Selection Policy for the National Records of Scotland Web Continuity Service

Purpose

1. This policy has been approved by the Keeper of the Records of Scotland. It supports that part of the National Records of Scotland's mission statement which says that, "We collect, preserve and produce information about Scotland's people and history and make it available to inform present and future generations." The policy also contributes to the vision outlined in our corporate strategy, "We will be a trusted and innovative organisation, with a focus on continuously improving our customer services, and especially our digital services."

2. This policy provides background to the NRS Web Continuity Service (the Service); what it is and does; how websites are selected for archiving; and the wider professional environment in which this Service resides. The policy is primarily intended as an articulation of the Service's collecting scope.

Context

3. NRS receives and accessions archival records from stakeholder bodies under the provisions of the Public Records (Scotland) Act 1937 (PRSA 1937); the Public Records (Scotland) Act 2011 (PRSA 2011); the Inquiries (Scotland) Rules 2007; by administrative application of the Public Records Act, 1958 s.3(8) (PRA 1958); and, in the case of private records, under the National Heritage (Scotland) Act 1985 (s.18 (2)). Bodies that transfer records to NRS under these provisions include the Scottish Government, the Scottish Parliament, the Scottish Courts, Public Inquiries, a selection of private owners, and public authorities who are named under the Schedule of the PRSA 2011 and whose main archive is NRS. In this context, 'record' means anything in which information is recorded in any form (Public Records (Scotland) Act 2011, s.13(1)), including websites.

4. In line with government policy, the Scottish Government and our other record creating stakeholders have embraced websites as the primary mechanism for disseminating information and delivering public services. Websites, particularly openly-accessible public authority websites, function as the dynamic interface between state and citizen, and are increasingly acknowledged as trusted sources of official information. As web technology and services evolve, and as public expectations on long-term access to online information increase, this position will only strengthen.

5. These types of website are unique pieces of the public record, and thus they fall within NRS's statutory and strategic collecting remit. The NRS Web Continuity Service enables NRS to collect these websites as public records, and also allows us to archive selected websites of private owners who deposit archival records with us, as part of the wider historical record of Scotland. It also provides an opportunity for an owner of a website to neatly connect their site with archived content, helping to maintain access to online information.

Scope of the NRS Web Archive

6. The NRS Web Archive is comprised of websites created and owned by organisations which fall within NRS's statutory and strategic collecting remit, including:
     - the Scottish Government;
     - the Scottish Parliament;
     - Scottish public authorities who transfer records to NRS;
     - the Scottish Courts;
     - Scottish Public Inquiries;
     - private organisations who deposit archival records with NRS.

7. NRS will not archive the websites of organisations who have a presence in Scotland but whose website covers the entire UK and is archived by The National Archives.

8. NRS aims to archive copies of approximately 140 websites yearly, though this figure may vary. NRS will mostly archive target websites between 1 and 2 times yearly, however some websites may be archived up to 4 times yearly. This rate of archiving will be agreed with the website owner, but our intention is to create a representative archival record of the site, not to attempt to preserve every change to it.

9. NRS will deliver this Service within resource and financial limits. In order to realise maximum benefit and value, NRS will prioritise the capture of the following types of websites that are created and owned by our stakeholders as outlined in paragraph 5:

   - The main corporate sites of stakeholders which document their core business, functions and activities, particularly those of the Scottish Government and its associated bodies;
   - Websites which are considered 'at risk' from closing or disappearing e.g. historic sites which have not been updated for a number of years, websites of defunct organisations; websites relating to resources, initiatives or events which are subject to change/closure;
   - Websites which contain a large amount of unique information that is not available in any other form e.g. interface for delivery of a digital public service, website dedicated to resources on a special subject etc.

10. Most captures will be set to an agreed schedule. NRS will also maintain a capacity to make captures at short notice in relation to extraordinary events, e.g. changes in the machinery of government, national elections, changes to legislation etc. Website owners may request such captures at short notice, however the enactment of these will be subject to NRS discretion.

11. Views and recommendations from website owners on which of their sites should be archived permanently will be considered.

12. Other guiding principles which NRS will consider in determining sites for capture and the frequency of their capture, are:
    - Extent to which information on the website is updated;
    - The technical challenge that may arise with archiving the website;
    - Whether the website(s) has been archived by another body e.g. National Library of Scotland.

13. Social media is currently out with the scope of this Service

14. These principles are guided by NRS Record Policies. They will help influence our selection of sites, and at what frequency these sites are captured. The NRS Web Continuity Working Group will convene quarterly to review these criteria, the selection of websites we archive, and the performance of the Service. The participants who form this group are described in Appendix 1.

