Office for National Statistics

Legal Services on FA1APP003

Created By: ███████████ on 09/04/2015 at 09:59

Public

Title: FOI 2336 ████████████

Originator: on 06/02/2015

Response

From : ████████████████████
To : ERMS Admins
CC : ████████████████████████████████
Date Sent : 06/02/2015 12:33:22
Subject : Work Request for EDRMS and BDB

Hello,
Here is the work request -> 📄

I've now completed all the areas I need to following going through it with ████

████

There is one area - Section 2.8 Quality Expectations that you need to check.
Please read through the rest of the document and raise any queries.
Once you are happy with the document it can be signed off. I think you just need to let ██████████████████████ know.

The tasks we need to get on with are:
- finalising and documenting requirements
- agreeing a timetable.

████████ should be setting up some meetings to go through all this.

Thanks,

████

Mail 2

From : ████████████████████
████████████
CC :
Date Sent : 06/02/2015 14:23:53
Subject : Fw: Work Request for EDRMS and BDB
Could we meet next week (excluding Monday) to discuss this ? All welcome.

On a brighter note, I may have cracked the Misc Setfield issue by then

----- Forwarded by ████████████████████ on 06/02/2015 14:22 -----

From: ████████████████
████ ████████████████████████████

Date: 06/02/2015 12:33
Subject: Work Request for EDRMS and BDB

Hello,
Here is the work request -> 📄

I've now completed all the areas I need to following going through it with █████
██████

There is one area - Section 2.8 Quality Expectations that you need to check.
Please read through the rest of the document and raise any queries.
Once you are happy with the document it can be signed off. I think you just need to
let ██████████████████████ know.

The tasks we need to get on with are:
- finalising and documenting requirements
- agreeing a timetable.

██████████ should be setting up some meetings to go through all this.

Thanks,

████████

Mail 3

From : █████████████████████
████████████████████████████████████

Date Sent : 17/02/2015 09:45:51
Subject : Re: Values on docs in Prototype BDB
I have had a quick search through the code for the word version, it is there 425 times, it doesn't
immediately jump out as being connected to ERMS as it doesn't have any code referring to ERMS or
KP fields. If versioning only took place with relation to ERMS then I need to remove this I would say.

I have an EDRMS template with the basic framework for how I want to structure the application in UAT
and once I have got it refreshed so that it is consistent in its own terms I will send a link - please note
what I have developed here is an approach to solving this problem, not implementing the rules etc etc

I don't mind being told things as they occur to people, as long as it all goes into the same database.

██████████	████████████████████████	17/02/2015 09:28:17

From: ████████████████████████
█   ██

Date: 17/02/2015 09:28
Subject: Values on docs in Prototype BDB

Morning ██████

██████ and I have had a brief play with the new prototype and something's jumped out at us.

The new documents have the following fields in place from the point of creation:

ClonedFrom	No value

ClonedTo	No value
CloneRef	Notes document reference number
NEWVERSIONLINK	No value
OldVersion	0
OLDVERSIONLINK	No value
ProvVersionNo	0
Version	0

As far as we're aware, anything to do with version numbers is connected with declared records so we're wondering do these fields need to be in place when a document is created?

As an aside, do you want these sort of queries as we find them or would you rather us collate them and send them over in a bunch?

Cheers,

███

███████

██

████████████████████████████████

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████████████████████

Mail 4

From : ████████████████████
████████████████████████████████████

Date Sent : 17/02/2015 09:51:28
Subject : Re: Values on docs in Prototype BDB
We would certainly only refer to versions as part of the declaration process.

Further to the last mail, I created a Template and then a document from it 📄, more to test if the Template function still worked. Once I'd done that, I had a quick look at the properties and noticed this:

ClonedFrom	No value
ClonedTo	No value

CloneRef	Notes document reference number
NEWVERSIONLINK	
OldVersion	Not in place on a document created from a template
OLDVERSIONLINK	
ProvVersionNo	0
Version	0

No idea if that's relevant but thought it worth mentioning.

From: █████████████████████████████████

Date: 17/02/2015 09:45
Subject: Re: Values on docs in Prototype BDB

I have had a quick search through the code for the word version, it is there 425 times, it doesn't immediately jump out as being connected to ERMS as it doesn't have any code referring to ERMS or KP fields. If versioning only took place with relation to ERMS then I need to remove this I would say.

