

Created By: [REDACTED] on 03/02/2015 at  
08:07

**Title: Ideas for new system / BDB changes v4**

Categorisation  
Records Management\ERMS / BDB  
Refresh\10 First Thoughts

Originator: [REDACTED] on 03/02/2015  
Status: **Default**  
Last Modified: 19/02/2015 13:16:05 by [REDACTED]

These things are a given:

1. Documents are created in a BDB
2. Those documents will exist in an editable state for a period of time
3. After a period of time, those documents will **either** become records (whether manually or automatically) and from that point will not be editable **or** be deleted automatically
4. After another period of time, those records will be reviewed and either deleted or retained (whether manually or automatically) until a further review
5. Any record retained will be not be retained for longer than the legal limit without Records Management involvement

Declared records to allow versioning to occur if needed.

Declared records to be undeclared by Records Management if required.

All actions to do with declared or undeclared documents (declaration, undeclaration, review, etc) to be undertaken individually or in bulk.

Records Management to be in control of those records that have been marked for deletion (either by user or system) to allow for secondary National Archives review to take place.

Changes to records (declaration, undeclaration, review etc) to be logged in an audit log.

Everything that we come up with has to be compatible with previous declared/undeclared records and documents.

Notification of documents / records approaching review - this to include the # of docs and records, not an individual list; dedicated review views in the BDB required.

### Change to Trigger Date

The current system works solely from the creation date of documents - they are allowed to remain in an editable state for up to a year from the date of creation and then have to be either declared or are deleted once they reach a year old. This causes some people problems when they need to keep editing documents for longer than a year.

Our first idea - to increase the time to 15 months before forcing declaration or deletion - was partly to address that problem.

However, following conversations in Records Management, we would like to propose a different solution.

Rather than use the date of creation as the trigger point for the notification to either declare or delete, we would like to use the date of last modification.

Our scenario is:

## Ideas for new system / BDB changes v4

If a document has not been modified for a year, the last modified date becomes frozen and the user is asked to either mark it for deletion or declare it as a record.

However, to prevent documents either being modified forever, the date of creation is used to enforce a maximum life span of two years.

This allows people to continually modify documents for a maximum of two years but, if the date of last modification **plus one year** is less than that limit, then they are asked to declare or delete at that point which is why we're talking about freezing the date of last modification. If you haven't edited it for a year then that seems like a sensible time to make that choice; if you're continually editing something for two years, though, and want to continue editing it, then you can still declare and version as normal.

### Records

#### Suggestion 1 - Option to Decide Document's Fate at Point of Creation

We would like something to be available to users at the point of creation to allow them to choose whether or not to declare or delete something, rather than be reliant upon a notification x amount of time down the line before making that decision.

How that option appears - whether it's radio buttons, a piece of text advising them to look in the ERMS Actions tab or something else is to be decided.

Whatever options we go for, it would be nice to offer something like the following:

- o If the answer is "Yes", the document will be automatically declared 1 year after the date of last modification or 2 years from the date of creation, whichever comes first.
- o If the answer is "No", the document will be automatically deleted 1 year after the date of last modification or 2 years from the date of creation, whichever comes first.
- o If the answer is "Not sure", the document will be notified to them 1 year after the date of last modification or 2 years from the date of creation, whichever comes first.
- o If the answer is "Declare now", the document will be declared when they close it.

The "Not sure" option is selected by default.

Whatever option is chosen, only that displays in future - to change their mind, they can choose one of the options in a drop down menu.

The record table displays when "Yes" or "Declare now" is selected.

For those documents that were set to "Not sure" and which get notified to punters, once the notification period has been reached the only options to display will be "Declare now" or "Mark for deletion"

Those that have been set to "Yes" or "No" - do we need to notify punters of those in a sort of "These documents will be declared in x amount of time" or "...will be deleted..." to allow them to change their mind?

