

**The Public Records (Scotland) Act 2011**

**The Keeper of the Registers of Scotland**

**Progress Update Review (PUR) Final Report by the PRSA Assessment Team**

**6th June 2019**

## Contents

1. The Public Records (Scotland) Act 2011.....	3
2. Progress Update Review (PUR) Mechanism.....	4
3. Executive Summary.....	5
4. Authority Background.....	5
5. Assessment Process.....	5-6
6. Records Management Plan Elements Checklist and PUR Assessment.....	7-12
7. The Public Records (Scotland) Act Assessment Team's Summary.....	13
8. The Public Records (Scotland) Act Assessment Team's Evaluation.....	14

## 1. Public Records (Scotland) Act 2011

The Public Records (Scotland) Act 2011 (the Act) received Royal Assent on 20 April 2011. It is the first new public records legislation in Scotland since 1937 and came into force on 1 January 2013. Its primary aim is to promote efficient and accountable record keeping by named Scottish public authorities.

The Act has its origins in *The Historical Abuse Systemic Review: Residential Schools and Children's Homes in Scotland 1950-1995* (The Shaw Report) published in 2007. The Shaw Report recorded how its investigations were hampered by poor recordkeeping and found that thousands of records had been created, but were then lost due to an inadequate legislative framework and poor records management. Crucially, it demonstrated how former residents of children's homes were denied access to information about their formative years. The Shaw Report demonstrated that management of records in all formats (paper and electronic) is not just a bureaucratic process, but central to good governance and should not be ignored. A follow-up review of public records legislation by the Keeper of the Records of Scotland (the Keeper) found further evidence of poor records management across the public sector. This resulted in the passage of the Act by the Scottish Parliament in March 2011.

The Act requires a named authority to prepare and implement a records management plan (RMP) which must set out proper arrangements for the management of its records. A plan must clearly describe the way the authority cares for the records that it creates, in any format, whilst carrying out its business activities. The RMP must be agreed with the Keeper and regularly reviewed.

## 2. Progress Update Review (PUR) Mechanism

Under section 5(1) & (2) of the Act the Keeper may only require a review of an authority's agreed RMP to be undertaken not earlier than five years after the date on which the authority's RMP was last agreed. Regardless of whether an authority has successfully achieved its goals identified in its RMP or continues to work towards them, the minimum period of five years before the Keeper can require a review of a RMP does not allow for continuous progress to be captured and recognised.

The success of the Act to date is attributable to a large degree to meaningful communication between the Keeper, the Assessment Team, and named public authorities. Consultation with Key Contacts has highlighted the desirability of a mechanism to facilitate regular, constructive dialogue between stakeholders and the Assessment Team. Many authorities have themselves recognised that such regular communication is necessary to keep their agreed plans up to date following inevitable organisational change. Following meetings between authorities and the Assessment Team, a reporting mechanism through which progress and local initiatives can be acknowledged and reviewed by the Assessment Team was proposed. Key Contacts have expressed the hope that through submission of regular updates, the momentum generated by the Act can continue to be sustained at all levels within authorities.

The PUR self-assessment review mechanism was developed in collaboration with stakeholders and was formally announced in the Keeper's Annual Report published on 12 August 2016. The completion of the PUR process enables authorities to be credited for the progress they are effecting and to receive constructive advice concerning on-going developments. Engaging with this mechanism will not only maintain the spirit of the Act by encouraging senior management to recognise the need for good records management practices, but will also help authorities comply with their statutory obligation under section 5(1)(a) of the Act to keep their RMP under review.

### 3. Executive Summary

This Report sets out the findings of the Public Records (Scotland) Act 2011 (the Act) Assessment Team's consideration of the Progress Update template submitted for the Keeper of the Registers of Scotland. The outcome of the assessment and relevant feedback can be found under sections 6 – 8.

### 4. Authority Background

Registers of Scotland (RoS), which carries out the functions of the Keeper of the Registers of Scotland, is the non-ministerial government department responsible for compiling and maintaining 17 public registers. These relate to land, property, and other legal documents. The main registers are the Land Register of Scotland and General Register of Sasines.

### 5. Assessment Process

A PUR submission is evaluated by the Act's Assessment Team. The self-assessment process invites authorities to complete a template and send it to the Assessment Team one year after the date of agreement of its RMP and every year thereafter. The self-assessment template highlights where an authority's plan achieved agreement on an improvement basis and invites updates under those 'Amber' elements. However, it also provides an opportunity for authorities not simply to report on progress against improvements, but to comment on any new initiatives, highlight innovations, or record changes to existing arrangements under those elements that had attracted an initial 'Green' score in their original RMP submission.

The assessment report considers statements made by an authority under the elements of its agreed Plan that included improvement models. It reflects any changes and/or progress made towards achieving full compliance in those areas where agreement under improvement was made in the Keeper's Assessment Report of their RMP. The PUR assessment report also considers statements of further progress made in elements already compliant under the Act.

