



Action Plan – The National Archives’ Information Management Assessment

Background:

The National Archives has launched a new programme of Information Management Assessments across government, aimed at raising the capability of departments in terms of their management of information. As part of this launch, a team within The National Archives carried out their own assessment of our own organisation, which was presented verbally to the Chief Executive. As a result of this assessment, the following action plan has been developed.

Action Plan:

Issue 1: Although the team running record management was found to be strong, they were not ‘connected’ to a senior management champion, and didn’t have an overall strategy which connected records management and broader Information and Knowledge Management.

Action agreed: The organisational location of the records management team has been moved to sit under a new Knowledge and Information Management post, which itself will sit under our Head of IT Strategy, championed by the Chief Information Officer/ Director of Technology. This will provide Board level support for the activity, and connect it with Knowledge Management.

The new team have been tasked with preparing an overall strategy and plan for Information, Records and Knowledge Management for The National Archives within 12 months.

Issue 2: There are some usability issues with The National Archives’ own E-records management system.

Action agreed: The team (above), championed by the Director, will identify some actions to address these user concerns, including ability to use the system remotely.

Issue 3: There is currently a backlog of paper records to transfer as a result of the focus on electronic record capture.

Action agreed: The Knowledge and Information Manager will prepare a plan for the team to tackle their overall workload and address the issues raised over the next 12 months, to ensure that they have a workplan which accurately prioritises their work.

Issue 4: As a result of usability issues for remote access to the E-records management system, senior management utilisation of the system is low.

Action agreed: Once the usability issues are addressed, the CEO and CIO will champion senior management usage throughout the organisation and drive up usage.