<table>
<thead>
<tr>
<th>OUTCOME – what will improve?</th>
<th>ACTIONS</th>
<th>TIMELINE</th>
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| **Management of information risk.** FCO will comply with the law and sustain its reputation. | • Review existing policies to ensure that information risks are adequately reflected and mitigated  
• Review governance: clarify lines of accountability at all levels and monitor regularly  
• Re-energise existing networks (Information Asset Owners, Information Management Officers etc) to provide local source of information management advocacy, expertise and assurance  
• Ensure that all staff understand their responsibilities. | End September 2015 |
| **Oversight and management of information assets.** Ensure that FCO knows what information it holds, and that asset owners understand their responsibilities. | • Conduct an audit of FCO digital information assets  
• Revise the existing FCO Information Asset Register to reflect the findings of the audit, and update it annually. | End 30 Jan 2016  
End Mar 2016 |
| **Access to FCO records and information by the public.** Underline FCO’s commitment to Transparency. | • Continue working with The National Archives (TNA) to examine ways of improving the effectiveness of records management processes  
• Continue regular engagement with external stakeholders regarding FCO records review and release, including themed releases  
• Ensure we meet public deadlines for records release  
• Ensure appropriate representation from Transparency Unit on IT and Knowledge programme boards; implement improved Search function across FCO information systems. | Ongoing  
Ongoing  
Ongoing  
Ongoing  
Ongoing |
| **Management of digital information, including legacy information.** FCO will be in a better place for transferring digital records to TNA in 2017. | • Ensure that planned procurement of new information systems fully meets future business requirements for digital records management  
• Ensure that our existing digital records are ready for review in 2017. | Ongoing  
Ongoing to 2017 |
| **FCO staff knowledge and capability.** Ensure that all staff receive the training and guidance they need in order to carry out their information management responsibilities. | • Revise and improve intranet guidance on information and records management, and issue regular reminders to staff, especially when guidance is updated  
• Recognise and reward good practice through the performance appraisal system. | End FY 2015 - 16  
Ongoing |