Engagement with the PUR mechanism for assessment cannot alter the Keeper's Assessment Report of an authority's agreed RMP or any RAG assessment within it. Instead the PUR Final Report records the Assessment Team's evaluation of the submission and its opinion on the progress being made by the authority since agreeing its RMP. The team's assessment provides an informal

indication of what marking an authority could expect should it submit a revised RMP to the Keeper under the Act, although such assessment is made without prejudice to the Keeper's right to adopt a different marking at that stage.

**Key:**

G	The Assessment Team agrees this element of an authority's plan.	A	The Assessment Team agrees this element of an authority's progress update submission as an 'improvement model'. This means that they are convinced of the authority's commitment to closing a gap in provision. They will request that they are updated as work on this element progresses.	R	There is a serious gap in provision for this element with no clear explanation of how this will be addressed. The Assessment Team may choose to notify the Keeper on this basis.
---	---	---	---	---	--

Element	Status of elements under agreed Plan, January 2017	Status of evidence under agreed Plan, January 2017	Progress assessment status, <Date>	Keeper's Report Comments on Authority's Plan, January 2017	Self-assessment Update as submitted by the Authority since January 2017	Progress Review Comment, <Date>
1. Senior Officer	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
2. Records Manager	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
3. Policy	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
4. Business Classification	A	G	A	<b>The Records Management Improvement Plan 2016-2019 (Annex C) highlights the need to carry out remedial work on shared drive and Outlook areas of the network and for full roll-out and implementation of the BCS. The work to re-design and imposition of the corporate fileplan on areas of the</b>	A programme of work is currently underway to review shared drive and email folder structures across the organisation, embedding our BCS in a practical sense. This is ongoing, and is aligned with the activity described at element 6, with new structures designed to	The Assessment Team thanks RoS for this update. The roll out of the BCS is bound to be incremental and further time must be allowed for it to bed in to become fully operational.  This element remains at 'amber' for the moment as the work progresses.

				<p><b>shared drives will be used to also dispose of records and information that is no longer required. The Keeper requests that he is kept informed of the work to roll-out the BCS structure across the authority.</b></p> <p><b>The Keeper can agree this Element on an ‘improvement model’ basis. This means that the authority has identified a gap in provision (a fully operational BCS) and has identified how it intends to close this gap. This agreement is dependent upon the Keeper being kept informed of progress of work in this area.</b></p>	<p>facilitate effective retention management.</p> <p>Once this programme is completed, we will work with business areas to monitor their use to ensure they are effective and usable.</p>	<p>The Assessment Team commends the commitment of time and resources and the commitment to monitor the new structures. They look forward to being kept updated on this work in subsequent PURs.</p>
5. Retention Schedule	<b>G</b>	<b>G</b>	<b>G</b>	Update required on any change.	Retention schedule updated with new records series at three monthly intervals in line with our quarterly assurance process.	Retention Schedules are naturally ‘living’ documents and the Assessment Team thanks RoS for confirming that theirs is reviewed and updated regularly.
	<b>A</b>	<b>G</b>	<b>A</b>	<b>The RMP contains a description of the</b>	We have undertaken work with Area Information	The controlled and timely disposal of electronic records



6. Destruction Arrangements				<p><b>procedures for ensuring records managed on shared drives are routinely disposed of when required. Awareness of the Retention and Disposal Schedules has been raised across the organisation. Notification of destruction is identified on a quarterly basis by Area Information Managers and destruction of these takes place locally with the assistance of the Records Manager. The recording of the disposal of records forms part of the RM Improvement Plan 2016-2019 (Annex C). A sample destruction form has been submitted as evidence (Annex AN).</b></p> <p><b>The Keeper can agree this Element on an 'Improvement Model' basis. This means that the authority has identified a gap in provision (the recording of the destruction of electronic records managed on shared drives) and has evidenced a</b></p>	<p>Managers to ensure that retention management in shared drives is up to date, and in line with the retention schedule. With the exception of some legacy material, this is now near completion. We will be placing retention reminders for each business area within our quarterly assurance process, and requiring destruction records to be maintained.</p> <p>Also see update to element 4.</p>	<p>held on shared drives is a problem for many Scottish public authorities and the Assessment Team accept and commend the identification of the issue at RoS.</p> <p>It seems that considerable work has been done in this area and it is laudable that the authority is close to matching the requirements of its Retention Schedule to the practical deletion of records in the various business areas.</p> <p>This element remains at 'amber' for the moment as the work progresses. The Assessment Team look forward to being kept updated on this work in subsequent PURs.</p> <p>If this were a formal submission the Keeper would request sight of a sample 'retention reminder' as evidence.</p>
-----------------------------	--	--	--	---	--	--

