

Re: Link Message: Databases and Their Relationship with the ERMS



Library and Records
Management BDB on
FA1APP003

Public

Created By: [REDACTED] on 08/04/2015 at
15:09

**Title: Re: Link Message: Databases and Their
Relationship with the ERMS**

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Personal Work Areas [REDACTED] \0
Ongoing
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From : [REDACTED]
[REDACTED]

Date Sent : 17/02/2015 08:39:12
Subject : [Re: Link Message: Databases and Their Relationship with the ERMS](#)

Glad that's okay - not sure I could have made it simpler!

Declared records that are either marked for deletion by a user or are swept up at the end of the review year if nothing is done with them are removed from the BDB and placed in the ERMS Management DB.

Undeclared documents that are either marked for deletion by a user or are swept up after they reach a year old are removed from the BDB and placed in the BDB Holding DB.

In both cases, the actual documents / records and any associated responses are held in either one of our databases so that we can restore them to a BDB within a certain amount of time if the user gets in touch and, in the case of the declared records only, so that Records Management can conduct a secondary review, looking at the information to determine if there's any potential interest for The National Archives.

In both cases if Records Management delete records or documents from either the ERMS Management DB or the BDB Holding DB, a log is maintained saying which titles were deleted, when and by who.

Let me know if you need anything else.

Cheers.

[REDACTED]

[REDACTED]

[REDACTED]

Re: Link Message: Databases and Their Relationship with the ERMS

[REDACTED]

[REDACTED]

[REDACTED]

From:

[REDACTED]

[REDACTED]

Date: 16/02/2015 15:14

Subject: Re: Link Message: Databases and Their Relationship with the ERMS

[REDACTED]

just what is needed thanks. Just wanted to have a basic idea of other databases the BDB interacts with.

I think there may be some more requirements that need to be stated but I need to finish what we've got so far off first.

Do deleted records get stored in the ERMS Management Db or just the details?

Thanks,

[REDACTED]

[REDACTED]

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