Office for National Statistics

Library and Records Management BDB on FA1APP003

Public

Created By: ████████ on 08/04/2015 at 15:09

Title: Re: Fw: Link Message: Notifications for use in ERMS

Categorisation
Personal Work ████████████ \0
Ongoing

Originator: ████████/NEWPORT/ONS on 17/02/2015
Status: Default
Last Modified: 08/04/2015 15:09:52
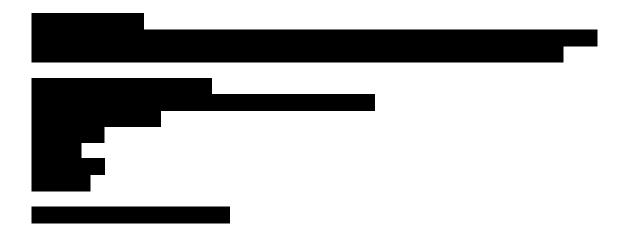
From : ████████████████
████████████

CC : ERMS Admins
Date Sent : 17/02/2015 09:20:51
Subject : Re: Fw: Link Message: Notifications for use in ERMS

Agreed - we'd said as much yesterday.

████ booking us some time to chat about this and other things that we've been chatting about just now.

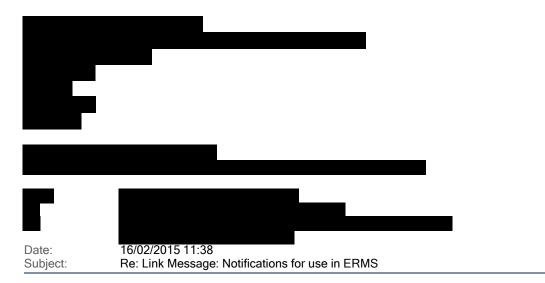From: ████████████████
████
Date: 17/02/2015 08:31
Subject: Fw: Link Message: Notifications for use in ERMS

Shall we have a quick natter about this later? My take is we do need the review date displayed in a view.

████████████████

████████████████

██ ████████████

Date: 16/02/2015 11:38
Subject: Re: Link Message: Notifications for use in ERMS

Looking at relatively recently declared records I see the following Fields that seem to be relevant, there are two issues here

1. We will need to rename these systematically with an agent

2. We need to determine how many fields the new system is going to need, in principle fewer is always better, I suggest that the essential fields are

a. The document is a record
b. Date record was declared
c. Who declared it
d. Category of record

If something can be derived by a program e.g a review date then unless we need to display it in a view then I would rather not have it, the cleverness here is not adding fields, it is economy and anticipation. Generally speaking each extra field should add a considerable amount of processing which is what we don't want and if it doesn't then we need to examine why we need it.

ERMSDelayedFlag	~ NO VALUE ASSIGNED ~
ERMSRecordSubType	Supporting Documentation
ERMSRecordType	Systems
ERMSReviewDate	16/02/2022
ERMSREVIEWSTATUS	~ NO VALUE ASSIGNED ~
ERMSSourceBDBTitle	~ NO VALUE ASSIGNED ~
ERMSSOURCEBDBPATH	~ NO VALUE ASSIGNED ~
Kpdocstatus	Declared
KPDECLAREDDATE	16/02/2015 09:48:40
KPOwner	████████████████

Link Message

Re: Fw: Link Message: Notifications for use in ERMS

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

To: ████████████████████████ ████████████████████████████████

Subject: Link Message: Notifications for use in ERMS

Marking: ☐ OFFICIAL SENSITIVE

Document Link Information :

Database: Library and Records Management BDB
Document: Notifications for use in ERMS

Morning all

Something else █████ asked for was the text of the notification emails that get sent out.

The linked doc has the mails sent weekly about documents approaching a year old and those sent monthly about declared records needing review. In both cases there's mails that get sent to the users and to the registrars. The masters for all mails are held in two databases as mentioned in the document.

In any new system, Records Management would want the ability to edit / update the text of all mails and, preferably, have them in one database rather than spread over two.

Let me know if you need anything more.

Cheers.

████████

You may open the document by clicking on this link.

Last Modified : 08/04/2015 15:09:52