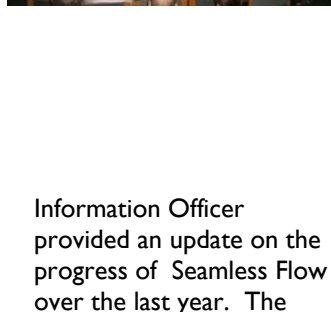


Seamless Flow Open Day

Welcome to the second issue of the Seamless Flow Newsletter, in which we focus on the Open Day held at The National Archives on 29th November 2007. Approximately 80 Departmental Record Officers, Record Managers, and Information Management professionals from central government departments and agencies attended the Day to learn about progress of the Seamless Flow programme.

We were encouraged to see that 91% of delegates who completed a feedback form rated the day overall as excellent or good. A lot of planning goes into making the day run smoothly and preparing

the workshops so that they are the right mix of information and participation, whilst also providing time for questions and debate. The feedback we collected will be very useful in planning the focus and content of future events – the most often suggested topics for future events were more hands-on, interactive workshops, and learning from the experiences of the early adopters of Seamless Flow. For more information on the feedback, please see Page 4 – and thank you to everyone who attended the Open Day, and to all the feedback form respondents!



Open Day Format and Agenda

This year's Open Day was aimed at informing you of the current status of the Seamless Flow programme, what we have learnt to date, and specifically, to introduce the transfer system and what it means to you.

The Day started with our Chief Executive, Natalie Ceeney, giving the keynote address, a thought-provoking look at "Shaping the future of Information Management – the next steps". David Thomas, TNA's Director of Technology & Chief

Information Officer provided an update on the progress of Seamless Flow over the last year. The opening presentations set the scene for the day ahead and generated a number of questions from the audience.

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Seamless Flow
Managing the lifecycle of electronic records



After the introductory presentations, delegates chose to attend a maximum of 4 workshop sessions from a selection of 5 topics, repeated throughout the day:

- . Access Control and Security
- . Transfer – Working Together
- . Transfer – hands-on
- . Presentation
- . FOI: Review and Redaction

The workshops are summarised within this newsletter.

Our host, Meg Sweet, Head of Records Management and Cataloguing, and other colleagues staffed an open surgery where delegates could drop-in to ask any question, and there was also a Seamless Flow exhibition running throughout the day.

Copies of the

presentations and workshop handouts are on our website:

http://www.nationalarchives.gov.uk/electronicrecords/seamless_flow/programme.htm

Access and Security



The security workshop covered the legal, regulatory and business process issues surrounding the ingest, preservation and presentation of digital records. An overview of the Seamless Flow mandatory access control system was given, which enforces access to the records for all staff and systems, based on roles

and "security levels". Security levels can be thought of as a set of "labels" pinned on the roles and the records. To access a record, a user must be in a role that has the appropriate labels for a given record. For example, to access closed records, a user must be a member of an appropriate department, have closed-access

authorisation for that record, and be cleared to see closed records in general.

Transfer—Working Together and Hands On



One of the aims of the Open Day was to introduce the transfer system, and there were two Transfer workshops.

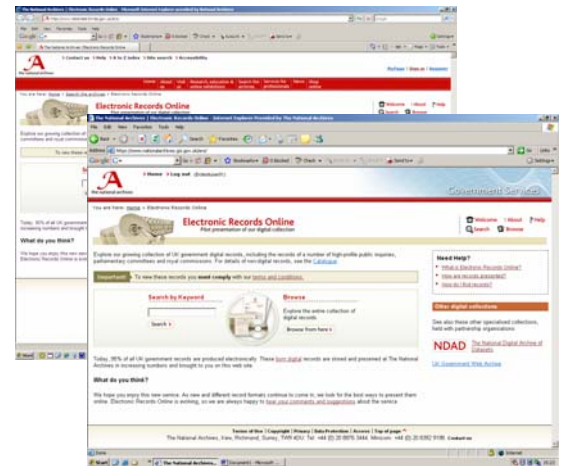
Transfer – Working Together provided an overall view of the transfer process, using video footage to demonstrate

the key areas. This workshop described how OGD staff and TNA staff will work together and have joint responsibility for ensuring electronic objects are correctly described and identified. The workshop also explained how the transfer system works together with all the elements of Seamless Flow;

once electronic objects are transferred to TNA, the transfer system moves the objects to the Digital Object Store for safekeeping and future migration to up-to-date file formats, and a presentation copy is created for public access.

Transfer—Hands On Workshop

Transfer – Hands On gave delegates an opportunity to try out the Transfer System in a test environment. Working to a script, the workshop participants logged into the transfer system and carried out a small range of system activities to gain an insight of the user interface.



Presentation

The Delivery and Presentation project is the last in the programme's operational flow and the one which provides access to enquirers. The service is called Electronic Records Online (ERO), www.nationalarchives.gov.uk/ero. Two instances of ERO exist - one on the public Internet, which provides access to open

records, and one on the Government Secure Intranet (GSI), providing additional access to closed records to authorised personnel only.

The project's team brings together the diverse but complementary knowledge and skills of The National Archives' web design team,

web developers, archivists and catalogue team and most importantly the end users.

The latest release is ERO 2, which mimics the Catalogue metadata schema. We are currently working on ERO 3, which will provide a significantly enriched and true context metadata display.



FOI, Sensitivity and Redaction

The FOI, Sensitivity Review and Redaction workshop discussed the necessity for sensitivity review of electronic records before their transfer to The National Archives. Early transfers would need to deal not only with identifying closed information but also handling expectations and

reactions to the release of much younger open information media from both departmental staff and heightened media interest with better resource discovery tools. There were still some unknowns at this stage such as the outcome of the review of the 30 year transfer rule. From group

discussion it was clear that electronic transfers may not just be open information as there could be other imperatives for transferring redacted records such as large scale public demand, e.g. FOI requests.





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The National Archives, bringing together the
Public Record Office, the Historical Manuscripts
Commission and the Office of Public Sector
Information.



What happens next in Seamless Flow?

We are actively planning the rollout of Seamless Flow with a number of departments and agencies. We have a target of 6 departments to be ready to transfer electronic records to TNA by the end of March 2008, and we are on schedule to meet this target.

After March 2008, the Seamless Flow programme will end, and Seamless Flow will become 'business as usual' within TNA. We have already made some organisational changes to reflect this change from development to mainstream operational activities. We know that we will have some work to do to modify the Seamless Flow procedures as we learn from the experiences of the first 6 departments who use them and we are committed to this, and to continue to provide help, advice, and training as more departments begin to take up Seamless Flow.

For further information please contact the Programme Manager, Derek Breeden.

Derek.Breeden@nationalarchives.gov.uk

Open Day Feedback—At a glance

Question

General

How would you rate the Open Day overall? 91% - excellent / good

Would another Open Day be useful? 93% - yes

If yes, would you wish to attend? 89% - yes

How would you rate the refreshments 90% - excellent / good

Do you have an understanding of the implications of SFP on your dept? 84% - fully aware / aware

Communication

Have your questions regarding SFP been answered? 79% - yes

If not, are you happy they will be addressed? 92% - yes

If not, are you aware who to contact? 89% - yes

Workshops

How would you rate the workshops? 85% - excellent / good

How would you rate the Handouts? 81% - excellent / good

