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Digital Appraisal in Dynamic Times

Leona Fearon & Jayne Hutchinson

Records Management, Cataloguing and Access, PRONI

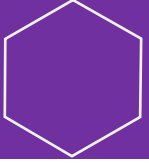
PRONI

Public Record Office
of Northern Ireland



Public Record Office of Northern Ireland (PRONI)

- Official archive for all public records in Northern Ireland
- Remit to take official and privately deposited collections
- PRONI holds:
 - over c. 3 million physical records
 - c. 220, 000 digital objects in Digital Repository
 - c. 12,500 digital records available to the public from digital repository
- All records transfer to PRONI under warrant (Section 3 – Removal of accumulating records)



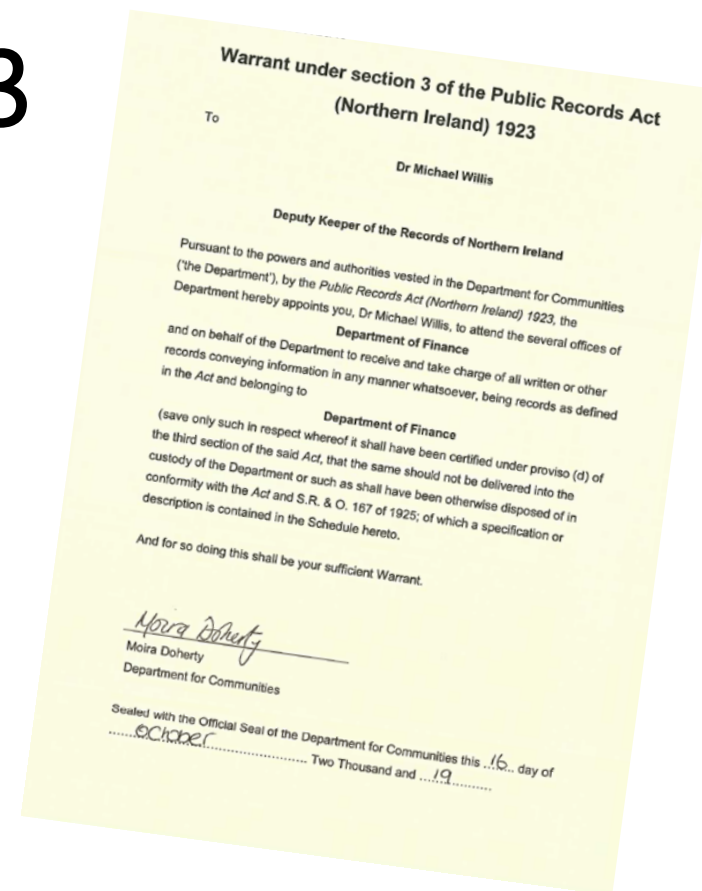
Legislation

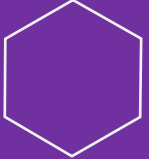
- Public Records Act (Northern Ireland) 1923
- Disposal of Documents Order (Northern Ireland) 1925
- Freedom of Information Act 2000
- Code of Practice on Management of Records (Section 46 of FOIA)
- Environmental Information Regulations 2004
- UK General Data Protection Regulations
- Data Protection Act 2018
- Enforcement Action by Information Commissioner's Office



Public Records Act (NI) 1923

- PRONI is the official place of deposit for **all public records** in Northern Ireland.
- Records transfer to PRONI under warrant (Section 3 – Removal of accumulating records)
- Disposal of documents order (NI) 1925





