

Cabinet Office IMA Action Plan

Theme	TNA Assessment areas covered	What Cabinet Office will do	Expected Benefits
Information Management Strategy	1.1 Improving Information Management Capability 1.2 Controlling Legacy Information 2.1 IT Systems & Tools 2.2 Technical Change 3.2 Promoting Policy & Guidance	During 2019-2020, we will review and update the Cabinet Office Information Management Strategy, approved by its Executive Committee in 2017, with a view to developing proposals, among others, to: <ul style="list-style-type: none"> ● Identify digital continuity risks and develop plans to mitigate these ● Further drive compliance with senior support ● Updating staff guidance and training 	<ul style="list-style-type: none"> ● Continued improvement in all performance areas of Information Management reducing risk of information loss, data breaches and reputational damage ● Help staff and leaders know what their responsibilities are to secure public records for accountability and historic needs ● Reduce inefficiency and risk caused by over retention, duplication and not being able to find information in a timely manner
Review & Transfer of legacy collections	4.1. Transfer to The National Archives 4.2 Appraisal, Selection and Sensitivity Review Process	We are resourcing the transition from the 30 to 20 year rule with a view to this being completed by 2023. We have established a project to design and build the department's digital corporate memory and digital archiving processes. We aim to create this new capability by 2023/24. We will seek to design the appraisal, selection	<ul style="list-style-type: none"> ● Continue to meet transition to 20 year rule ● Maintain levels of compliance with the Public Records Act ● Secure digital records, where needed ● Develop a roadmap to deliver digital record selection, review, redaction and transfer ● Continue to work to manage increasing

		and review processes required for digital information, prior to its transfer to The National Archives.	volumes of records
Governance and Leadership	<p>1.3 Identifying Information Management Risks</p> <p>3.1 Defining Roles and establishing governance structures</p> <p>3.3. Monitoring Current Practice</p>	<p>The Department's Information Management Board will continue to oversee delivery of the departmental strategy, alongside the department's other governance arrangements to continue driving compliance, and manage risk.</p> <p>We will continue to explore how to embed stronger accountability for good information management among the SCS.</p>	<ul style="list-style-type: none"> ● Continuing positive change in Cabinet Office to create a sustainable IM culture ● To identify historic public records and secure them for the future ● Improved compliance and stronger controls to manage risk and tackle issues early