



The National Archives

**Information Management Without
a Parachute**

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Planning is key

Before you do anything, you need to know what it is you want to manage:

- Finding out where the information is.
- Finding an owner(s).
- Categorising information - function not format.
- Deciding how important it is.
- Choosing what to keep.

Coordinated Support.



Things you will need.

You will need:

- Support from the top.
- Support from IT.
- Support from business areas.
- An Action Plan.

Sticky back plastic

Things to make.

- A Policy
- Filing Structure
- Management Rules.
- Retention schedules.
- Information Asset Register.

A Policy.

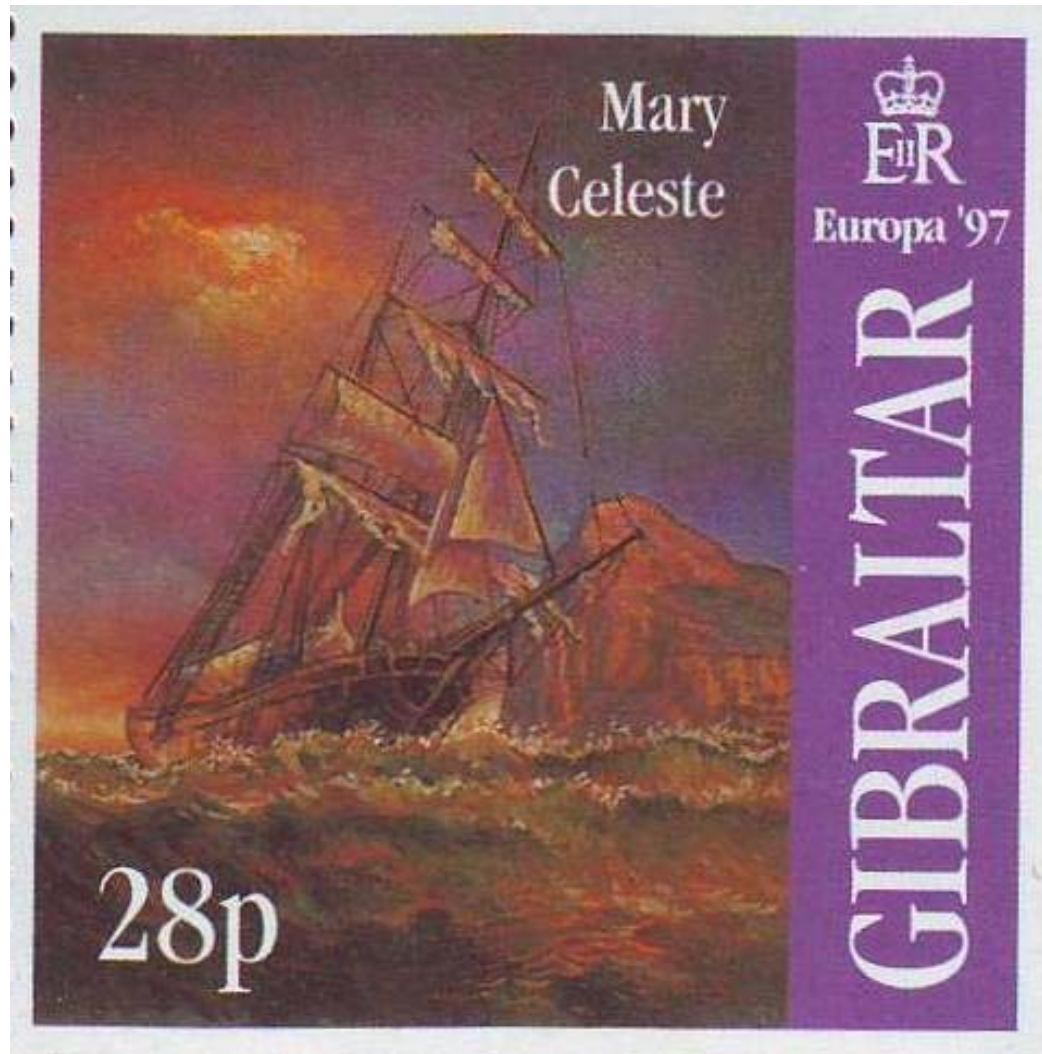


“I promise to do my best...”

Assessing Shared Drives



Finding Owners



Ownership Matters.