Department of
**Agriculture, Environment
and Rural Affairs**
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Department for the
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Department of
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The
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Department of
Finance
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Health
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Department for
Infrastructure
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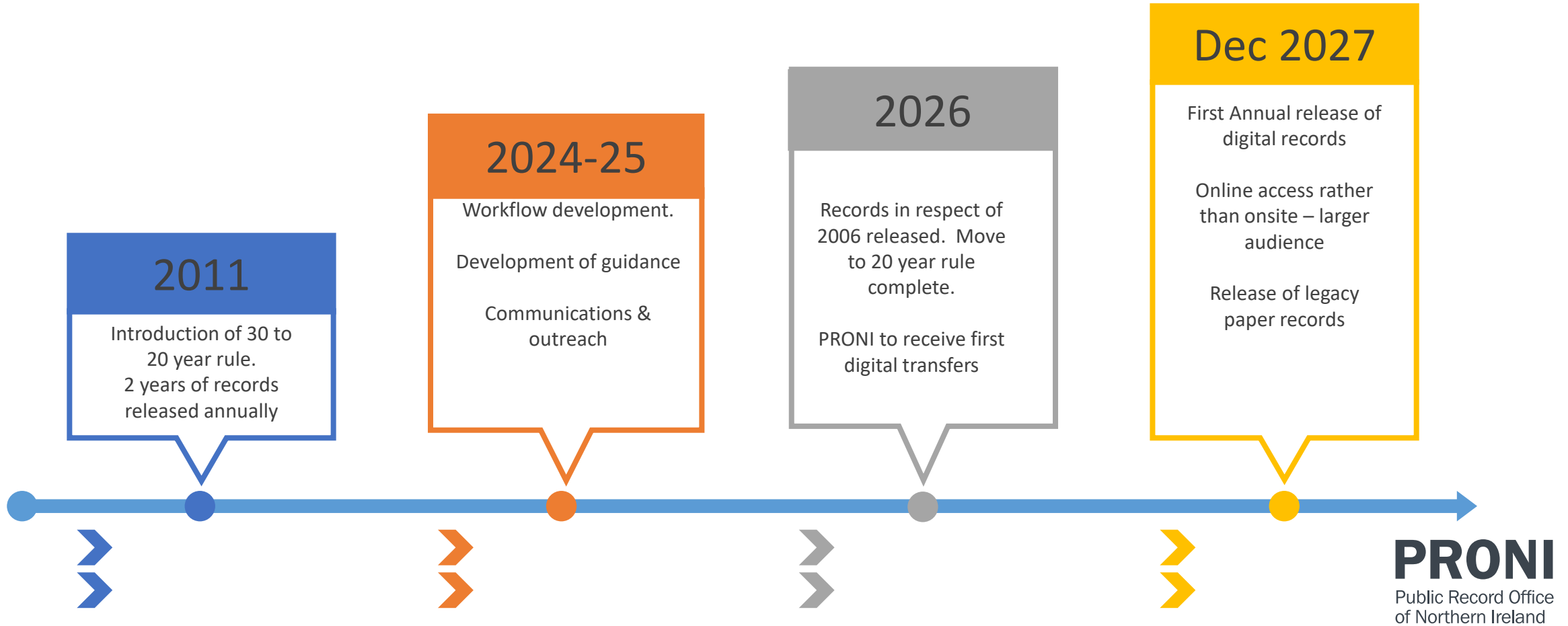
Department of
Justice
www.justice-ni.gov.uk

