues.

#### **E-Appraisal, Selection and Transfer**

The Head of The Inspection and Client Management Unit updated representatives with progress made. Significant advances have been made in securing the first Transfer Agreements.

#### **Copyright Issues**

The project manager updated representatives with the content of TNA Copyright Statement.

#### **Redaction**

The Head of Cataloguing and Accessions Unit presented a draft 'Redaction Toolkit' for comment and feedback before end of March.

#### **Communication**

The Head of Records Management presented a paper on communication that included plans for a Seamless Flow Open Day at TNA. Details to be agreed.