Permissions and Intellectual Property

15. For organisations which directly deposit their archival records with NRS, permission to archive their website will form part of their record transfer agreement with NRS. A representative from the organisation will be requested to complete a short questionnaire on the structure and management of the website, for operational and legal purposes. Organisations who do not yet have an existing relationship with NRS, but whose website is selected for archiving, will also be asked to complete the same questionnaire and confirm permission for capture. This permissions model ensures that all archived content can be freely made available online to users.

16. Ownership and responsibility for all archived content will rest with website owners. The website may also be subject to publicity rights, privacy rights, or other legal interests. NRS will only archive content which is in the public domain, and will not attempt to capture anything which resides behind a firewall/password/user registration process, nor which is known to contain sensitive or personal information. The service will also not capture websites where the website

owner does not have copyright permission for all content on the site. The Service will not capture content from organisations' intranets or extranets.

17. If a user wishes to use or cite any piece of content from the NRS Web Archive for reproduction, distribution, or other use, they should adhere to the terms and conditions as detailed within the archived website. In addition, they should include reference to the NRS Web Archive in their citations as follows: "Archived in the NRS Web Archive at http://webarchive.nrscotland.gov.uk/".

18. NRS will not accept responsibility for the accuracy of archived websites' content.

19. NRS operates a takedown function should material need to be removed from the NRS Web Archive upon receipt of a complaint or request to do so. The circumstances and analysis procedure for this are set out in our Records Reclosure and Takedown Policy.

Wider context

20. NRS is conscious of the innovative global web archiving professional sector, and of the institutions who are engaged in this activity across the UK and Ireland. NRS will actively participate in this sector. We will work closely with our local partners, including the National Library of Scotland, to advise website owners on the archiving process and site design, and take steps to ensure that our goals and ambition are aligned as efficiently and effectively as possible. We will also work with other national institutions to ensure that web archiving and continuity achieves maximum impact.

21. NRS is also aware of the research community that is increasingly using web archive collections as sources for data-driven analysis. In time, NRS hopes to make our own collections available to this growing community and contribute to the exciting opportunities it is creating.

22. This policy will be reviewed annually until 2019, after which it will be reviewed as necessary and at least every three years.

February 2017

Appendix 1: Composition of NRS Web Continuity Working Group

Each quarter, NRS will convene a working group to review progress of the Web Continuity Service; monitor the realisation of benefits to our stakeholders; and advise on selection of websites for archiving.

This group will consist of the following NRS staff members:
- Head of Digital Records Unit
- Web Archivist
- Web Continuity Assistant
- A representative from Government Records Branch
- A representative from Court & Legal Records Branch
- A representative from Private Records Branch
- An external representative from one of our stakeholder bodies

Appendix 2: In-scope Websites for the Web Continuity Service

The following websites are being captured by the Web Continuity Service. Website names (website owners listed in brackets where applicable), URLs and months in the calendar year in which they are captured is shown. Please note that some of these websites may still be undergoing archival processes and may not yet be available in the online web archive. This list was published on 5 January 2018 and will be updated on a quarterly basis.

Website (main corporate website unless indicated)	Website URL	Annual capture schedule
Accessing Scotland's Past (Historic Environment Scotland)	http://www.accessingscotlandspast.org.uk/	Sep 2017 One capture only Website content unchanged
Accountant in Bankruptcy	https://www.aib.gov.uk/	Feb/May/Aug/Nov
Architecture & Design Scotland	http://www.ads.org.uk/	Dec
Audit Scotland	http://www.audit-scotland.gov.uk/	Jun
Blog Pàrlamaid na h-Alba (Scottish Parliament)	https://parlamaidalba.wordpress.com/	Nov
Bòrd na Gàidhlig	http://www.gaidhlig.scot/	Sep
Boundary Commission for Scotland	http://www.bcomm-scotland.independent.gov.uk/	Aug
Bowling Basin (Scottish Canals)	http://www.bowlingbasin.com/	Aug 2017 One capture only Website closing
Cairngorms National Park Authority	http://cairngorms.co.uk/	Apr/Oct
Caledonian MacBrayne - Calmac Ferries Ltd.	https://www.calmac.co.uk/	Jun/Dec
Caledonian Maritime Assets Ltd.	http://www.cmassets.co.uk/	Jun
Canmore (Historic Environment Scotland)	https://canmore.org.uk/	Sep
Children's Hearings Scotland	http://www.chscotland.gov.uk	Apr/Oct
Children's Panel volunteer site (CHS)	https://www.childrenspanelscotland.org/	Dec
Commission on Parliamentary Reform	https://parliamentaryreform.scot/	Feb 2017/Jul 2017 Two captures only Commission closed
Commissioner for Ethical Standards in Public Life in Scotland	http://www.ethicalstandards.org.uk/	Jun
Convention Scotland (Visit Scotland)	http://www.conventionscotland.com/	Jun
Creative Scotland	http://www.creativescotland.com/	Feb
Cumbrae National Sports Centre (Sport Scotland)	http://www.nationalcentrecumbrae.org.uk/	Jul

