



General Register Office for Scotland
information about Scotland's people

Paper NHSCR GB 6/06
Creating a backup to NHSCR archive

October 2006

1. Background

A fundamental review of the work of the NHSCR was carried out in the latter half of 2003, under the leadership of the SEHD Deputy Chief Medical Officer, on behalf of the NHS. One of the Review Group's recommendations was that the NHSCR should examine the cost effectiveness of creating a backup to its paper resources, proportionate to the risk of destruction of vital archive material and irreplaceable information.

2. Funding

GROS has a great deal of experience in digitising records and, when the Review Group made its recommendation, we used that experience to draw up an estimate of £800,000 for the digitisation of the NHSCR paper records. A bid to the SE for that sum was approved on 6 September 2006 provided the expenditure was incurred by 31 March 2007. SE Finance have since confirmed that it should be possible to move funds between 2006-07 and 2007-08 if the task does spill over into the next financial year.

3. Project progress

GROS will procure contractors separately for the digitisation and the indexing of the NHSCR records. The same supplier can bid for both services but each service will be evaluated separately. Preference will be given to contractors who can demonstrate minimal disruption to the work of NHSCR through the removal of records

Optional bids will be invited for digitisation and indexing of the 1911, 1921 and 1931 census records. This would be conditional on funding being available in 2007-08. The management of this work is not within the scope of this project.

A Project Board has been set up to progress the project and a Project Initiation Document has been signed off by the Board. PQQs have been issued and the requirements and assessment criteria are in the final stages of preparation. The evaluation panel to decide on the shortlist of suppliers, will meet at the beginning on November.

The submission of tenders is due on the 5 January, with work commencing in February. The expectation is that the digitisation and indexing will be completed and returned to GROS by April 2007.

**General Register Office for Scotland
30 October 2006**