Office for National Statistics

Library and Records Management BDB on FA1APP003

Created By: ▓▓▓▓▓▓▓▓ on 13/02/2015 at 14:22

Title: Notifications for use in ERMS

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

Originator: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Status: Default
Last Modified: 13/02/2015 14:48:57 by ▓▓▓▓▓▓▓▓

Notification text currently held in File Counts DB 🔹 in BDBs > Utilities > Email Texts > Advise & Delete

Standard text

Header	WARNING - You have documents scheduled for automatic deletion in
First Line Part 1	1. The following documents on
First Line Part 2	were created almost a year ago by yourself or have been re-assigned to you by the database registrar:

Main Body	2. Any documents listed in red will be deleted on the first Sunday after they reach a year old calculated from the created date shown in the list above
	
	3. ONS Document Management Policy requires you to review the document(s) and
	
	    1. If you consider them worthy of retention, declare them as records (you can select up to 30 at a time and use Bulk Declaration from the ERMS Actions button on the toolbar)
	
	    or
	
	    2. If you no longer need the documents you can either:
	
	        (a) from the main view of the BDB, select the documents and use the Mark Selected for Deletion option in the View Actions button, or
	
	        (b) from the document itself, use Mark for Deletion in the Doc Actions button, or
	
	        (c) take no action and the document will be automatically deleted when it becomes a year old (calculated from date of creation.) Please note - if you do nothing the documents will appear on all subsequent warning e-mails until automatically deleted
	
	4. If any of these documents are not your responsibility, please DO NOT mark them for deletion. Instead, please forward this email to the Registrar(s) of the database

Trailer 1	If you require any advice or assistance please email
Trailer 2	ERMS Admins
Trailer 3	Guidance can be found in this document:

Trailer 4	http://intranet/managingyourwork/howtoguides/recordsmanagement/index.asp
Trailer 5	Sent on behalf of Records Management

Registrar's email

Header	Registrar's Notification - WARNING - There are documents scheduled for automatic deletion in
First Line Part 1	1. You have received this email as you are the Registrar for
First Line Part 2	The following documents were created almost a year ago by staff who were not found on the NCD:
Main Body	2. Any documents listed in red will be deleted on the first Sunday after they reach a year old calculated from the created date shown in the list above 3. Please reassign these documents to an appropriate person within your business area so that a decision can be made concerning whether or not to retain them 4. To reassign these documents, open the database and click Registrar's Actions on the left hand Navigator Panel followed by Documents By Owner 5. In the new view, find the documents that need to be reassigned and select them by putting ticks beside them 6. Click the Reassign Documents button on the toolbar and follow the prompts to give the documents a new owner 7. If the documents are not reassigned they will be notified to you as Registrar on all subsequent warning e-mails until automatically deleted 8. Further information is available via the link at the bottom of this mail
Trailer 1	If you require any advice or assistance please email
Trailer 2	ERMS Admins
Trailer 3	Guidance can be found in this document:
Trailer 4	http://intranet/Images/How%20To%20Manage%20Electronic%20Records%20-%20Jan%202014_tcm67-110898.doc
Trailer 5	Sent on behalf of Records Management

Records for Review text

These are stored in the ERMS DB 🔷 under Admin Options > ERMS Review Mail Texts

Email subje	You have declared records due for review in

ct	
Initial text	To enable ONS to meet its Records Management Policy and in line with the Public Records Acts, please find below the numbers of records you have declared (or had reassigned to you) on the relevant database which are due for review in this year - note that record review is a year in arrears so in 2015 you will be reviewing records due for review in 2014. You now have until the end of the calendar year to review the records you own. At the end of the year, any records that have not been reviewed will be automatically deleted.

Footer text	What you need to do now:
	
	1 - Click on the database link.
	
	2 - On the left hand navigation panel, choose one of the options beneath Records for Review CURRENT Year (not the ALL Years view.) If you can't see any options beneath it, click Records for Review CURRENT Year and they will appear.
	
	3 - Records are sorted by the name of the owner; find your name.
	
	4 - Open the twisty next to your name to show all your records sorted by either by Record Type and Sub-type or by Category and Sub-category.
	
	5 - Decide whether these records are still your responsibility:
	
	   a - if you have moved sections within ONS since creating these records, please DO NOT review them. Instead forward this notification to the Registrars of the database whose names can be found at the bottom of this email. If possible, please provide the Registrars with the name of the person who is now responsible for the records.
	
	   b - if you are responsible for them, follow the instructions below.
	
	6 - You now have two options:
	
	   a - select those records you do not want (you can select up to 50 at a time by putting ticks next to them), click the ERMS Review button on the toolbar and choose Mark Selected for Deletion. The records will then disappear from the view.
	
	   b - select those records you wish to retain (again you can select up to 50 at a time by putting ticks next to them), click the ERMS Review button on the toolbar and choose Retain Selected. The records will then disappear from the view. Please note the Retain option is only available in the Records for Review CURRENT Year view, not the ALL Years view.
	
	7 - Please note you have until the end of the calendar year to complete the review of those records due for review.
	
	8 - This email was sent on behalf of Records Management. If you require any advice or assistance concerning it, please email the group address: ERMS Admins.
	
	9 - Further help can be found in the How To Manage Electronic Records document: http://intranet/workinginons/howtoguides/communicationsandpublishing/recordsmanagement/how-to-manage-electronic-records.asp

Registrar's email text

Email subject	Registrar's Notification: There are declared records due for review in
Initial text	The following people who are no longer within ONS created records on the BDB that are now due for review:

Foote r text	What you need to do now: 1 - Click on the database link. 2 - On the left hand navigation panel, click By Owner beneath Records for Review CURRENT Year. 3 - Records will now be displayed sorted by the person's name. 4 - Find the name of the people who have left ONS and open the twisties to show all their records sorted by the year they are due for review, then their Record Types. 5 - Decide who the new owner is going to be - you may wish to liaise with managers / colleagues to work out who needs to take ownership of the records. 6 - Select the records to be reassigned by putting black ticks next to each of them. Do NOT select responses, only parent records. 7 - Now click on the Reassign Documents button on the toolbar and fill in the name of the records' new owner. 8 - The records will be automatically notified to the new owner who will then be able to use the options in the ERMS Review button to either Mark for Deletion or Retain them. 9 - This email was sent on behalf of Records Management. If you require any advice or assistance concerning it, please email the group address: ERMS Admins. 10 - Further help can be found in the How To Manage Electronic Records document: http://intranet/workinginons/howtoguides/communicationsandpublishing/recordsmanagement /how-to-manage-electronic-records.asp

Last Modified : 13/02/2015 14:48:57 by ▮▮▮▮▮▮▮▮▮