

Information Management Update: April 2014

Welcome to the Information Management Update.

This new email newsletter will provide you with essential updates from The National Archives, in particular news and issues relating to information management.

Please feel free to share it with colleagues who may be interested, who can sign up for their own copies by emailing information.management@nationalarchives.gsi.gov.uk

Kind regards,

Julia Jones
Head of Information Management and Practice

Making record transfers easier

Our new online Series Level Time Plan tool (SLTP) has now gone live.

The SLTP was originally introduced in Excel format in January 2013 as part of the 20-Year Rule project. Following a period of development and extensive user testing from colleagues within government, we have now launched the new online version.

The new format adheres to the same process and aesthetic as the original SLTP, creating the workflow by calculating dates for tasks completed based on key dates entered in the form. It takes into account the Lord Chancellor's Advisory Council dates, along with any required press events, adjusting the length of the process accordingly.

For further information please contact Ian Cross at information.management@nationalarchives.gsi.gov.uk

Lighting the way: a new web structure for information management guidance

Our information management website is a key tool in helping you to meet your obligations under the Public Records Act. We have been working to improve our web structure, making it easier for you to find the guidance and information you need.

A [beta version of the new site](#) is now available for testing.

Upcoming training

29 May: [Cataloguing and Preparation Masterclass](#)

See our website for [more information on our training courses](#)

Dates for your diary

5 June: Information Management Liaison Group (IMLG)

15 May: Advisory Council meeting

Job vacancies

We are [currently recruiting a guidance editor](#) to assist with redeveloping our information management website.

Record Transfer Report

Spring is here again, which means that daffodils are blooming, lambs are frolicking, and if you work on information management in a government department, it's also time for the Spring Record Transfer Report (RTR)!

The National Archives is required to monitor and report on [departments' compliance with the 20-year rule](#). The RTR

Your feedback is really important to us and we are particularly keen to get your thoughts on the '[How to manage your information](#)' section. You can email information.management@nationalarchives.gsi.gov.uk with your comments or [complete our online survey](#).

This is just the beginning; we know that there is still plenty more work to do. The next step is to review all existing guidance with the aim of retiring or rewriting and redeveloping as web pages and to refresh the '[Selecting and transferring records](#)' section.

New guidance to help you scale the digital landfill

It's official: disposal is back in fashion. People inside and outside government are talking about it and not just within the information management profession.

Our disposal guidance has been streamlined and updated to create a [new suite of web pages](#) as part of our refreshed web structure. You will also now find useful tools such as a [disposal checklist](#) and sample templates.

If you're implementing disposal and would like to offer yourself as a case study, or if you have any comments on the new disposal web pages, please contact Jo Moorshead at information.management@nationalarchives.gsi.gov.uk

Q: What do Star Wars and supermarkets have in common?

A: Our blog!

Although light-hearted, most of our blogs contain a serious message about good information management. We usually every other week on subjects ranging from Star Wars to Kevin Bacon, and supermarkets to crime and punishment... information management touches everything.

Read on for our latest blog posts:

'You could be born again'

The National Archives advises on the use (and re-use) of public sector information, and provides advice and guidance to government departments on how to manage their information and how to...

Beta release of new web pages

It's been six months since we released the first pages of the new look for our website. On Monday, quietly, beta releases of our Education and Information management sections joined...

Dastardly digital dilemmas: 8) tomorrow's world

I've been thinking about my favourite government

provides transparency by department, of volumes of records waiting processing or transfer each year.

Questionnaires will be sent out at the end of April and the completed returns will be due at the end of May. If you have any queries, please contact your Information Management Consultant directly or by [emailing us](#).

department, DoRA, The Department of Random Activities.
She's not really a real department (we invented her for our
acclaimed Digital Continuity training course)...

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