#### Suggestion 2 - Remove Existing Record Sub-types

If record types are retained in some way, rather than have a Type and Sub-type, we simply have a Type and a standard retention period for all records within that type.

When declaring, instead of being offered a pick list with no information in there, users see a table with the list of types, examples, and a radio button to select like so:

## Ideas for new system / BDB changes v4

Record Type	Examples
Administrative	Business plans, correspondence, meeting papers, guidance...
Commercial	Contract management and procurement
Financial Records	Accounts, audits, budgets, salaries...
Legislation	Bills, policy papers, subordinate legislation
Programme & Project Records	PIDs, meeting papers, business cases, logs, reports...
Property Records	Buildings, contractual papers, health and safety...
Staffing/Personnel Issues	Conditions, disciplinary matters, employment, training, welfare...
Statistical	Enforcement, guidance, methodology, surveys...
Systems	Hardware, software, security...

Once a choice is made, the table is no longer displayed.

### Documents

#### Suggestion 1 - Change Length of Time Document is Editable

Currently a document can be edited for 12 months before a decision needs to be made to either declare or delete it.

Working with our new suggestion, this will change to being either one year from the date of last modification or 2 years from the date of creation, whichever is soonest.

Following the current system, notifications to the users would either be sent out weekly for six weeks **prior** to the date being reached **or** we could change that and send out the notifications for six weeks **after** the date has been reached.

### BDB Changes

#### Suggestion 1 - Automatic Population of Record Types / Help Documents When New BDB Created

When a BDB is created, Records Management have to set an agent to run to populate that BDB with Help Documents. Similarly, they have to push the Record Types over to the new BDB.

An automated process for both (if we're keeping the Record Types in some form or another) would be better.

#### Suggestion 2 - View Changes

##### 2.1 - Last Modified Date as Column Header

Short and sweet - can we get the Last Modified Date to display as a sortable column header?

##### 2.2 - Last Read View

Unsure if possible but can we get a new view that displays documents by the date they were last read?

##### 2.3 - Document Only View

The Undeclared Documents by Owner view comes close but we're after a view like ERMS Records - one that maintains the Main / Sub-Category structure but only displays undeclared documents.

##### 2.4 - More Sorting Within Views

Main view as an example - we can sort by Originator but we can't sort by Originator **within** a specific category. Would be nice to be able to do this on all column headers in all categories in all views.

# Ideas for new system / BDB changes v4

## Suggestion 3 - Removal / Renewal of Old Views

We'd suggest removing old view options such as the ability to open Word or Excel via Desktop Applications or The Daily from Database Links.

Rename options where appropriate - [REDACTED] mentioned "Edit ACL Setter" could become "Maintain ACL".

Similarly, the B/F function could be renamed as "Document Reminder" to make it clearer what a B/F actually is; the set B/F form could do with sprucing up as well.

## Suggestion 4 - Document Locking

Set this on all BDBs by default to prevent replication / save conflicts.

## Suggestion 5 - Document Sharing

Allow Notes documents to be edited by two or more people - update in real time rather than save conflicts being generated.

## Suggestion 6 - Rename and Refresh Review Cycle

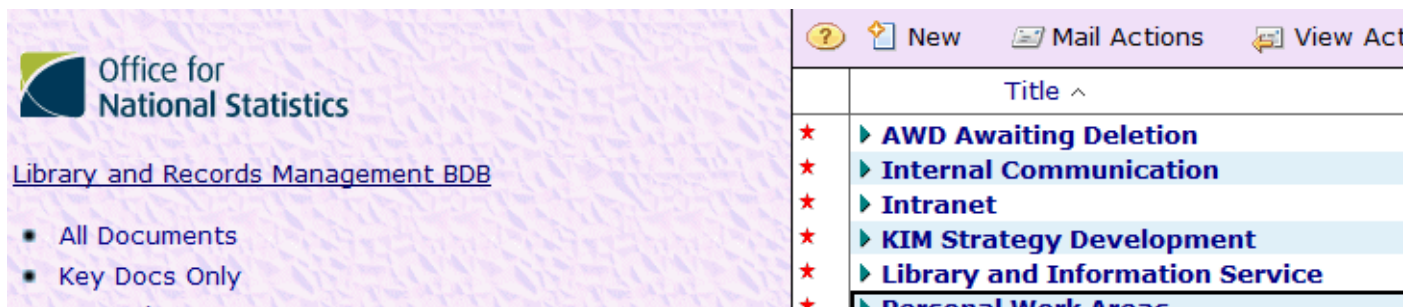
There's an already existing process called Review Cycle in the BDBs that doesn't appear to work.