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I don't mind being told things as they occur to people, as long as it all goes into the same database.

From: █████████████████████████████████

Date: 17/02/2015 09:28
Subject: Values on docs in Prototype BDB

Morning ████

██████ and I have had a brief play with the new prototype and something's jumped out at us.

The new documents have the following fields in place from the point of creation:

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ClonedTo	No value
CloneRef	Notes document reference number
NEWVERSIONLINK	No value
OldVersion	0
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As far as we're aware, anything to do with version numbers is connected with declared records so we're wondering do these fields need to be in place when a document is created?

As an aside, do you want these sort of queries as we find them or would you rather us collate them and send them over in a bunch?

Cheers,

██████

Mail 5

From : ████████████████████████
██████████████
CC :
Date Sent : 17/02/2015 11:26:05
Subject : Link Message: First Prototype Free-Standing EDRMS Template

Mail 6

From :
■■■■■■■■■■■■■■■■

Date Sent : 17/02/2015 14:59:37
Subject : Re: Values on docs in Prototype BDB

"I don't mind being told things as they occur to people, as long as it all goes into the same database."

and they get documented in the requirements list - which is what will need to be referred to throughout.

■■■■■ ■■■■■■■■■■■■■■■ ■■■■■

From:	■■■■■■■■■■■■■■■■■■
■	■■■■■■■■■
Date:	17/02/2015 09:45
Subject:	Re: Values on docs in Prototype BDB

I have had a quick search through the code for the word version, it is there 425 times, it doesn't immediately jump out as being connected to ERMS as it doesn't have any code referring to ERMS or KP fields. If versioning only took place with relation to ERMS then I need to remove this I would say.

I have an EDRMS template with the basic framework for how I want to structure the application in UAT and once I have got it refreshed so that it is consistent in its own terms I will send a link - please note what I have developed here is an approach to solving this problem, not implementing the rules etc etc

I don't mind being told things as they occur to people, as long as it all goes into the same database.

■■■■■ ■■■■■■■■■■■■ ■■■■

Mail 7

From : ■■■■■■■■■■■■■■■■
■■■■■■■■■■■■■■■

Date Sent : 18/02/2015 09:40:16
Subject : Link Message: First Prototype Free-Standing EDRMS Template - Feb 17

Mail 8

From : ■■■■■■■■■■■■■■■■■■■■
■■■■■■■■■■

Date Sent : 23/02/2015 11:51:24
Subject : EDRMS Redesign - Implementation Planning

Sorry to squeeze this one in but I feel we've got to make a start on thinking about this.
There aren't any rooms free so we'll take a chance that something around D139 is free or we'll use the meeting area by us

This is an initial meeting
- to establish what is in scope
- get a high level view of requirements
- start thinking about a plan
- start thinking about communication strategy

Mail 9

From :

CC :
Date Sent : 04/03/2015 09:38:08
Subject : Rescheduled: EDRMS Redesign - Implementation Planning (4 Mar 10:30 GMT)
Sorry to squeeze this one in but I feel we've got to make a start on thinking about this.
There aren't any rooms free so we'll take a chance that something around D139 is free or we'll use the meeting area by us

This is an initial meeting
- to establish what is in scope
- get a high level view of requirements
- start thinking about a plan
- start thinking about communication strategy

Mail 10

From :
CC :
Date Sent : 16/03/2015 08:48:23
Subject : EDRMS - progress review
To go through outstanding actions
Review agents
Plan next steps

Mail 11

From :
CC :
Date Sent : 16/03/2015 15:34:41
Subject : Rescheduled: EDRMS - progress review (19 Mar 10:00 GMT)
To go through outstanding actions
Review agents
Plan next steps

Mail 12

From :
To :
CC :
Date Sent : 16/03/2015 15:34:52
Subject : Rescheduled: EDRMS - progress review (19 Mar 11:00 GMT)

To go through outstanding actions
Review agents
Plan next steps

Mail 13

From :

Sent : 19/03/2015 12:36:34
Subject : Rescheduled: EDRMS - progress review (19 Mar 15:30 GMT)
To go through outstanding actions
Review agents
Plan next steps

