



National  
Records of  
Scotland

# PRSA review:

The Keeper's Model Plan- setting the scene

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# Agenda/Topics To Be Covered

- Introduction
- Principles of the Review
- Is the plan fit for purpose?
- The 14 elements
- Structure
- Audiences
- Closing summary
- **Celebrity Easter eggs** (Douglas Adams, Rowan Atkinson, Mel Brookes and 2 PRSA Team members...)... and a bonus 2 pop hits from the last century...



# Introduction – PRSA implementation- the story so far- and a practitioner's tale

## **The plan...**

- The Act has been live over 5 years now
- Now in the latter stages of receiving RMPs from Authorities
- The RMP has come a long way
- We now have simplified reporting
- We also have all the cumulative learning from all the RMPs
- ...and all the implementations
- Feels like a good moment to catch a breath and review...

## **...and me**

- Loved it from the start
- On IOM at the time
- Included the 14 elements in the Government's first RM policy
- Gaining the approval of Tynwald, the World's oldest continuously sitting parliament, for the 14 elements
- Returned to Scotland 2013- PKC now Fife
- Written one RMP and part-implemented two...
- Worked closely with 'the Feds' on each of these



# Principles of the review

## How low can we go?

- How fundamental can the review be?
- Is anything off limits?
- Name for instance?
- Records Management Plan Overview document?
- Structure, content, style
- A one off process?
- Or the first review in a periodic cycle of reviews?



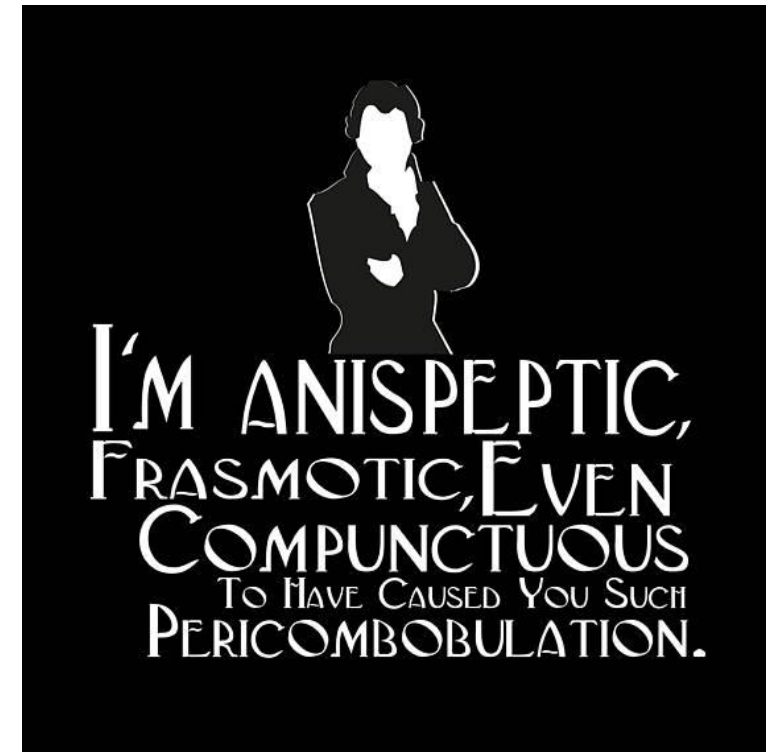
*'I won an award for it you know' Slarti Bartfast, The Hitchhiker's Guide the Galaxy*



# The RMP- a model plan...

...but is it a cunning plan?

- Is it fit for purpose?
- What is in it?
- Can it be improved?
- If so- how?







# 3- is a magic number...

## ...but is 14?

- Do there have to be 14 elements?
- If so, do we have the right 14 moving forward?
- Should there be less?
- Is it too fussy?
- Should there be more?
- If so, how many more?
- And what?
- Third party compliance perhaps?





# It's not what you do...

**...it's the way that you do it!**

- That's what gets results...
- Is the RMP effective in reaching its audiences?
- What are its audiences?
- Information professionals?
- This plus Management?
- If yes, do we address this?
- If so, how?





# A possible approach i...

## Outcomes

- Simple statement of what a thing is
- Element 5 – retention
- All records are retained in accordance with the Organisation's records retention schedule

## What does good look like?

- List the attributes of that thing
- The schedule's entries align with the organisation's business classification (see element 4)
- The schedule comprises, as a minimum, legislative retention requirements (where they exist), a business best practice retention period (where they do not), and permanent preservation selection requirements (see element 7)
- The schedule might also include other non-retention information such as vital records status (see element 10) and protective marking (which can be relevant to information sharing- see element 14).





# A possible approach ii...

## **Bundling of elements**

- Accountability
- Policy and capability
- Control and business continuity
- Integrity and business intelligence

### 6.2.1 Accountability

This area is about holding the Council to account and ensuring that PRSA compliance remains in place.

Particular requirements are

- Named posts at strategic and operational level
- Keeper-approved Records Management Plan (RMP)
- Annual Reporting to the Keeper

### 6.2.2 Policy & capability

This area is about the Council having the relevant policies and staff in place to deliver PRSA compliance.

Particular requirements are

- Up to date records and information policies
- Records Manager
- Training for Records Management staff



# Closing summary

## **Thoughts for the group discussion**

- What do we want the scope of the Review to be?
- What are we looking to achieve?
- How do we want to approach this?
- What do we want to change/add?
- What do we want to keep?
- Other thoughts entirely

## **Things to consider...**

- The 14 elements
- Structure and language
- Frequency of the review process
- And finally...
- Gan bwyll a dal ati...