With a rename and some work, it could potentially act as a sort of workflow system, moving documents on in a chain of people.

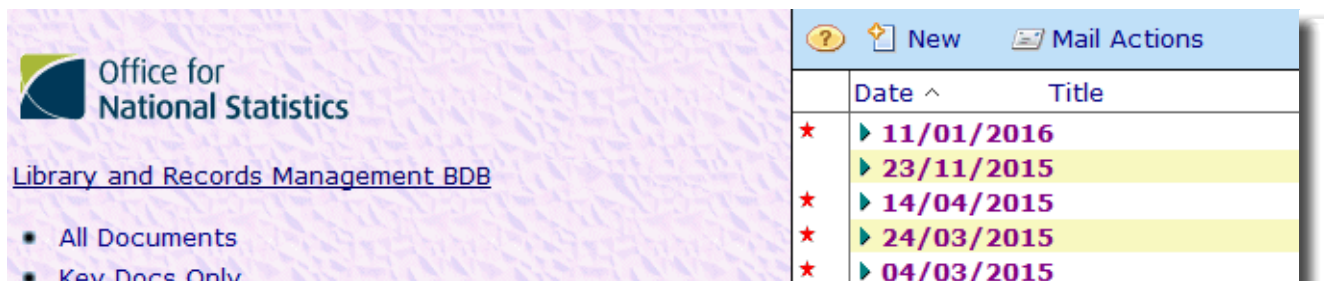
## Suggestion 7 - Consistent View Colours

Couple of quick examples:

All documents view: pink Navigator Panel, pink tool bar, blue and white alternating stripes in view.

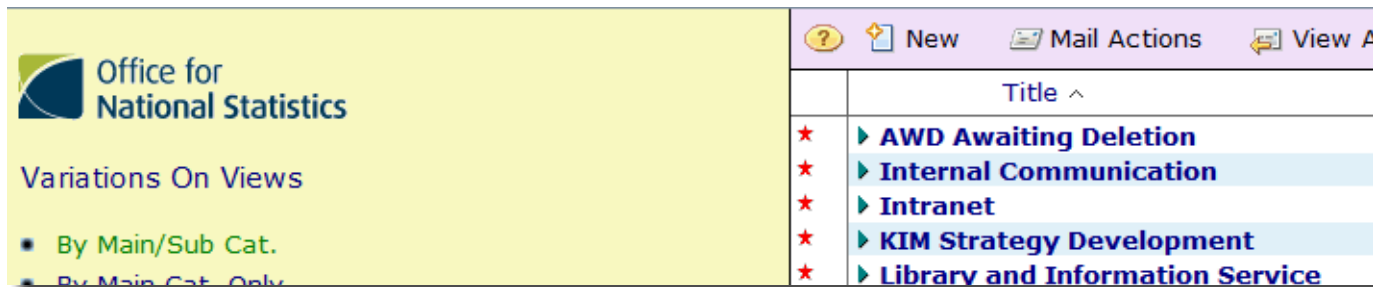


B/F Documents view: pink Navigator Panel, blue tool bar, yellow and white alternating stripes in view.