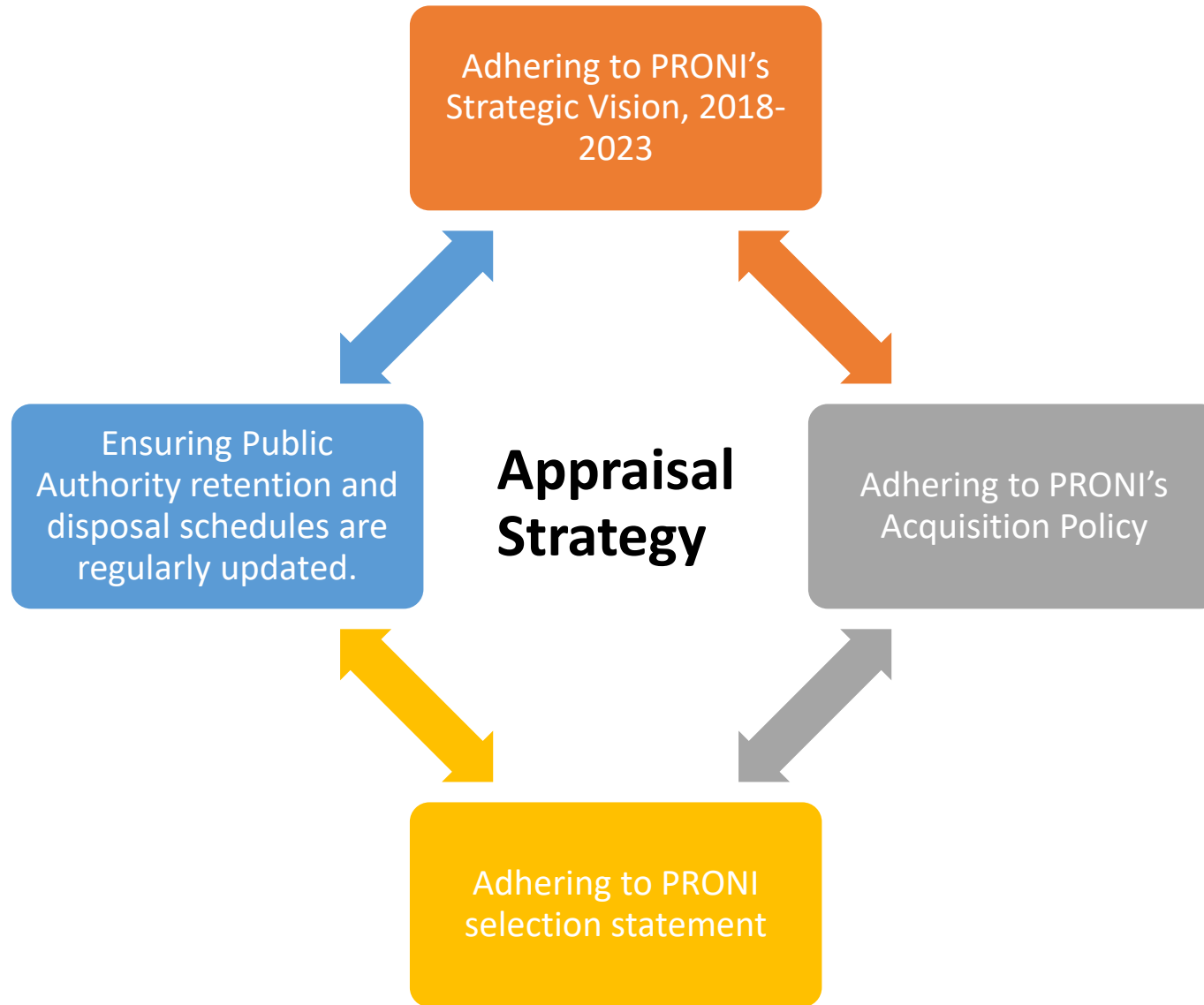
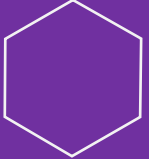


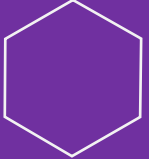
Reference No	Class	Series	Retention Period	Relevant Legislation	Final Action
1.1	Health & Safety	Accidents	5 years		Destroy
		Claims	5 years		Destroy
		Initiatives	5 years		Destroy
		Inspections	5 years		Destroy
		Asbestos	40 years	Control of Asbestos at Work Regulations (NI) 2003	Destroy
		Fire Safety/Prevention	12 years		Destroy
1.2	Legislation		5 years		PRONI appraisal
1.3	Meetings	Strategic/Senior Management			Permanent Preservation in PRONI
		Operational	5 years		Destroy
1.4	Policy		5 years		PRONI Appraisal