David MacBrayne Ltd.	http://www.david-macbrayne.co.uk/	Jun
Dean & Cauvin Young People's Trust	http://www.deanandcauvin.org.uk/	Dec
Disclosure Scotland	https://www.disclosurescotland.co.uk/	Feb 2017 One capture only Website closed. Content migrated to https://www.mygov.scot/organisations/disclosure-scotland/
Drinking Water Quality Regulator	http://dwqr.scot/	Jun/Dec
Edinburgh Tram Inquiry	http://www.edinburghtraminquiry.org/	Apr/Nov
Education Scotland	https://education.gov.scot/	Mar/Jun/Sep/Dec
Event Scotland (Visit Scotland)	http://www.eventscotland.org/	Jun
Festival of Politics	http://festivalofpolitics.scot/	Dec
Food Standards Scotland	http://www.foodstandards.gov.scot	Jun/Dec
Glenmore Lodge National Outdoor Training Centre (Sport Scotland)	https://www.glenmorelodge.org.uk/	Jul
Global Scot (Scottish Enterprise)	https://www.globalscot.com/	Jul
Highlands and Islands Airports	http://www.hial.co.uk/	Jan/Jul
ICL Inquiry	http://www.theiclinquiry.org/	Apr 2017 One capture only Inquiry closed
Inverclyde National Sports Training Centre (Sport Scotland)	https://nationalcentreinverclyde.org.uk/	Jul
Inverness Airport (Highlands and Islands Airports)	https://www.invernessairport.co.uk/	Jan
Living on Water (Scottish Canals)	http://www.livingonwater.co.uk/	Aug
Local Government Boundary Commission for Scotland	http://www.lgbc-scotland.gov.uk/	Aug
Loch Lomond and the Trossochs National Park Authority	http://www.lochlomond-trossachs.org/	Jun
Mental Welfare Commission for Scotland	http://www.mwcscot.org.uk/	Jun
mygov.scot	https://www.mygov.scot/	Feb/May/Aug/Nov
National Archives of Scotland (National Records of Scotland)	http://www.nas.gov.uk/	Jan 2017 One capture only Website closed. NAS now part of National Records of Scotland
National Confidential Forum	http://www.nationalconfidentialforum.org.uk/	Apr
National Records of Scotland	https://www.nrscotland.gov.uk/	Feb/Aug

NHS 24	http://www.nhs24.scot/	Nov
NHS National Services Scotland	https://nhsnss.org/	Jul
NHS Scottish Ambulance Service	http://www.scottishambulance.com/	Mar/Sep
Office of the Scottish Information Commissioner	http://www.itspublicknowledge.info/	Jun/Dec
Office of the Scottish Roadworks Commissioner	http://www.roadworksscotland.gov.uk/	Apr
Penrose Inquiry	http://www.penroseinquiry.org.uk/	Apr 2017 One capture only Inquiry closed
Police Investigations & Review Commissioner	http://pirc.scotland.gov.uk/	Aug
Public Appointments	http://www.publicappointments.org/	Jun
Public Petitions Committee blog (Scottish Parliament)	http://scottishparliamentpetitions.blogspot.co.uk/	Nov 2017 One capture only Website closing
Public Standards	http://www.publicstandardscommissioner.org.uk/	Jun
Quality Meat Scotland	http://www.qmscotland.co.uk/	Oct
Queen's and Lord Treasurer's Remembrancer	http://qltr.gov.uk/	Jan/Jul
RCAHMS Centenary Workshops (Historic Environment Scotland)	http://centenary.rcahms.gov.uk/	Sep 2017 One capture only Website content unchanged
Science and Advice for Scottish Agriculture (SASA)	https://www.sasa.gov.uk/	Jun
ScotBlood (NHS NSS)	https://www.scotblood.co.uk/	Jul
Scotland on Tap (Water Industry Commission for Scotland)	http://www.scotlandontap.gov.uk/	Sep
Scotland's Census	http://www.scotlandscensus.gov.uk/	Feb
Scotland's Financial Health Service (AIB)	https://www.scotlandsfinancialhealthservice.gov.uk/	Nov
Scottish Archives for Schools	http://www.scottisharchivesforschools.org/	Apr 2017 One capture only Website content unchanged
Scottish Arts Council (Creative Scotland)	http://www.scottisharts.org.uk/	Feb 2017 One capture only Website content unchanged
Scottish Barley Variety Database (SASA)	http://barley.agricrops.org/	Jun
Scottish Canals	https://www.scottishcanals.co.uk/	Aug
Scottish Child Abuse Inquiry	https://www.childabuseinquiry.scot/	Apr/Sep