Mail 14

Date Sent : 24/03/2015 09:50:11
Subject : EDRMS Design as of last night

Most of the work has gone on in the background but this includes these agents

---
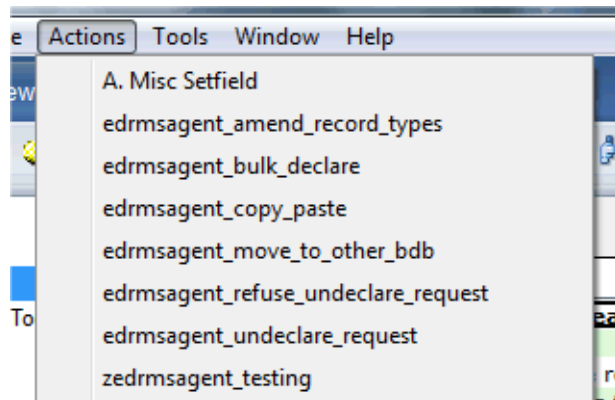
Mail 15

From :

Date Sent : 24/03/2015 09:56:07
Subject : Re: EDRMS Design as of last night
Cheers

Is there anything you want us to test at the moment or is this just for info right now?

From: ██████████████████████████████
Date: 24/03/2015 09:50
Subject: EDRMS Design as of last night

Most of the work has gone on in the background but this includes these agents
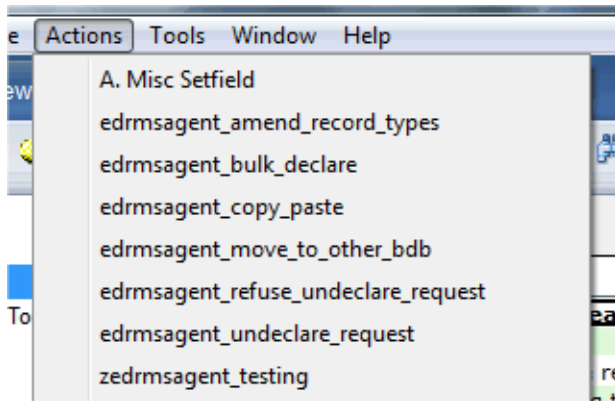
Mail 16

By all means try and break the bits you can see, obviously there will be breakable things

From: ██████████████████████████
Date: 24/03/2015 09:56
Subject: Re: EDRMS Design as of last night

Cheers ████

Is there anything you want us to test at the moment or is this just for info right now?

██████

████████████ ██
██

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██ ████████████ ██ ████████████████████████████████ ████████ ██████████████

Mail 17

From : ████████████████████████
████████████████ ████████████████████
Date Sent : 25/03/2015 14:20:04
Subject : EDRMS development

Hello all,
I know the next couple of weeks are busy but ██████ is at a stage now where it would be useful to work through some of the new functionality face to face. We were hoping we could arrange something next Wednesday - just to give time to set up a more reasonable demonstration. Can you let me know if this is possible?

Thanks,

██████

Mail 18

From : ████████████████████████
██
Date Sent : 25/03/2015 14:33:05
Subject : Re: EDRMS development

Alas next Wednesday is a non starter. ████████████ are off to the Royal Statistical Society's HQ in London and we'll be out next Thursday too. Next Monday and Tuesday are also out. Is tomorrow or Friday morning any good?

██
██

From: ████████████████
Date: 25/03/2015 14:20
Subject: EDRMS development

Hello all,
I know the next couple of weeks are busy but ████ is at a stage now where it would be useful to work through some of the new functionality face to face. We were hoping we could arrange something next Wednesday - just to give time to set up a more reasonable demonstration. Can you let me know if this is possible?

Thanks,

████████

Mail 19

From : ████████████████
████████████████
Date Sent : 25/03/2015 14:42:51
Subject : Re: EDRMS development

████ ,
there isn't really time this week to put in place anything more useful at the moment. There won't be anything better than ████ sent out earlier this week.
I think we'd better look at the following week then. Do all of you need to attend at this stage? If a couple see what has been done so far they could then show those that couldn't attend.

Thanks,

25/03/2015 14:33:05

From: ████████████████
Date: 25/03/2015 14:33
Subject: Re: EDRMS development

Alas next Wednesday is a non starter. ████████ off to the Royal Statistical Society's HQ in London and we'll be out next Thursday too. Next Monday and Tuesday are also out. Is tomorrow or

Friday morning any good?

