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Welsh Government

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Preserving the Welsh Government's Digital Records

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Welsh Government

- The devolved government for Wales
- Our responsibilities include
 - Education; Health; Local Government
 - Transport; Planning; Economic Development
 - Social Services; Culture; Welsh Language
 - Environment; Agriculture; Rural Affairs
- Make decisions on matters regarding these areas for Wales as whole
- Develop policies and implement them as well as proposing Welsh laws (Senedd Bills)



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Discovery and Appraisal Unit



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- Evaluation and transfer of records with ongoing historical value
- Developing and updating the Corporate Retention Schedule
- Archiving the Welsh Government's web presence
- Changes in Government Machinery: Transferral of Information and Records
- Identifying records for Public Inquiries and court cases

Our Digital Records

- EDRMS – Objective (known within the organisation as *iShare*)
 - Rollout in 2009
 - Currently holds over 33 million documents
 - Responsibility for iShare sits with the Information, Records and Management team
- Legacy Shared Drives
 - Currently read-only
 - Business case required for continued use
 - Separate project to review legacy drives for records of historical value
- Microsoft Teams, OneDrive and SharePoint
 - Limited use of Channels
 - OneDrive for personal records
 - Intranet hosted via SharePoint



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Digital Records Transfer (DRI) Pilot



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- A pilot project in 2014 to identify a process for transferring digital records to The National Archives
- Records to be transferred early to as a means of testing our preparedness for business as usual
- Records related to the Welsh Language Board as well as current Welsh language policy
 - Records from the Welsh Language Board's legacy shared drive
 - 6 virtual records from iShare
- First government department to transfer born digital records to The National Archives

Exporting the Records



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- Export feature on iShare had never worked!
- Advised to approach our out-sourced ICT support for a solution
- Export of records wasn't part of the contract with ASOS
- Quoted £1,000 to export a total of 123 documents
 - Not a long-term solution
- Only export *published* versions of documents

Exporting the Records II

- Issues regarding where to export the records to
 - Procurement of encrypted HDD
 - Approval from ICT Security
 - Approval from Information Asset Owner
- Windows Character Limit
 - Problems with our file plan and naming conventions
 - Corporate File Plan > LEGAL ADVICE > Legal Advice – Case Files > Legal Advice – Case Files – Education & Skills > Legal Advice – Case Files – Workplace Training & Development > Grant Agreement – Immersion Education and Intensive Language Teaching – 2008-2013 > Schedule IV – Immersion Education and Intensive Language Teaching Pilot April 2008 – March 2009 FINAL
- Last Modified Date
- *Draft* items not exporting correctly
- Modification of records after export



Changes since 2014

- ICT has come in-house – no longer a need to pay for extraction of records
- Shared drive created for the team
- Updates to iShare now allow small exports to be completed ourselves
- Creation of holding area for iShare records to be transferred to TNA
- Digital transfers are now regularly undertaken to build upon the expertise
 - *Ryder Cup 2010 and 2012 Olympic Games*
 - *Wales Millennium Centre*
 - *Construction of the Senedd*
 - *Richard Commission (ongoing)*
 - *One Wales coalition government (ongoing)*



Ongoing Issues

- Public Inquiries and Court Cases – large exports
 - Not all documents exporting
 - eClips not exporting
 - *Draft* items continuing to be problematic
 - Windows Character Limit – agreement with ICT to rename records
- Manual checking of exports
 - Labour intensive
 - Need for team to complete missing exports
 - Limit on the amount of records that can be exported manually



Future Plans

- Lobby iShare team and Objective for further improvements to export feature
- Production of export reports
- Improvement of the manual export feature – cut out the need to involve ICT
- Continue to push the system to its limits – Objective is here to stay!



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Top Tips

- Consider the Windows Character Limit in your EDRMS file plan
- In-house ICT support if possible, if not ensure extraction is covered in contract
- Ensure that export reports can be produced
- Plan your first export well in advance



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Diolch yn fawr
Any questions?

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