**Office for National Statistics**

**Title:** ███████ **ONS BDB Analysis** ████████
**September 2014 - Spec for ERMS Replacement**

**Originator:** ███████ **on** 28/10/2014

**Response To Response**

In giving a time/cost estimate of developing an ERMS system from scratch I will deliberately not fall into the trap of basing anything on existing ONS ERMS or the perverse trap of trying to deliberately avoid features that I believe the existing one has but which any ERMS system in Notes is going to have.

In the National Archives there is this document
http://www.nationalarchives.gov.uk/documents/information-management/benefits_realisation.pdf
which on Page 5 lists

1.5 Standards conformance
The table below indicates standards which may be considered for use in an ERM programme.
BSI DISC PD 0008 – Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically, together with accompanying workbook PD 0009 Where significant amounts of an organisation's information is scanned into the ERMS this standard is relevant.
BSI DISC PD 0010 – Principles of Good Practice for Information Management
BSI DISC PD 0018 – 2001 Code of Practice: Information Management Systems: Building Systems fit for Audit. For accountability.
ISO 17799/BSI 7799 – Information Security Management Ensures that roles, responsibilities and measures are in place for the secure keeping of information.
ISO 15489 – Information and Documentation: Records Management Assures that policies and procedures are in place.
ISO 9001:2000 – Quality Management Systems ERM systems may assist in bids for BSI 9001:2000 accreditation.

In the design specification, the author will have studied the applicable documents and this will have informed the design requirements. (10 Days)

A new revision of the ONS Business Database created either
i. By someone experienced with the BDB design copying over only the non-ERMS related design elements. (10 Days).
ii. By someone who has never seen the BDB design creating a new design from scratch based on working from a hidden design BDB that has had all ERMS functionality removed/hidden (30 Days).

I shall try to give an estimate for each code object I think would need to be developed regardless of minutiae which may exist above.

**All Lotusscript that performs any function will reside in a Script Library called "ERMS" and be called from the appropriate event, action or agent.**

| No | Code Element and Name if applicable | Purpose | Development Time |
|----|-------------------------------------|---------|------------------|
| 1 | Subform "ERMS" | Hold the fields that indicated the record had been declared, date of declaration, date of review, metadata describing the type of record, person who declared the record. | 2 Days |

| 2 | Shared Action calling "ERMS" Script Library function "erms_declare" | Declare the record and prompt with relevant classification metadata then apply the values to the subform fields for the selected document and all responses | 1 Day |
|----|----|----|----|
| 3 | Shared Action calling "ERMS" Script Library function | Work on multiple selected documents plus responses to declare in the same manner as object 2 | 0.5 Day |
| 4 | Shared Action calling "ERMS" Script Library function "erms_revise_declare" | Only to be used by ERMS Administrators which would allow modification or removal of the record declaration fields. | 1 Day |
| 5 | Shared Action calling "ERMS" Script Library function "erms_multi_revise_declare" | Work on multiple selected documents plus responses to modify in the same manner as object 4 | 0.5 Day |
| 6 | Document edit/delete events calling "ERMS" Script Library function "intercept_edit" | Check whether a document and its response heirarchy is a declared record and prohibits editing with an appropriate message. | 0.5 Day |
| 7 | View copy and paste events calling "ERMS" Script Library function "intercept_candp" | Check whether a document and its response heirarchy is a declared record and prohibits copy/paste with an appropriate message. | 0.5 Day |
| 8 | Scheduled Agent calling "ERMS" Script Library sub "erms_review_date_warn" | Check all Main documents in the application and email all authors and the named application owners to alert with doclinks to documents that will require either initial declaration or will have met their review date within 21 Days. | 0.5 Day |
| 9 | Scheduled Agent calling "ERMS" Script Library sub "erms_review_date_met" | Check all Main documents in the application and email all authors and the named application owners to alert with doclinks to documents that require either initial declaration or have met their review date. | 0.5 Day |
| 10 | Scheduled Agent calling "ERMS" Script Library sub "erms_delete" | Check all Main documents in the application and email all authors and the named application owners to inform them that main documents and responses 21 days past their review date have been deleted. | 0.5 Day |
| 11 | All Lotusscript Code residing in the Script Library "ERMS" | Log to an ERMS only instance of an existing ONS standard logging application to create an audit trail of all actions, alerts and in particular deletions. | 0.5 Day |
| 12 | In a single, standalone application called "ERMS Control" , a Scheduled Agent "erms_counts" | Run against all applications covered by the ERMS system and produce a set of counts per application and running totals of declared records . | 1 Day |
| 13 | In "ERMS Control" a View "ERMS Metadata" | Display ERMS metadata documents which would control system variables such as classification and review and retention periods which would be queried in code at the appropriate places. | 1 Day |
| 14 | View that would reside in each application under ERMS control "ERMS Declared Records" | Display declared documents and their response heirarchy able to be click sorted to view by review date. | 0.5 Day |
| | | | |

| 15 | All applicable existing views in each application under ERMS control | Column icon denoting a declared record | 0.5 Day |
|---|---|---|---|
|  |  |  | 11 (so far) |

Implementing the code elements 1 to 15 in the clean BDB template design (5 Days)

Last Modified : ██████████████████████████████