

## Information Management Update: June/July 2014

### Meet our new Digital Transfer Manager

Following her Masters in Archival Studies from the University of British Columbia, Anthea Seles worked as the Archivist, Records Manager and Privacy Coordinator for the Archdiocese of Vancouver.

In 2010, she came to the UK to study at UCL where she is completing her doctoral thesis examining the transferability of Trusted Digital Repository standards to an East African context.

Previous experience includes work with the International Records Management Trust (IRMT) on several projects such as configuring SharePoint to support records management functionality for the African Union Commission and preparing the International Criminal Court to establish a digital repository to preserve their vital digital information. She was also very involved in the Trust's work on digital data integrity for Open Government and Open Data initiatives and served as its representative on the London Open Government Partnership Forum.

Anthea has joined members of The National Archives, Digital Transfer Project in their search for the digital answers...



### Dedicated to digital: the Digital Transfer project

The project aims to deliver a scalable server-to-server digital transfer process which is compatible with our Digital Records Infrastructure (DRI).

Teams of subject matter experts are joining forces to look at each of the transfer process gateways, all done in collaboration with our colleagues in the government-wide User Group. Read on for a flavour of where our efforts are concentrated.



### Sensitivity

Sensitivity determines which records should be retained or transferred. We want to ensure that all digital transfers to The National Archives are appropriately sensitivity reviewed.

### How do you manage your emails?

Our new [Managing emails guidance](#) pinpoints some key considerations.

---

### From our blog

#### [It's time to start our 'digital diet'](#)

One or two of us were fortunate enough to attend the annual Information and Records Management Society (IRMS) Conference in Brighton, on 19-20 May. One of the biggest themes running across...

#### [Tales from the Special Operations Executive: Operation Remorse](#)

It was 'the biggest currency black market in history', a secret operation under the auspices of the Special Operations Executive (SOE), Britain's Second World War clandestine warfare organisation. This was...

---

### Appraisal and selection

Digital appraisal faces different challenges because of the varying nature of digital records,

Any exemptions should be agreed in advance of transfer in accordance with the role of the Lord Chancellor's Advisory Council, but its practices may change for digital records, as well as our own processes for handling Freedom of Information (FOI) requests after transfer. A new challenge is the review of accompanying metadata with the records.

We will evaluate tools which may support sensitivity review and share them with our user group.



### Technology and pilots

Ensuring that our approach to digital transfer is practical and scalable, both for The National Archives and government departments, is the central aim. We are running a variety of pilot transfers to understand what problems arise during the process and what tools, resources and skills are required to complete each aspect of a digital transfer.

Ultimately we need to be sure we can receive the selected records and accompanying metadata from the department without corruption or loss.

If you would like to be involved in a digital transfer pilot then [get in touch by emailing our Digital Preservation team](#).



### Guidance and training

We will deliver guidance and training for the appraisal, selection and transfer of digital records. We are identifying the needs and capability of users in government departments to understand their training and guidance requirements.

The [Selecting and transferring records section](#) of the website will be developed and reshaped to incorporate the new developments. The guidance and training will continue to evolve as the project develops. You can refer to our [latest digital transfer guidance](#) to keep up to date.

This regular email newsletter provides updates from The National Archives and news 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](mailto:information.management@nationalarchives.gsi.gov.uk)

You are receiving this email because you are in a KIM-related role and we think this information management update might interest you. If you would like to remove your details please use the link below. We use an email distribution company to send out this enewsletter. We will not pass your data on to any other third parties. Please read our [privacy statement](#) for more information.

as well as massively increased volumes.

We want to build on our experience of information management so that we can support government in identifying the value of its digital holdings. Our role is also to coordinate and supervise the selection of digital records for historical preservation in accordance with the obligations under the Public Records Act 1958.

We will use our understanding of risks and opportunities in digital appraisal to review our guidance, build and share case studies, and investigate new tools and approaches.

Disclaimer: The National Archives holds no responsibility regarding the content of external sites.

---

[The National Archives](#), Kew, Surrey TW9 4DU, UK  
[Contact us](#)

[Unsubscribe or change your details](#)  
[Crown copyright 2014](#)