**Update to the Advisory Council on records retained under Section 3(4) of the Public Records Act 1958**

**Use this template to update the Advisory Council on plans to process backlog records retained using criteria 4a (un-appraised records) or 4b (selected records).**

**Department/organisation:**

**Author (name, grade and job title):**

**Date of Advisory Council meeting:**

1. **Summary of original application**
   1. *Date of original application:*
   2. *Details of the records:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Number of records** | **TNA series and piece numbers (if allocated)** | **Covering dates** | **Format (paper, digital).** |
|  |  |  |  |  |

**Table 1**

*Please extend as required*

* 1. *On what grounds did you apply to retain these records?*

**Choose an item.**

* 1. *What retention period did you request?*

**Choose an item.**

* 1. *What was the outcome of your original application? Please provide details here:*

1. **Plan**
   1. *What plan did you agree with The National Archives for addressing this?*

|  |  |
| --- | --- |
| **Resourcing** |  |
| Who will carry out the work (e.g. internal records management staff, third party supplier, a combination)? |  |
| **Activity Schedule** | **Planned completion date** |
| Appraisal and selection *(NA for selected records)* |  |
| Sensitivity review (if needed) |  |
| Submit applications for closure/retention (if needed) |  |
| Transfer of records |  |

**Table 2**

*Please extend as required*

1. **Progress update**
   1. *What is your overall level of confidence that the records will be fully processed within the agreed retention period? Indicate using X in the table below.*

|  |  |  |
| --- | --- | --- |
| **Confidence rating** | **Definition** | *Indicate X* |
| *Green* | *On track to complete as planned* |  |
| *Amber* | *Largely on track – some issues but these are being addressed* |  |
| *Red* | *Not on track – major issues preventing progress* |  |

**Table 3**

* 1. *Provide details of progress against your plan since the original application was discussed:*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Planned completion date** | **Progress**  **Green – complete/NA**  **Amber – in progress and not overdue Red – overdue** |
| Appraisal and selection *(NA for selected records)* |  |  |
| Sensitivity review (if needed) |  |  |
| Submit applications for closure/retention (if needed) |  |  |
| Transfer of records |  |  |

**Table 4**

*Please extend as required*

* 1. *Please outline any issues that have affected the delivery of your plan and details of any remedial actions that have been implemented or are planned:*
  2. *If you are working to a revised plan please provide details:*

|  |  |
| --- | --- |
| **Revised resourcing** |  |
| Who will carry out the work (e.g. internal records management staff, third party supplier, a combination)? |  |
| **Revised activity schedule** | **Planned completion date** |
| Appraisal and selection *(NA for selected records)* |  |
| Sensitivity review (if needed) |  |
| Submit applications for closure/retention (if needed) |  |
| Transfer of records |  |

**Table 5**

*Please extend as required*

* 1. *If there is anything else the Advisory Council need to be made aware of regarding this update, please provide details here:*

Name:

Date: