

Information Management Update: April 2015

Have you learned to stop worrying (about records) and love your information?



At our first IMLG of 2015 we focused on SharePoint and heard from colleagues at the Department for Energy and Climate Change, Home Office, Department of Health and HM Treasury about their experiences of implementing SharePoint.

The theme clearly hit the right note with our audience and the Ministry of Justice used the platform to launch a government wide SharePoint Working Group. If you are interested in joining or would like more information on the group please contact [Stuart Laidlaw](#).

If you would like to receive notifications for future IMLG's please contact our [events team](#).

Working with government to raise standards in information management

Another highlight from the IMLG was our [review of lessons learned from the Information Management Assessment \(IMA\) programme 2008-2014](#). This was written in response to a recommendation in the Sir Alex Allan report on records review.

It is designed to complement the [good practice report](#) published in 2014 and sets out the most common information and records management problems that we have found in the course of our assessments across government.

The four key areas are:

- the value of information,
- information and supporting technology,
- information risk, governance and oversight,
- records review and transfer.

The report also highlights some of the actions that can be taken to address these issues and includes links to relevant guidance.



"Information managers are guardians of the content galaxy"

"Compliance is something you get not something you do"

"Ongoing governance and training are needed for the success of SharePoint"

Spring Records Transfer Report

We will be sending out the Spring Record Transfer Report survey at the end of April to be returned by the end of May. We will be adding questions to the Records Transfer Report to make transparent records held under a Lord Chancellor's Instrument (LCI) and the numbers awaiting disposal.

The Record Transfer Report is a way of monitoring progress for the 20-year rule transition but we also need to understand how many paper records are still held by public records bodies in total.

We know this may be a challenging figure to estimate but we do not plan to publish the data with the Records Transfer Report. We intend to ask you this question separately and would be grateful for your assistance. We hope to send this separate survey out shortly.

Thank you

Thank you to everyone who has completed our recent digital information survey.

In other news

Julia Jones our current Head of Information Management and Practice will be moving on to a new role in May at the Independent Inquiry into Child Sexual Abuse.

Julia will be handing over to Marcia Jackson who will be heading up Information Management, this aligns with her Information Management Assessment responsibilities.



Marcia Jackson – Head of Information Management

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