

THE NATIONAL ARCHIVES INFORMATION MANAGEMENT ASSESSMENT 2011 ACTION PLAN (SUMMARY, FOR PUBLICATION)

Serial	Summary Recommendation	Progress	Recommendation No's	Status
1	Governance and leadership. MOD to ensure that sufficient management controls for information are in place to support the achievement of its information strategy.	The Holding to Account process has been run for the first time, with TLBs required to report to CIO how well they are managing their information.	1,2,3,4,5,6,7,9	Ongoing
2	Records and information management. MOD to review and improve guidance and rules for creation and storage of information and records.	What to Keep policy and guidance has been developed and made available to the Department. JSP 441 and other information management documentation produced for operations is being refreshed.	10,11,12,13	Ongoing
3	Training. MOD to confirm provision of sufficient, consistent and effective training for IM professionals.	There will be no NTFS training courses. Work has begun to deliver training for staff in data protection roles.	14	Ongoing
4	Risk Management. MOD tackle the varied understanding of information risk, ensure key information risks are clearly addressed and information losses are reported on fully.	Records risks are reviewed every six months by CIO, and these and other information risks are captured within Defence Board strategic risks which are also reviewed annually by the Defence Audit Committee. Information risk appetite is articulated and a risk-balance process exists to deal with proposals falling outside this appetite. Further digital continuity work is in hand.	8, 15,16	Ongoing
5	Culture. MOD to ensure commonality in induction and knowledge management processes across the Department.	Some initial work conducted to improve knowledge management. Common information induction achieved through the IM passport.	17	Ongoing