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)
Discovery and Appraisal Unit

- 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
Digital Records Transfer (DRI) Pilot

- 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

- 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

• 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!
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
Diolch yn fawr

Any questions?

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