

Section 5 outcomes

We have assigned the following responsibilities to ensure the preservation of the archive:

(Essential) Reviewing archiving processes and practices to ensure that they keep up with any changes to how you work: for example, if you move to using a different type of file storage, or if your organisation is restructured. This will be carried out by:

(Essential) Reviewing archives that have a closure period or retention period, and potentially opening files that have been closed or destroying files whose retention period has expired. This will be carried out by:

(Recommended) Monitoring the files for file integrity by:

This will be carried out by:

(Recommended) Monitoring the archive files for obsolescent file formats by:

This will be carried out by:

Ensuring that the responsibilities described above will be reassigned if the post holder leaves.

These tasks will be carried out annually in (you may want to consider using the same date for moving files that you set out in section 4):

Our archive champions/representatives are (add names and roles):

Approval of KS for the above:

Names, roles and date agreed