

Information Management Update: December 2014

Sir Alex Allan joins us for the Digital Project User Group



The digital project user group met on Tuesday 2 December to hear presentations on how archives across the world are dealing with digital challenges and some analysis on current Freedom of Information (FOI) exemptions, as well as the current digital landscape in government. The session ended with questions and a round table discussion. We were pleased to welcome Sir Alex Allan who was observing the meeting to assist with his review of digital records in government.

#IMLG2014

'Metadata is not simply the context of the record – it can become the very thing that helps you manage the information.'
#IMLG2014

'Quick wins. Adopt a strategy to identify low or no value information when cleaning up your files.' #IMLG2014

'Information management should not just be an added task but a way of working.' #IMLG2014

'You are not alone with digital challenges.' #IMLG2014

These are just some of the tweets from our [Information Management Liaison Group \(IMLG\)](#) which took place on the 27 November at The National Archives in Kew. The topic for the day was 'From disorder to order, managing unstructured digital information and establishing good practices'.

It was an extremely successful day with presentations from Jones Lukose from the [International Criminal Court \(ICC\)](#) and Katie Woolf from the [Department for Environment Food & Rural Affairs](#), as well as Julia Jones, Caroline Pegden and Anthea Seles from The National Archives.

94% of the delegates rated the day as either 'good' or 'excellent'. Some of the feedback we received included:



New training dates online now!

Visit our [website](#) to book training courses for 2015.

From our blog...

[The Information Game](#)

Alan Turing. A name you might be familiar with. The mathematician with a penchant for puzzles and a craving for complex conundrums. The hero that made the single biggest contribution...



INFORMATION MANAGEMENT TOP TIP

Remember the 3 Cs when cataloguing:

Concise – needs to be short and sweet
Consistent – needs to follow similar formats
Comprehensible – needs to make sense and be easy to understand.
[Find more cataloguing guidance here.](#)

'My starting point was feeling completely out of my depth, but after the excellent seminar I feel better informed and hopeful about dealing with challenges ahead.'

'The presentation from Jones was inspiring and relevant to me.'

'The presentations were engaging thought provoking and relevant to issues we all face.'

The next IMLG will be held in Spring 2015. [Email us](#) if you'd like to find out more.

Look out for our new preparation guidance in the new year.

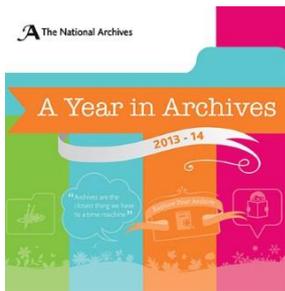
Our latest guidance on records required by a third party

Records that have been temporarily requisitioned by their originating department and are then required by a third party must be returned to The National Archives before being requested by the new department. This is to ensure there is an audit trail. [Find out more about the requisition procedure.](#)

The UK is number one in open data readiness

A year ago, the [Open Data Barometer: 2013 global report](#) ranked the UK as the overall global leader in open data readiness. We played an important part in achieving that ranking. [Find out more in our blog...](#)

A Year in Archives



We have brought together some of the highlights of the past year. From the opening of state-of-the-art buildings to reaching out to new communities, archives are demonstrating the wealth of material they hold and the impact they make in society. [Read A Year in Archives here.](#)

This newsletter provides updates from The National Archives and news relating to information management.

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