**Office for National Statistics**

***Legal Services on FA1APP003***
Created By: ████████ on 08/04/2015 at 14:46

**Public**

**Title:  FOI2336 - ██████████  response**

**Originator:** ████ **on** 08/04/2015

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**Response**

From : ████████████████████
████████████████████████████████████████████████████
CC : ERMS Admins
Date Sent : 03/03/2015 09:09:09
Subject : Link Message: 14/050: Redesign of record management process in BDB - Business Requirements

Morning all

Here's the amended list following yesterday's meeting - I've added or changed the things we discussed as well as including the record type mapping list and a list of the pop-ups that appear when creating / saving a document.

████████████ are meeting on Thursday to finalise this so if you have anything to add let us know and we can thrash it out on Thursday.

Cheers!

████

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# Mail 2

From : ████████████████
████████████
Date Sent : 03/03/2015 09:34:49
Subject : Re: Link Message: 14/050: Redesign of record management process in BDB - Business Requirements

Only two thoughts from me

Can we get rid of the first pop up?

And it goes without saying that all reference to Know Pro will be removed from current records.

Are we still meeting with ████ tomorrow if you are meeting with her Thursday?

# Link Message

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

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

██ █████████████

Subject: Link Message: 14/050: Redesign of record management process in BDB - Business Requirements

Marking: ☐ OFFICIAL SENSITIVE

### Document Link Information :

Database: Lotus Notes BDB
Document: 14/050: Redesign of record management process in BDB - Business Requirements

Morning all

Here's the amended list following yesterday's meeting - I've added or changed the things we discussed as well as including the record type mapping list and a list of the pop-ups that appear when creating / saving a document.

Myself and ██████ are meeting on Thursday to finalise this so if you have anything to add let us know and we can thrash it out on Thursday.

Cheers!

██████

You may open the document by clicking on this link.

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# Mail 3

From : ████████████████████████
CC : ████████████
Date Sent : 03/03/2015 09:39:19
Subject : Re: Link Message: 14/050: Redesign of record management process in BDB - Business Requirements
Can we get rid of the first pop up?  - Why aye mun!

And it goes without saying that all reference to Know Pro will be removed from current records. - Why aye, mun!

Are we still meeting with ██████ tomorrow if you are meeting with her Thursday? - Why aye, mun!

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

Date: 03/03/2015 09:34
Subject: Re: Link Message: 14/050: Redesign of record management process in BDB - Business
Requirements

Only two thoughts from me

Can we get rid of the first pop up?

And it goes without saying that all reference to Know Pro will be removed from current records.

Are we still meeting with █████ tomorrow if you are meeting with her Thursday?

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## Mail 4

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

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# Mail 5

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

Date Sent : 05/03/2015 14:16:28
Subject : Link Message: 14/050: Redesign of record management process in BDB - Business Requirements
Hi ██████

Here's the last version of the requirements.

From the meeting, I can confirm that the legal limit we spoke of is **not** in the ERMS Management DB - we think it's hard coded because it probably won't change for the next fifty years or so!

I've added a couple of items (S504 and S505) concerning the AWD Awaiting Deletion conversation and something that we've talked about at the start but not captured - basically a way of us being able to identify databases that possibly contain information of interest to the National Archives.

We've also decided to move away from the idea of having a notification email list documents for review, those for automatic deletion and those for automatic declaration. We're going to stick essentially with what we have at the moment, ie the "Not Sure" documents being notified.

Think that's it - shout if you need to.

Cheers!

██████

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# Mail 6

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

CC :
Date Sent : 09/03/2015 12:52:25
Subject : EDRMS catch up - ███████████████████

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# Mail 7

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

CC :
Date Sent : 13/03/2015 11:25:59
Subject : New registry functionality

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# Mail 8

From : ███████████████████████
To : ████████████
CC :
Date Sent : 24/03/2015 10:08:16
Subject : Fw: EDRMS Design as of last night

Just to make █████s day.

**Before** █████████ dive in, it might be worth throwing together some quick test plan and then maybe having something of a structured test tomorrow afternoon? How does that sound?

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| From: | ██████████████████████ |
| | █████████████████████ |
| Date: | 24/03/2015 09:57 |
| Subject: | Re: EDRMS Design as of last night |

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 9

From : █████████████████████████
To : █████████████
CC :
Date Sent : 26/03/2015 14:16:02
Subject : Link Message: EDRMS Test Plan 1
Enjoy!

# Mail 10

From : █████████████████████████
███████████████████████████████
Date Sent : 26/03/2015 14:38:09
Subject : Link Message: 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?

████

# Mail 11

From : █████████████████████████
████████████████████████████
Date Sent : 26/03/2015 15:07:11
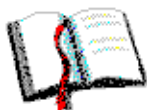Subject : Re: Link Message: Errors received when attempting to test
That popup is very simple to fix if you see it again, what it means is that the database design has been expanded to have a new field in the EDRMS Profile which hasn't yet been populated and saved so I did this 📦

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: ███████████████████████████

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

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 D██

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.

Last Modified :  08/04/2015 14:46:51 by ███████