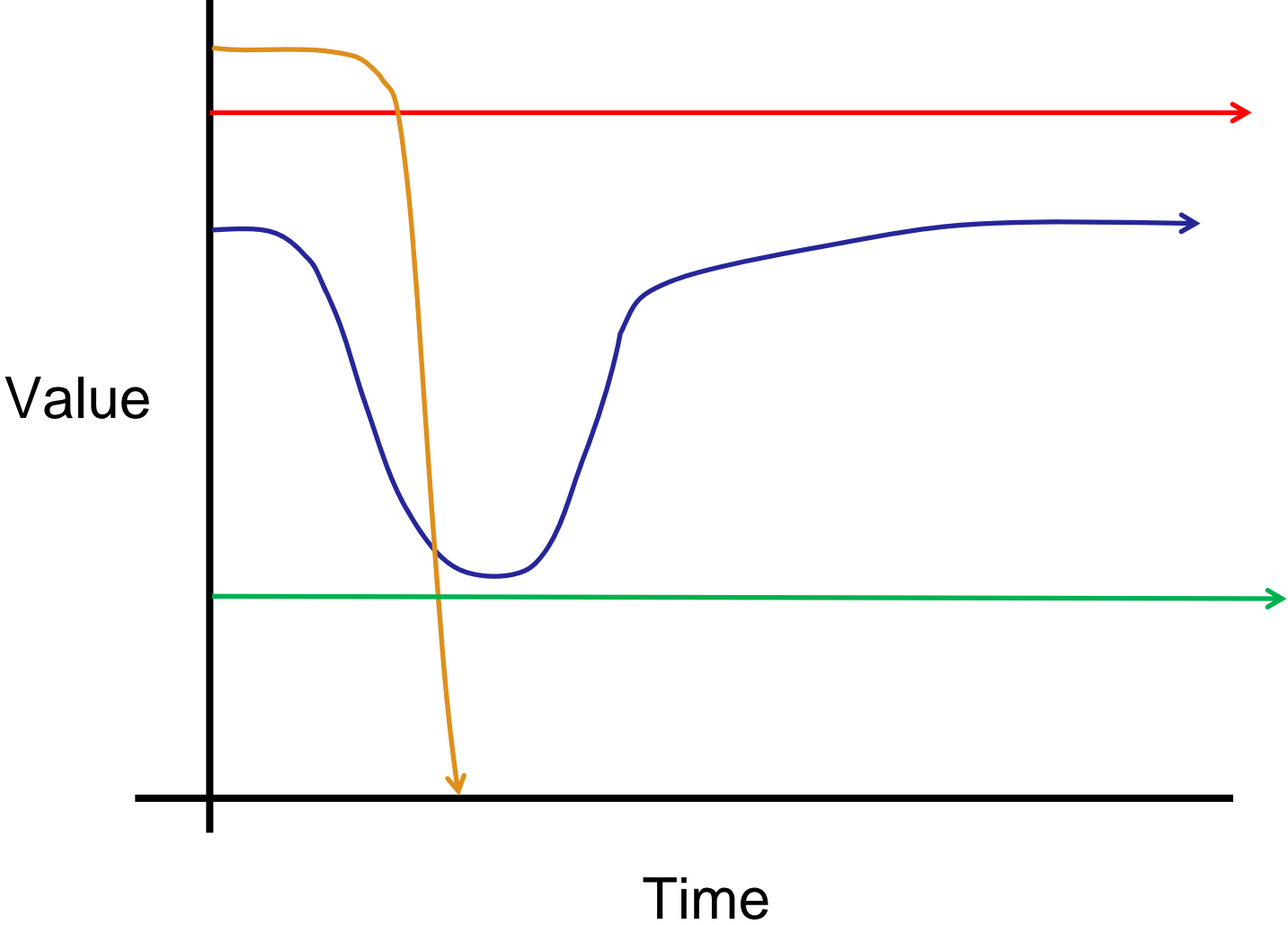
To ensure ongoing access and usability of information:

- Identify and resolve individual ownership.
- Get it defined at a corporate level.
- Show people they can share.
- Ownership of risk.

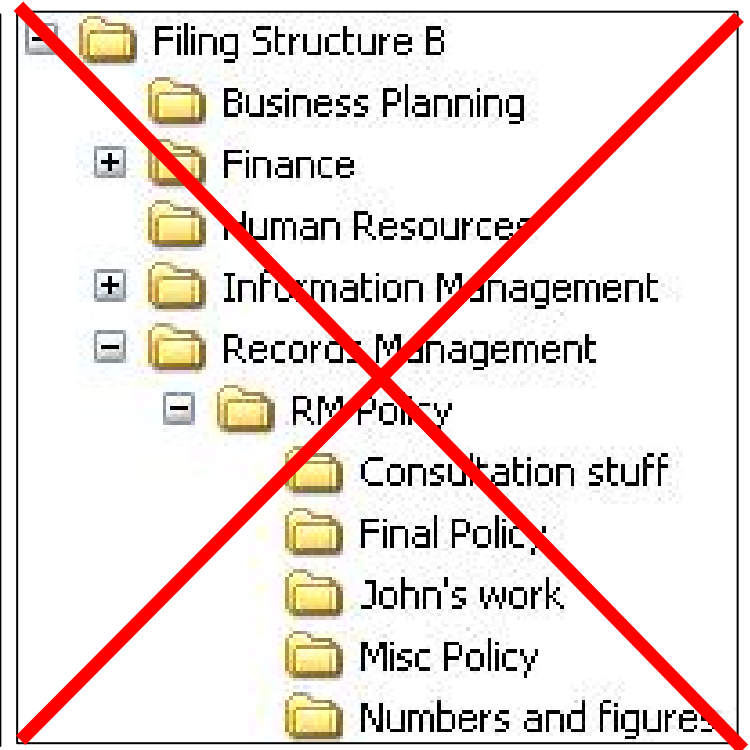
It will inform:

- What is valuable.
- Who might better share with whom (and who shouldn't!).
- It's what will shape the future structure of your information.

Identifying Value – Assessing The Risk



Structuring Shared Drives



Where you can learn more.

The National Archives Website:

- Guide to managing records without an ERMS.

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/essential-records-management.htm>

- Records Management Implementation Guides

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/implementation-guides.htm>

- Email, fileplan advice

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/electronic-records-toolkits.htm>

The person on your left.

Manage Change.



First they ignore you, then they laugh at you, then they fight you, then you win. – Ghandi.