Scottish Criminal Cases Review Commission	http://www.sccrc.org.uk/	Jan
Scottish Dental Practice Board	http://www.shsc.scot/meetings/scottish-dental-practice-board/	Nov
Scottish Development International (Scottish Enterprise)	https://www.sdi.co.uk/	Jul
Scottish Enterprise	http://www.scottish-enterprise.com/	May/Nov
Scottish Enterprise Media Centre	https://www.scottish-enterprise-mediacentre.com/	May/Nov
Scottish Fire and Rescue Service	http://www.firescotland.gov.uk/	Jul
Scottish Funding Council	http://www.sfc.ac.uk/	May/Nov
Scottish Futures Trust	http://www.scottishfuturestrust.org.uk/	Jun
Scottish Government	http://www.gov.scot/	Jan/Apr/Jul/Oct
Scottish Government - beta corporate website	https://beta.gov.scot/	Jan/Apr/Jul/Oct
Scottish Handwriting	http://www.scottishhandwriting.com/	Apr 2017 One capture only Website content unchanged
Scottish Land Court	http://www.scottish-land-court.org.uk/	Jun
Scottish Law Commission	https://www.scotlawcom.gov.uk/	Aug
Scottish Oats Variety Database (SASA)	http://oats.agricrops.org/	Dec
Scottish Parliament	http://www.parliament.scot/	Feb/May/Aug/Nov
Scottish Parliament Open Data	https://data.parliament.scot/	Jun
Scottish Police Authority	http://www.spa.police.uk/	Oct
Scottish Public Services Ombudsman (SPSO)	http://www.spso.org.uk/	Apr/Oct
Scottish Qualifications Authority	http://www.sqa.org.uk	Jun
Scottish Records Advisory Council	http://www.scottishrecordsadvisorycouncil.info/	Apr 2017 One capture only Website closed
Scottish Rye Variety Database (SASA)	http://rye.agricrops.org/	Dec
Scottish Screen (Creative Scotland)	http://www.scottishscreen.com/	Feb 2017 One capture only Website content unchanged
Scottish Social Services Council	http://www.sssc.uk.com/	Nov
Scottish Sports Hall of Fame (Sport Scotland)	http://sshf.co.uk/	Jul
Scottish Triticale Variety Database (SASA)	http://triticale.agricrops.org/	Dec

Scottish Water	http://www.scottishwater.co.uk/	Feb/Aug
Scottish Wheat Variety Database (SASA)	http://wheat.agricrops.org/	Dec
Sir Basil Spence (Historic Environment Scotland)	http://www.basilspence.org.uk/	Sep 2017 One capture only Website content unchanged
Sport Scotland	https://sportscotland.org.uk/	May/Nov
Student Awards Agency for Scotland	http://www.saas.gov.uk/	May/Nov
Talent Scotland (Scottish Enterprise)	https://www.talentscotland.com/	Jul
The Papar Project (Historic Environment Scotland)	http://www.paparproject.org.uk/	Sep 2017 One capture only Website content unchanged
The Scottish Register of Tartans	https://www.tartanregister.gov.uk/	Apr
Traffic Scotland (Transport Scotland)	https://trafficscotland.org/	Oct
Transport Scotland	https://www.transport.gov.scot/	Sep/Mar
Traveline Scotland (Transport Scotland)	http://www.travelinescotland.com/	Oct
Treasured Places (Historic Environment Scotland)	http://www.treasuredplaces.org.uk/	Sep 2017 One capture only Website content unchanged
Vale of Leven Hospital Inquiry	http://www.valeoflevenhospitalinquiry.org/	Apr 2017 One capture only Inquiry closed
Valuing Complaints (SPSO)	http://www.valuingcomplaints.org.uk/	Nov
Visit Scotland - corporate site	http://www.visitscotland.org/	Jun
Visit Scotland - customer site	https://www.visitscotland.com/	Jun
Water Industry Commission for Scotland	http://www.watercommission.co.uk/	Sep