[redacted]

Mail 20

From : [redacted]

Date Sent : 25/03/2015 14:46:34
Subject : Re: EDRMS development

That's a shame but we understand.

No we all don't need to attend, [redacted]

[redacted]

From:	[redacted]
Date:	25/03/2015 14:42
Subject:	Re: EDRMS development

[redacted],

there isn't really time this week to put in place anything more useful at the moment.

There won't be anything better than █████ sent out earlier this week.
I think we'd better look at the following week then. Do all of you need to attend at this stage? If a couple see what has been done so far they could then show those that couldn't attend.

Thanks,

████

Mail 21

From : ████████████████████████████████████

CC :
Date Sent : 25/03/2015 16:23:01
Subject : EDRMS Question
Should in principle the last modified date stamp that we are maintaining be updated by an EDRMS action (such as declaration or a user-activated agent) or should it only be updated via front-end document editing?

Mail 22

From : ████████████████████
████████████████

Date Sent : 26/03/2015 07:37:33
Subject : Re: EDRMS Question
My instinct is to say the latter.

We want the last modified date to trigger when it's up for declaration or deletion so it should cover things like people editing and saving it, adding content - basic day to day stuff. Agents shouldn't alter it (even things like recategorising it or using MiscSetField shouldn't count) so it should just be staff making changes.

Once declared, we no longer care about the last modification date.

From: ███████████████████████ ███
Date: 25/03/2015 16:23
Subject: EDRMS Question

Should in principle the last modified date stamp that we are maintaining be updated by an EDRMS action (such as declaration or a user-activated agent) or should it only be updated via front-end document editing?

Mail 23

From : ███████████████████████
███████████████████████████████████

Date Sent : 26/03/2015 15:07:09
Subject : Re: Link Message: Errors received when attempting to test

That popup is very simple to fix if you see it again, what it means is that the database design has been expanded to have a new field in the EDRMS Profile which hasn't yet been populated and saved so I did this 🔷

The missing value was

EDRMS Configuration Profile

Master Server	『FA1UAT003/Servers/ONSSTAGING』▼
EDRMS Counts Lookup Key	『BDB / FILE COUNTS』▼
EDRMS Holding DB Lookup Key	『BDB DELETED DOCUMENTS HOLDING DB』▼
EDRMS Metadata DB Lookup Key	『ERMS MANAGEMENT DB』▼
EDRMS Max Bulk Declare Limit	『30』
EDRMS Max Document Move Limit	『30』
EDRMS Max Document Review Limit	『30』

EDRMS Categories	EDRMS Retention (Years)
『Administrative - Correspondence Guidance etc	『2
Administrative - Reports	3
Administrative - Meeting papers (inc. agendas minutes etc)	5
Administrative - Business Plans	7
Administrative - Private Office Papers	7
Administrative - Policy Papers	10
Commercial	7
Financial	7
Legislation	10
Programme and Project	7
Staffing and Personnel - Employment Career Health etc	3
Staffing and Personnel - Disciplinary Matters	5
Staffing and Personnel - Salaries	7
Statistical	10
Systems』	5』
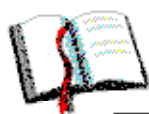
📖 Link Message

From: ███████████████████████████████

To: ███████████████████████████ ████████ █
Subject: Link Message: Errors received when attempting to test

Marking: ☐ OFFICIAL SENSITIVE

Document Link Information :

Database: Library and Records Management BDB
Document: Errors received when attempting to test

