

To: All DH Staff

From: Permanent Secretary

Date: 16th May 1994

DEPARTMENTAL DOCUMENT MANAGEMENT INITIATIVE

There have been considerable changes in Departmental organisation and staffing over the past few years which have led to weaknesses in Departmental record keeping. Further, the introduction of OIS has changed the way in which business is done.

2 The Department continues to need traceable records for three reasons:

- to ensure we can account for actions taken;
- to enable us to take action that is consistent with our past statements and actions; and
- to avoid inefficient searching for material.

Open Government strengthens the requirement for good records.

3 Last year the Departmental Management Board approved an initiative in this area. There will be a rolling programme of work between ISD and Divisions over the next year, to improve the systems of record keeping, to ensure electronic media are integrated with paper records and to provide training for staff involved in organising registered files as part of their day-to-day work. The first Divisions involved will be ISD, HEF, PMD, DM and NUR and the later programme will be announced in September.

4 As a start each member of staff needs to be aware of their responsibility and the accompanying leaflet 'For the Record' is being issued to you and all members of the Department.

GRO-C

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