

THE NATIONAL ARCHIVES INFORMATION MANAGEMENT ASSESSMENT 2017 ACTION PLAN

SUMMARY OF RECENTLY CLOSED AND REMAINING ACTIONS

Serial	Recommendation	Progress as at 24/6/20	Status
1	MOD to define, articulate and communicate strategic goals for information and records management, establishing a clear strategic vision.	The Defence Information Strategy was deferred pending the completion of the Functional Leadership Strategy work that has now completed. The development of the new Defence Information Strategy has now re-commenced with the Defence Information Policy staff already engaged with the Strategy development team to ensure that the KIM vision and strategic goals are embedded in this new version, and text has been submitted for inclusion in the updated document. From 1 June 2019, a new 1* Information Steward, responsible for FOI, DPA, EIR and PRA information legislative aspects will be established.	Closed
2	MOD to ensure sufficient coverage of information management related risk within its risk management framework.	With Cyber Defence and Risk now firmly embedded within the MOD's Digital and Information Technologies Strategy as one of CIO's alignment objectives, work on the Cyber Risk Management Strategy has commenced.	Ongoing
3	MOD to define how legislative and business requirements for information and records management will be met in the MODNET Office 365 environment.	The actions to meet this recommendation have been completed. Records management functionality that complies with MOD requirements is now available on the MODNET Office 365 environment in the OFFICIAL domain. ISS will continue to investigate options on how to manage records well in an on-premise SharePoint implementation as part of its business as usual activities.	Complete
4	MOD to establish a framework through which the right information management culture can be driven and maintained. MOD should ensure good information management principles are embedded in new ways of working to get the most out of the MODNET Office 365 environment.	The full review of KIM roles (the Footprint review) is ongoing, TLBs are contributing towards its development. Activity to tailor future H2A questionnaires to known risk areas and develop a Single Information Maturity Model is now planned for Q3 2021. A new 1* Information Governance Steering Board, looking initially at Records Management Improvement has been created. This board will feed in to the 3* CIO Council through Director Functional Integration & Transformation. An exercise to understand the training requirements for an updated Records Management training course is expected to complete in Sep 20.	Ongoing
5	MOD to identify how it will ensure the digital continuity of its information and records through to the point of transfer or destruction.	The study looking at future review and disposal of MOD electronic records has paused but will be taken forward following the reorganisation of the Information Stewardship team. The review of the Digital Continuity policy is complete, and the revised version will be included in JSP 441 by 30 Jun 20.	Ongoing
6	MOD to establish a clear roadmap for ensuring compliance with the Public Records Act, supported by mutually agreed working plans.	The application to the ACNRA for a Retention Instrument for legacy Service Personnel Records has been approved [RI 131]. A business case for funds to support the transfer of these records has been submitted, with a decision pending. Work to establish a Defence Electronic Archive or similar capability is paused until the reorganisation of the Information Steward team is complete.	Ongoing