				commitment to closing this gap. As part of this agreement the Keeper requests that he is kept informed of the progress of the work to close this gap.		
7. Archiving and Transfer	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
8. Information Security	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
9. Data Protection	G	G	G	Update required on any change.	<ul style="list-style-type: none"> <li>Data Protection policy updated to reflect change to data protection legislation</li> <li>Training is now delivered to all staff via an e-learning module, plus a video at induction</li> <li>DPO now reports to Head of Risk and Information Governance following organisational restructure</li> </ul>	<p>As with all other Scottish public authorities RoS have been required to review and update their data protection procedures in light of the 2018 legislation.</p> <p>The Assessment Team acknowledges that the public facing RoS website has been updated appropriately: <a href="https://www.ros.gov.uk/privacy">https://www.ros.gov.uk/privacy</a></p>
10. Business Continuity and Vital Records	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.

11. Audit Trail	A	G	A	<p><b>Many electronic corporate records are managed on a shared drive structure which lacks the functionality to be able to track changes made to and movements of records. The RMP states that there are areas of good practice, for example, Legal Services which operates a document naming convention (Annex AH). The RMP recognises the need to extend provision to all areas and this is built into the Records Management Improvement Plan 2016-2019 (Annex C). The Keeper requests that he is kept informed of work in this area.</b></p> <p><b>The Keeper can agree this Element on an ‘improvement model’ basis. This means that the authority has identified a gap in provision (the lack of an organisation-wide ability to track changes to and movement of records)</b></p>	<p>Work on naming and version control is included in the programme of local engagement currently underway, where a series of key RM principles, including tracking, are embedded to guide engagement.</p>	<p>In their original submission RoS informed the Keeper that “Our current record-keeping practice does not extend to the consistent use of naming and referencing conventions, version control standards, or standardised metadata for some records. Whilst we have pockets of good practice within individual business functions, this needs to be extended to achieve coverage of all our records.”</p> <p>The submission also included a 2016-2019 <i>Improvement Plan</i> in which RoS stated: “Corporate naming and referencing guidelines – general best practice, with the aim of adaptation for use locally – emphasis on the need to operate naming conventions and version control than being prescriptive – supporting search and retrieval (compliance and efficiency)”</p>

				and has evidenced a commitment to closing this gap. As part of this agreement the Keeper will expect to be kept informed as work in this area progresses.		<p>The Assessment Team acknowledges that this Progress Update indicates that the authority is pursuing their improvement plan and looks forward to being kept updated on this work in subsequent PURs.</p> <p>This element remains at 'amber' for the moment as the work progresses.</p>
12. Competency Framework	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
13. Assessment and Review	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.
14. Shared Information	G	G	G	Update required on any change.	No change	No immediate action required. Update required on any future change.

## 7. PRSA Assessment Team's Summary

### Version

The progress update submission which has been assessed is the one received by the Assessment Team on 2<sup>nd</sup> April 2019. The author of the progress update submission is Alison Kendall, Information Governance Service Manager.

The progress update submission makes it clear that it is a submission for **the Keeper of the Registers of Scotland**.

The Assessment Team has reviewed the Keeper of the Registers of Scotland Progress Update submission and agrees that the proper record management arrangements outlined by the fourteen elements in the authority's plan continue to be properly considered. The Assessment Team commends this authority's efforts to keep its Records Management Plan under review.

### General Comments

The Keeper of the Registers of Scotland continues to take records management obligations seriously and is working to bring all elements into full compliance.

Section 5(2) of the Public Records (Scotland) Act 2011 provides the Keeper of the Records of Scotland (the Keeper) with authority to revisit an agreed plan only after five years has elapsed since the date of agreement. Section 5(6) allows authorities to revise their agreed plan at any time and resubmit this for the Keeper's agreement. The Act does not require authorities to provide regular updates against progress. The Keeper, however, encourages such updates.

The Keeper cannot change the status of elements formally agreed under a voluntary submission, but he can use such submissions to indicate how he might now regard this status should the authority choose to resubmit its plan under section (5)(6) of the Act.

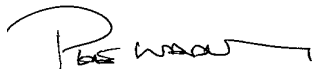
Where 'no change' has been recorded under the update on provision by the authority, the Assessment Team is happy to agree that these elements require no further action for the time being.

## 8. PRSA Assessment Team's Evaluation

Based on the progress update assessment the Assessment Team considers that **The Keeper of the Registers of Scotland** continue to take their statutory obligations seriously and are working hard to bring all the elements of their records management arrangements into full compliance with the Act and fulfil the Keeper's expectations.

- The Assessment Team recommends authorities consider publishing PUR assessment reports on their websites as an example of continued good practice both within individual authorities and across the sector.

This report follows the Public Records (Scotland) Act Assessment Team's review carried out by,



.....  
Pete Wadley  
Public Records Officer