

Information Management Update: November 2014

Response to the Sir Alex Allan review

Back in [September](#) we reported that Sir Alex Allan was undertaking a comprehensive review into records management in Government specifically reporting on the ability and readiness of government departments to meet the requirements of moving from a [20 year to 30 year](#) rule. You can read the [full report](#) here. In response to the report The National Archives will:

- ask departments for their plans to meet the recommendations by the end of December 2015
- ensure that [Information Management Assessments](#) have been completed by the top 21 government departments by March 2016 and reassess departments, depending on their level of risk, every 3 to 5 years
- publish all actions, reports and action plans on our website and support the Head of KIM Profession in the development of skills for managing information and records in government
- review action plans with departments at 6 and 12 months to monitor if recommendations are being implemented
- produce an annual summary of departmental performance for the Keeper and CEO to present to a meeting of Permanent Secretaries
- when collecting data on legacy holdings for the Records Transfer Report, encourage departments to conduct audits and to report on the accuracy of the figures returned
- require departments, where there are significant backlogs, to report them to their boards
- require departments to provide a plan for the reduction of legacy files to the [Lord Chancellor's Advisory Council](#)
- require departments to compile, update and publish 'What to Keep' schedules on their pages on [GOV.UK](#)
- continue to provide advice, training and guidance on how to [appraise and select digital records](#) and keep them safe by applying the principles of [digital continuity](#)
- contribute to, and support, the review into strategy for digital records as recommended by both the Dacre Review and [Sir Alex Allan's review](#)
- continue to develop our processes for the ingest of digital records and strategically plan for the digital future



Records Transfer Report deadline: Friday 21 November

The Record Transfer Report (RTR) provides a transparent report by department of volumes of records awaiting transfer each year. You should have received your survey and be in the process of returning it. The current survey closes on **Friday 21 November**. If you have any questions talk to your IMC or [email us](#).

ARCHIVE
EXPLORED
DISCOVERED
FOUND
DETECTED
CONNECTED
ENGAGED
UNEARTHED
LEARNT
IMAGINED
CREATED
UNLOCKED
OPENED
REVEALED
CELEBRATED

Explore Your Archives

This year's [Explore Your Archives](#) week kicked off on the BBC breakfast show with our Chief Executive and Keeper, Jeff James, joining Call the Midwife star and

through the Digital Transfer Project which is currently underway at The National Archives

To find out more about this action plan then keep an eye on the [Information Management](#) section of our website.

From disorder into order: managing unstructured digital information and establishing good practices

We are currently busy preparing for the next [Information Management Liaison Group \(IMLG\)](#) which will take place on 27 November at The National Archives in Kew. There will be a panel of exciting speakers discussing the challenges of digital information, in particular unstructured digital information – the type found on shared drives.

As well as a presentation from our Digital Transfer Manager, Anthea Seles, on the current digital landscape in government, Jones Lukose from the International Criminal court and Katie Woolf from [DEFRA](#) will be sharing their experiences of shared drive clean ups. There will also be a presentation from [GDS](#) technical architect Paul Downey. If you'd like to attend or find out more about the Information Management Liaison meeting then [email us](#).



[New members appointed to the Lord Chancellor's Advisory Council](#)

archive ambassador Stephen McGann, at the [Royal College of Obstetricians and Gynaecologists](#) to discuss the importance of archives. As well this, archivist and researcher Jessamy Carlson, took to the breakfast sofa to share the results of her family history research.

From the blog...

[A day in the life of an archivist](#)

As part of Explore Your Archive week the organisations and people who look after archive collections will be taking to Twitter – and we want you to join us! Find...

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

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