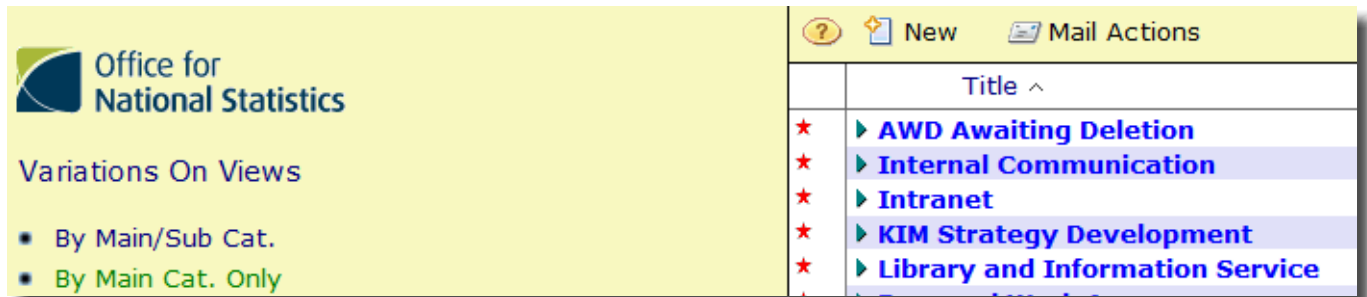


Variations on View > By Main/Sub Cat: yellow Navigator Panel, pink toolbar, blue and white alternating strips in view.

## Ideas for new system / BDB changes v4



Variations on View > By Main Cat Only: yellow Navigator Panel, yellow toolbar, grey and white alternating strips in view.



I can understand having different colour schemes if users are in different parts of the BDB but some sort of consistency would be good!

### Suggestion 8 - Reporting / Exporting Facility

Over the years I've had occasion to bemoan the BDB's cack-handed exporting of documents - for example on more than one occasion I've been trying to help someone tidy up their BDB and wanted to work out what the latest date of a document was within each category which - currently - is an absolute mare of a job.

A reporting facility that allows people to pick and choose what fields they want reported on would be useful; however, I'm aware that any reports generated may take a while to run, particularly on larger BDBs and might involve an overnight session.

Better exporting to Excel would be a way round this - currently the Main Categories end up in one column, while all 2nd, 3rd and 4th level categories end up in a second one making it nigh on impossible to easily discover something as fairly straightforward as what was the date of the latest document.

### Suggestion 9 - Options when Printing

Currently the title of the document appears at the top of every page - [redacted] put this in place as part of the work he did with the old protective markings - do we still need it?

When printed, the BDB name and server is printed - do we need the server name printed?

Similarly the Created By info wraps on to two lines when printed in portrait - can it be moved to the left or the field widened to allow it to print on one line?

We don't want the record options (Yes, No, Not sure etc) not, after declaration, anything to do with record retention or the audit log to print above the body of the document, so can that information appear at the end?

### Suggestion 10 - Audit Log

To make this look new and shiny (or at least different) we're thinking the Audit log info currently displayed like so:

**Record Information**

Declared On:	24/08/2005 09:25:16
Declared By:	[REDACTED]
Review Date:	03/12/2014
ERMS Record Type:	Administrative
ERMS Record Sub Type:	Correspondence
Review Actions	[REDACTED] on 03/02/2012 ERMS Category Information added on 03/12/2012 Retained on 03/12/2012 7:49:29 [REDACTED]

could be displayed in a separate tab at the top of the document, or maybe available via a new button on the toolbar or an action within ERMS Actions? Anywhere where it doesn't interfere with the body of the document and yet manages to look different!

**Suggestion 11 - Flag BDB for TNA Interest**

Need to be able to identify a BDB that may contain information for The National Archives - this flag should be set and amended only by Records Management. Any BDB with the flag set should be able to be viewed in the ERMS so that's its easily identifiable - either all flagged BDBs in a separate view or with some sort of icon.

Last Modified : 19/02/2015 13:16:05 by [REDACTED]