Hi ████

We were about to have a test but found a whole host of errors coming up so thought we'd check with you before we went any further.
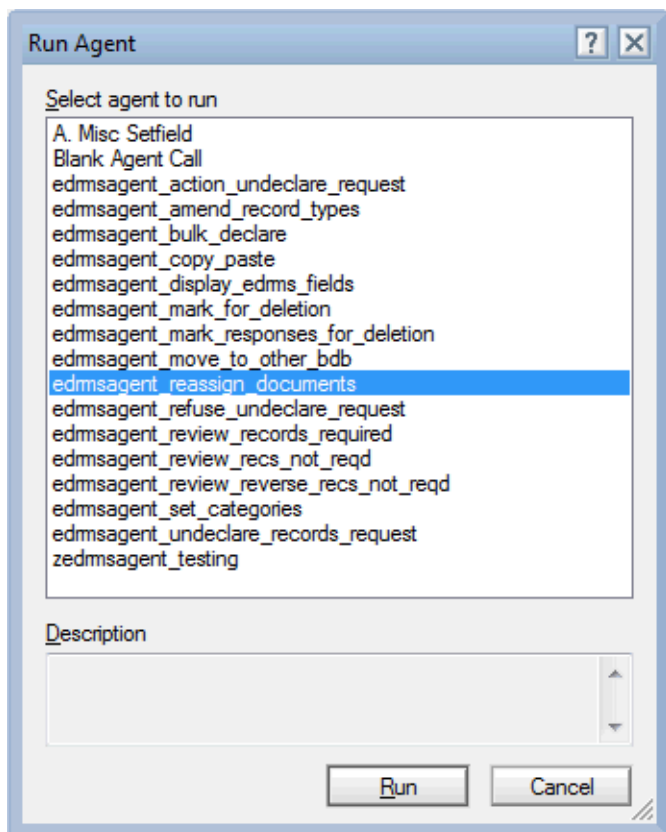
Anything to worry about?
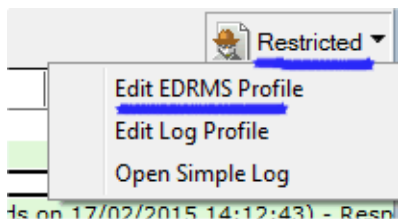
████

You may open the document by clicking on this link.

_____

Mail 24

From : ██████████████████████ ████████████████████
CC :
Date Sent : 30/03/2015 15:05:55
Subject : EDRMS
Latest version

For the agent

I had to start with the email text being editable via the database profile which you can see by doing

---

Mail 25

From :

Date Sent : 30/03/2015 15:30:29
Subject : Re: EDRMS

Not entirely fair but what I was doing is pasting in some content and then going into the subject and completing it. If I saved with the cursor still in the subject I didn't get the declaration question
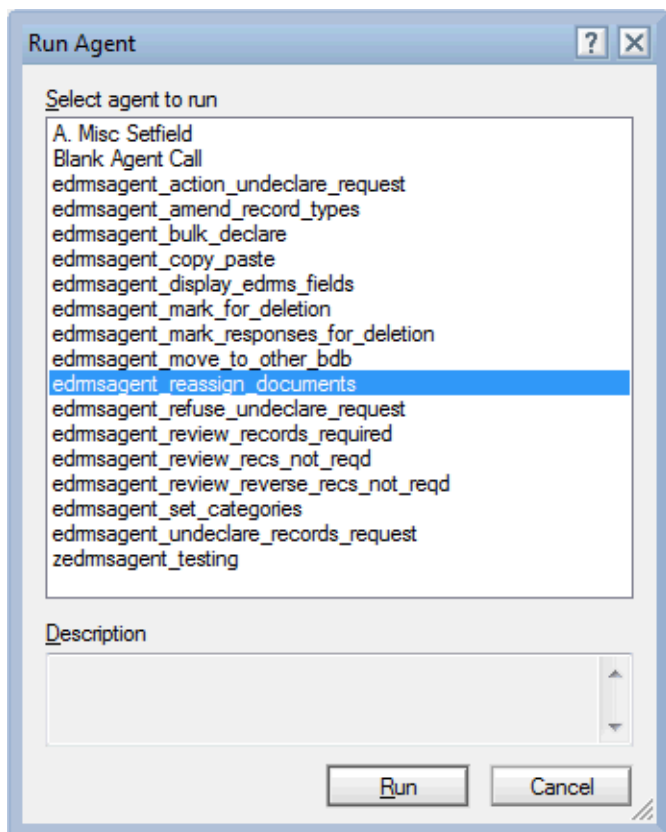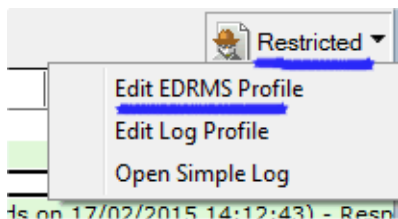
From:	
Date:	30/03/2015 15:05
Subject:	EDRMS

Latest version 🔷

For the agent

I had to start with the email text being editable via the database profile which you can see by doing

---

Mail 26

From :

Date Sent : 30/03/2015 16:07:51
Subject : Re: EDRMS
What was this in relation to ?