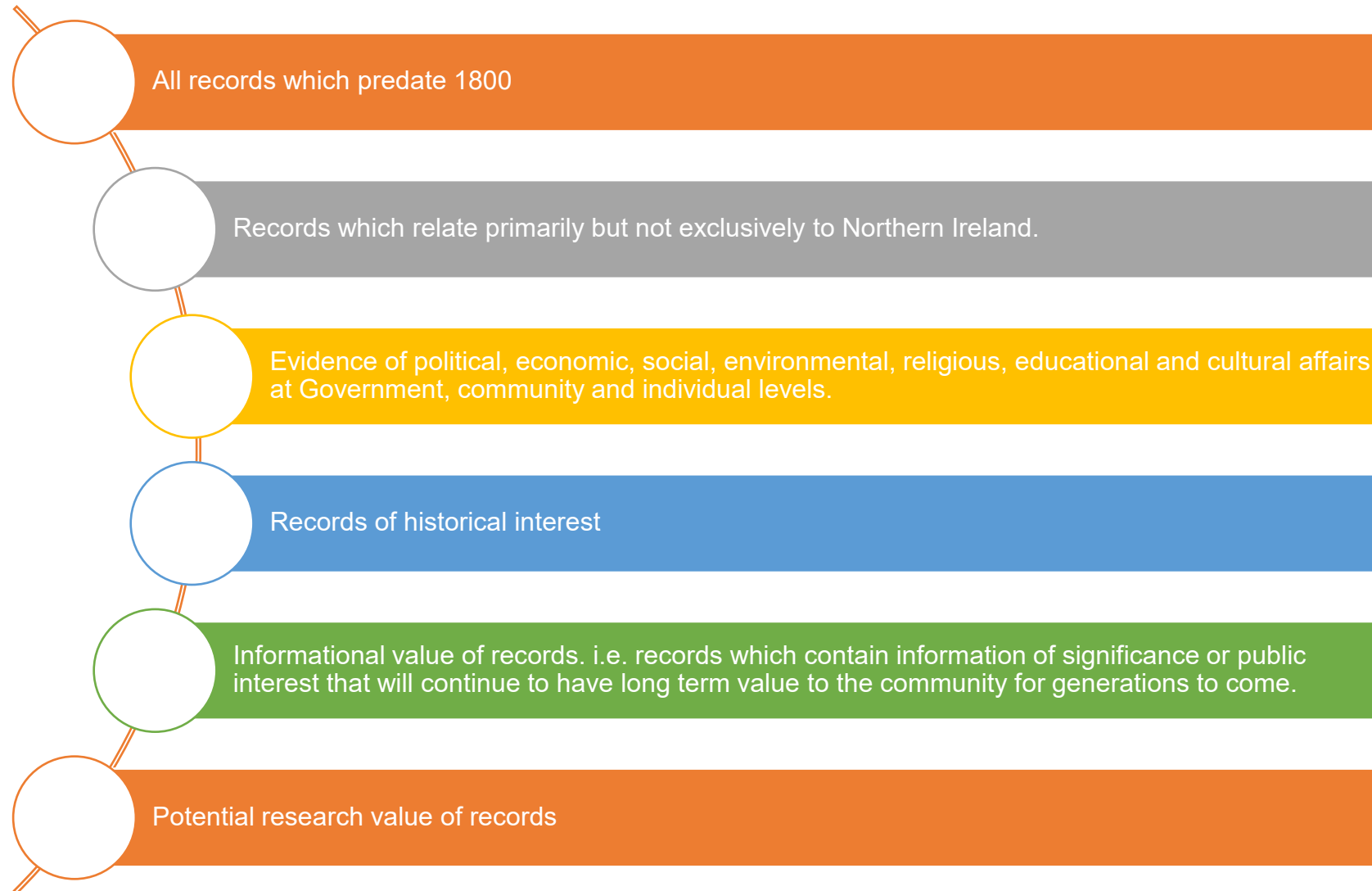
Annual Release

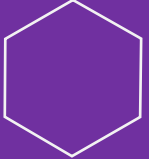






Selection Criteria





Collection Themes

Northern
Ireland
Executive

Revenues and
expenditure

External and
cross-border
relations

Justice and
internal
security

Economic
activity

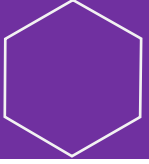
Social and
cultural
policies

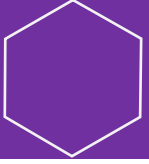
Constitutional
arrangements/
Reform

Government &
citizens
interactions

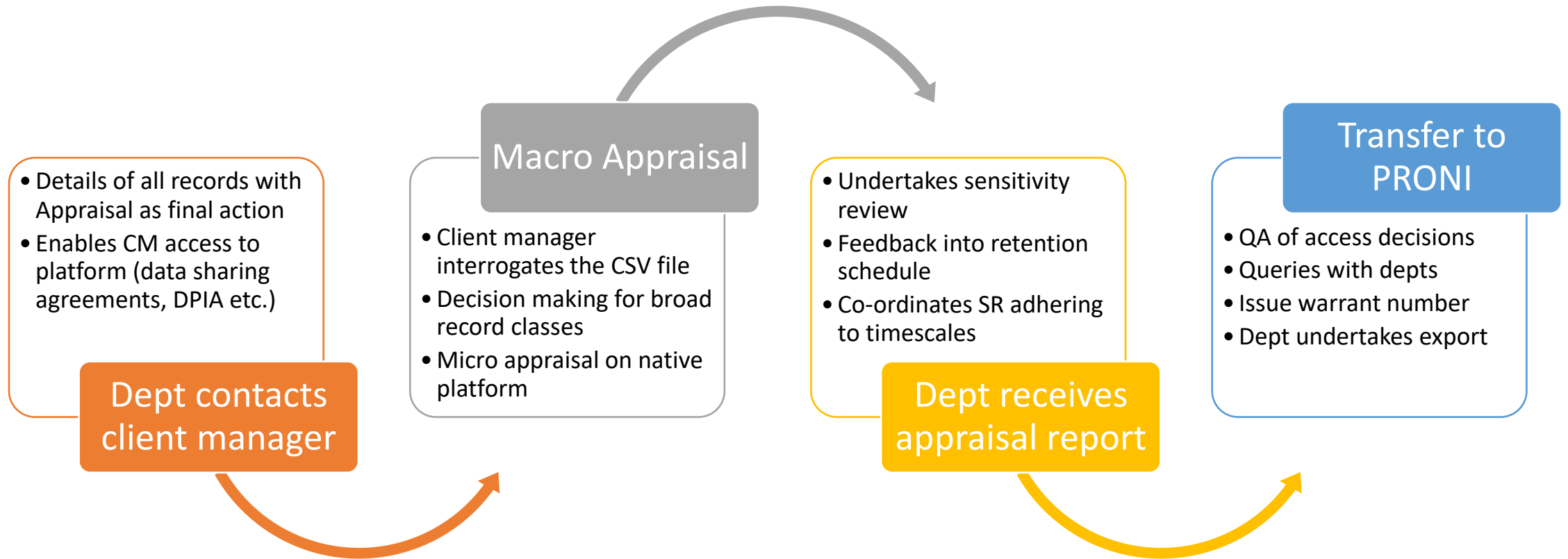
Physical
environment

Communities
and
organisations



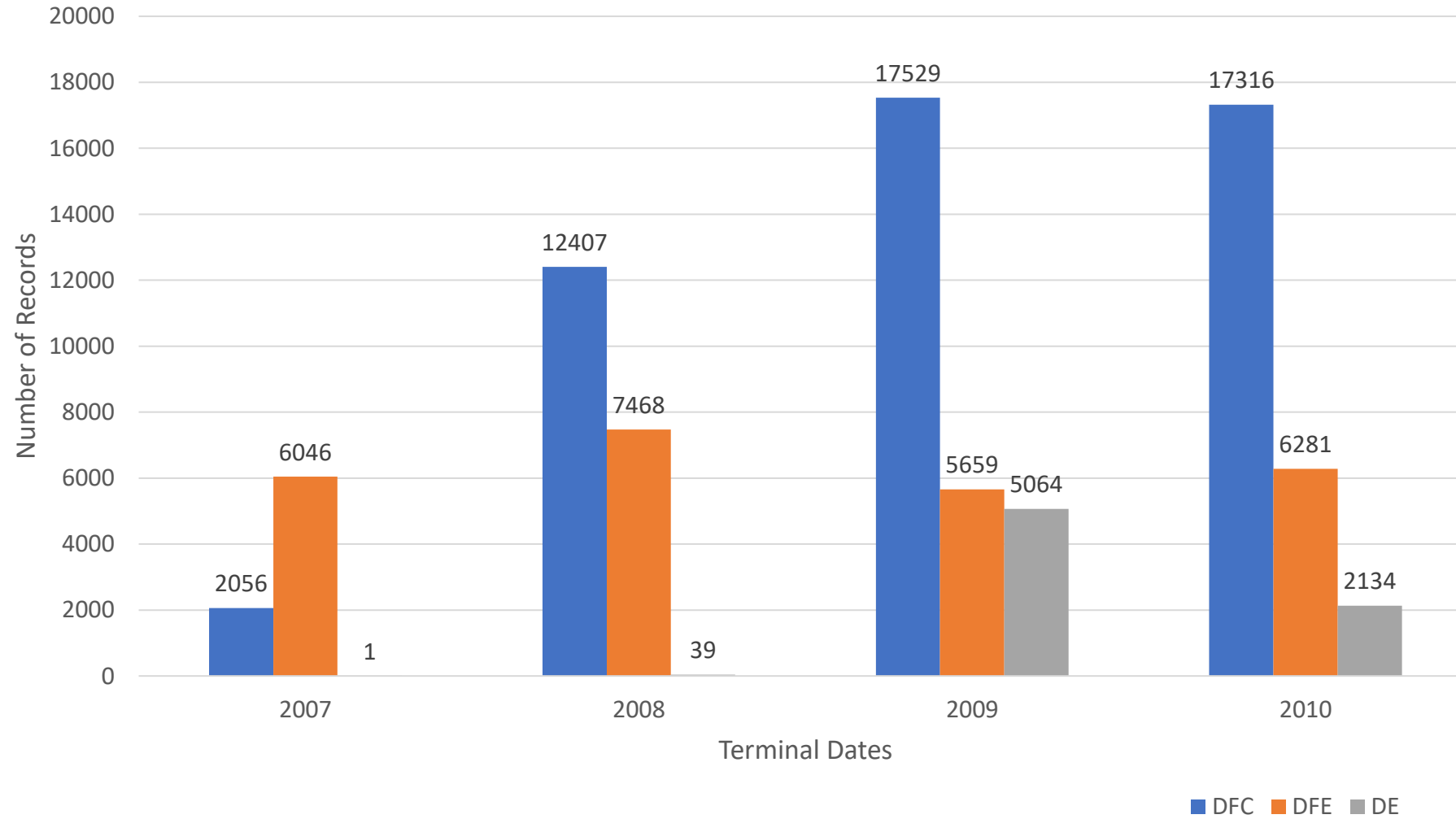


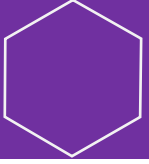
Practical Digital Appraisal





