DISPOSITION OF RECORDS WITH NATIONAL RECORDS OF SCOTLAND – UPDATE ON PROGRESS

Executive summary
1. The purpose of this paper is to update Leadership Group on progress since November 2017 when paper LG (2017) Paper 91 was presented. The paper detailed plans for the permanent transfer of Session 1 historical records to National Records of Scotland (NRS) in 2018. This will be the first large-scale transfer of records and will be followed by regular deposits in accordance with the SPCB records retention schedule. This update follows an initial review of records identified for preservation with NRS.

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Issues and Options
2. Historical records of the Scottish Parliament are transferred to NRS for permanent preservation where they can be made available to the public and to satisfy legislative requirements. Records become historical 15 years after creation.

3. The Information Manager has liaised with NRS Inspecting Officers to agree a plan for the review and disposition of records with NRS. NRS is expected to begin the transfer process in late September 2018.

4. Historical records from Session 1 exist in both hardcopy and digital format.

5. SPShare has been updated and tested to ensure that historical records can be exported from the system in a format that maintains their integrity and authenticity with contextual metadata and classification information intact.

6. Information Management and Governance (IMG) team has migrated Session 1 parliamentary business records from network drives to SPShare, ensuring records are assigned appropriate metadata and making it possible to export records to NRS.

7. IMG has carried out an initial high-level review of historical records, both hardcopy and digital, to help identify records containing personal information and legal advice which will be closed (unpublished) following transfer to NRS.

8. Some business areas will be asked to carry out an additional review of records reviewed by IMG to ensure that business area expertise is also drawn upon during the reviewing process.

9. It is recommended that the following business areas carry out a review of historical records they are responsible for to ensure personal information and legal advice is protectively marked. Business areas have been engaged with and will be supported by IMG throughout the reviewing process. All business areas will be kept informed of activities concerning historical records which they are responsible for.
Office | Records series
---|---
CE Office | SPS senior management meeting papers
Committee Office | SPCB meeting papers
Chamber Office | Inquiries, meetings and correspondence
Events and Exhibitions Team | Bills
International Relations Office | Significant event records from the ELU
International Relations Office | Official visits
International Relations Office | CPA Scotland Branch

10. Records deposited with NRS that contain personal information will be closed for a period of up to 100 years, 15 years from transfer for legal advice. It is therefore essential to ensure that any records containing personal information or legal advice which are due for archiving are reviewed and marked appropriately prior to transfer to ensure that personal information or legal advice is not released early.

**Resource Implications**

11. Activities concerning the archiving of records are business-as-usual for IMG and there is currently no requirement for additional resource.

12. The timetable for preparing historical records for transfer (Annex A), shared with Group Heads in January 2018, is still on schedule. Business areas that need to review records will be asked to begin this activity from 18 June and reviewing activities are expected to take no more than a maximum of 2 days effort for each office/team with some activities requiring only a couple of hours effort.

**Dependencies**

13. Preparation of historical records prior to transfer will depend on participation from offices detailed above. Offices will be assisted throughout the process by IMG.

**Governance issues**

14. The Information Manager will continue to manage the transfer of historical records to the NRS as a business-as-usual activity.

15. MRO and Group Heads will be given the opportunity to review a list of historical records being transferred to NRS prior to transfer to identify themes and gauge what will be published by NRS in 2019. An update will be prepared for LG prior to the NRS transfer.

**Publication Scheme**

16. This paper may be published in line with the SPCB’s publication scheme.

**Next steps**

17. The Information Manager will continue to liaise with business areas required to review records and provide guidance to assist reviewing activities.
18. The Information Manager will continue to work with NRS to ensure transfer arrangements meet the requirements of both parties.

**Decision**

19. LG is invited to note the progress made to date and the plan to meet our obligations by transferring historical records to NRS.

**Information Management and Governance**

**June 2018**
ANNEX A – ACTIVITY TIMETABLE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Bus. area</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify historical records</td>
<td>IMG</td>
<td>01/12/2017</td>
<td>14/06/2018</td>
</tr>
<tr>
<td>Migrate remaining G: drive records to SPShare</td>
<td>IMG</td>
<td>01/12/2017</td>
<td>14/06/2018</td>
</tr>
<tr>
<td>Develop and agree process with NRS on transfer</td>
<td>IMG</td>
<td>09/01/2018</td>
<td>02/03/2018</td>
</tr>
<tr>
<td>Initial review of historical records</td>
<td>IMG</td>
<td>05/03/2018</td>
<td>15/06/2018</td>
</tr>
<tr>
<td>Update LG</td>
<td>IMG</td>
<td>04/06/2018</td>
<td>04/06/2018</td>
</tr>
<tr>
<td>Reviewing historical records</td>
<td>MRO</td>
<td>18/06/2018</td>
<td>14/09/2018</td>
</tr>
<tr>
<td>Business areas review of historical records</td>
<td>Offices</td>
<td>18/06/2018</td>
<td>14/09/2018</td>
</tr>
<tr>
<td>Weed hardcopy records of ephemera</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify records containing exempt information</td>
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<td></td>
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</tr>
<tr>
<td>Apply protective markings to exempt records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS review of historical records prior to transfer</td>
<td>NRS</td>
<td>17/09/2018</td>
<td>25/10/2018</td>
</tr>
<tr>
<td>Business areas - possible weeding/reviewing folk</td>
<td>Offices</td>
<td>08/10/2018</td>
<td>19/10/2018</td>
</tr>
<tr>
<td>Transfer records to NRS</td>
<td>IMG</td>
<td>29/10/2018</td>
<td>02/11/2018</td>
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<tr>
<td>Publication of historical records</td>
<td>NRS</td>
<td>01/01/2019</td>
<td></td>
</tr>
</tbody>
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