Date: 03/30/2015 03:30PM
Cc:
Subject: Re: EDRMS

Not entirely fair but what I was doing is pasting in some content and then going into the subject and completing it. If I saved with the cursor still in the subject I didn't get the declaration question

███████████ ---30/03/2015 15:05:56---Latest version For the agent I had to start with the email text being editable via the database pr

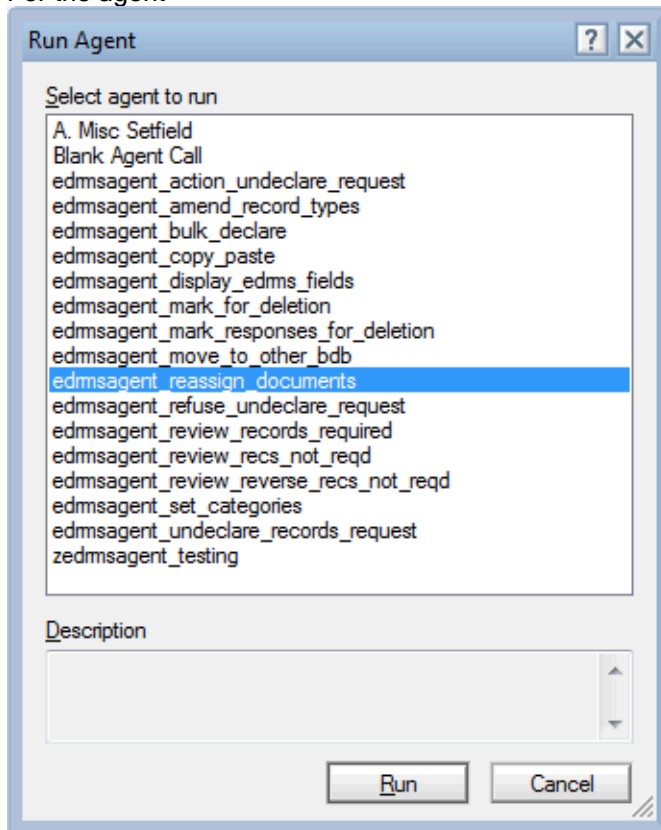From: ███████████████████████
██
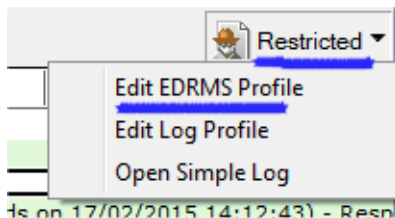
Date: 30/03/2015 15:05
Subject: EDRMS

Latest version 🛢️

For the agent

I had to start with the email text being editable via the database profile which you can see by doing

---

Mail 27

Pasting content into a new document

From: ███████████████
Date: 30/03/2015 16:07
Subject: Re: EDRMS

What was this in relation to ?

████████████████████████
████████████████████████

Date: 03/30/2015 03:30PM
Cc: ████████████████████
Subject: Re: EDRMS

Not entirely fair but what I was doing is pasting in some content and then going into the subject and completing it. If I saved with the cursor still in the subject I didn't get the declaration question

████████████████████████████████

From: ████████████████████████
Date: 30/03/2015 15:05
Subject: EDRMS

Latest version

For the agent

I had to start with the email text being editable via the database profile which you can see by doing

████████████████████████████████

Mail 28

From ██████████████
CC :
Date Sent : 02/04/2015 16:46:31
Subject : EDRMS Time Spent
Remove ERMS Stuff from existing BDB as proof of concept.
5 Hours total on 29/01/2015, 30/01/2015 and 10/02/2015

EDRMS Standalone Template Work

4.5 Days   (16/02/2015 - 20/02/2015)
0.5 Days   (23/02/2015 - 27/02/2015)
1 Day   (02/03/2015 - 06/02/2015
2 Days   (09/03/2015 - 13/03/2015)
2.5 Days   (16/03/2015 - 20/03/2015)
4 Days   (23/03/2015 - 27/03/2015)
2 Days   (30/03/2015 - 02/04/2015)
Total 16.5 Days

Last Modified : 09/04/2015 10:01:01 ██████████████