Records identified with a final action of PRONI Appraisal

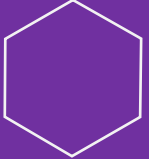




Practical Digital Appraisal – Challenges/ lessons learned

- Final actions identified at high level
- Workflow based on one transfer mechanism – will need adapted for ALBs or non-Content manager users
- Heavily reliant on spreadsheets
- Manual Process whilst we convert from paper to digital – opportunities for automation
- Appraisal means allowing greater access onto systems – DPIAs, MOUs, data sharing etc.
- Trust based process
- EDRMS only





Other considerations

- Range of depositors / environments
- Increasingly AV material
- Obsolesce prior to transfer
- Cataloguing
- Next steps



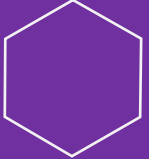


*'Archives are a unique
and irreplaceable heritage
passed from one generation to another...*

*They play an essential role
in the development of societies
by safeguarding and contributing to
individual and community memory.*

*Open access to archives
enriches our knowledge of human society,
promotes democracy,
protects citizens' rights
and enhances the quality of life.'*

*Adopted at the General Assembly of the International Council on Archives (ICA), Oslo, September 2010.
Endorsed by the 36th Session of the General Conference of UNESCO, Paris, November 2011*



Contact us

PRONI Records Management Team :
RecordsManagement@communities-ni.gov.uk