Machinery of government change

Checklist for the receiving organisation

This checklist is intended for use by the receiving organisation as an overview of some of the steps needed for the successful transfer of information during a machinery of government change. This list is not exhaustive and should be used as a guide.

Planning for transfer

- Obtain senior management commitment to resourcing the transfer of records and information
- Form a joint team to oversee the transition of information which includes Departmental Records Officers, and representatives from Information Management, Information Assurance, Knowledge Management and Information Technology teams
- Make adequate budgetary provision for the change
- Ensure that the Management Board and the Senior Information Risk Owner (SIRO) or Senior Risk Owner (SRO) are made aware of how the machinery of government changes will impact information and records management. Ensure they are aware of how the information transfer is being managed, the guiding principles and the risks. Ensure they are kept fully informed of progress
- Ensure that there is a mutually agreed time plan for the transfer and receipt of the function including the transfer and receipt of information
- Agree a communications plan, this should include all staff affected by the transfer, staff should be regularly updated and briefed on the changes. Ensure this plan also includes all major stakeholders such as IT providers and paper records storage suppliers
- Carry out a joint appraisal of storage costs for paper records
- Plan for the transfer of paper and digital records with the transferring organisation
- Plan space requirements for both internal and external customer-facing information services, staff, and paper records
Receive information securely

Agree what records and information will be transferred and in what format and by what means, and ensure this is documented (transfer agreement)

- Liaise with transferring organisation and relevant suppliers regarding the handover of contracts and relevant rights and responsibilities under the contracts
- Consult Private Offices and Parliamentary Clerks on receipt of records and live Parliamentary Questions (PQs)
- Inform users and customers of the changes and new contact details
- Identify which system digital information will be stored on and agree appropriate access arrangements and security controls. Conduct a quality check on all received information to ensure it can be accessed and used to support business
- Ensure that the records metadata received from the transferring department is sufficient for the recipient business of the recipient department and potential archiving at a future date at The National Archives
- Check that any website that is being received is listed and captured in the UK Government Web Archive
- Ensure there is a formal confirmation of the receipt of information and records from the transferring organisation

Security and legislation considerations

- Note any security issues arising from security risk assessments. Liaise with the transferring organisation as to what classified material will be transferred, and review/upgrade information security, if necessary

Following the transfer

- Document staff responsibilities and organisation of related records post-transfer
- Arrange for welcome and induction of incoming staff at all levels
- Ensure that there is a training programme in place to support the incoming staff in how to use business systems if different from the transferring department
- Update staff directories, intranets and business plans
- Update asset registers, information risk registers and What to Keep schedules