

## Information Management Update: May 2015

### Updated guidance on machinery of government changes



During machinery of government changes, both the transferring and receiving organisations need to ensure that official paper and digital records, and informally held information and knowledge, are transferred effectively as soon as possible.

If the transfer of information between organisations is not managed effectively there are considerable risks that vital information could be lost leading to substantial costs and reputational damage. There is also a risk that organisations will fail to comply with [information legislation](#) such as The Public Records Act (PRA), Freedom of Information Act (FOI) and the Data Protection Act (DPA) as well as data handling guidelines. This could seriously impact on the delivery of services and the continuation of the business of the organisation.

We have [updated our guidance](#) to help departments and other public bodies with the task of transferring records, information and knowledge in the event of a Machinery of Government change. The guidance is particularly relevant to senior managers and those overseeing changes. It should support you to take the actions you need to transfer and receive records, information and knowledge effectively, without affecting business continuity or service delivery. It outlines guiding principles and simple steps for transferring records, information and knowledge, covering paper and digital records (including emails, websites and datasets). It also includes information on legislative responsibilities and information on Crown copyright.

Please contact our [Information Management consultants](#) if

### Delivering information assurance training

As part of the National Cyber Security Programme, we are raising awareness of issues surrounding information assurance, governance, risk and security across the public sector. We are pleased to announce the launch of a [new training programme](#) that will provide course attendees with the tools and experience to develop effective information governance within their own organisation.

The 'Delivering Information Assurance' training programme will highlight the policies, procedures, activities and essential governance issues an organisation should tackle to effectively manage their information.

Over the next few months we will be running a series of regional events that will be open to all public sector organisations. We will begin in Edinburgh, London and Birmingham with more locations to be added. For more details on this or any of our courses or events near you, [email](#) the team or visit our [website](#).

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### Spread the news!

you require further guidance.

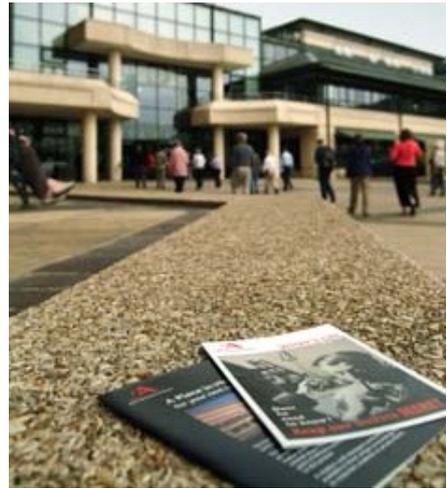
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## When it comes to data migration between systems there are always unanticipated issues...

... but we want to help you minimise these. At our next Information Management Liaison Group (IMLG), being held on Thursday 18 June, we will tackle the theme of data migration between systems. We will look at case studies, Information Asset Registers (IARs) and ask the questions that need to be asked:

- **Are you asking your vendors the right questions?**
- **Have you planned where the problems are likely to be?**
- **Have you test exported from the system you are using?**
- **What can your new system take in?**

If you would like to join us for our next event get in touch with our [events team](#).



Is your team up to date with all the latest information management news and events from The National Archives?

Make sure they are included in our updates, training and networking events by adding them to our [IM contact list](#).



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## Do you want to join our team?

Are you seeking to develop your career in a world leading institution using your skills and experience to contribute to the preservation of the UK Government's digital legacy?

**Then we want to hear from you!**

- [Digital Archivist](#)
- [E-Learning Manager](#)

This 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)

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