

## Third meeting of NAS Public Records Legislation Review Group

10.6.08

Present: Peter Anderson, Bruno Longmore, Hugh Hagan, Susan Corrigan, Jenny McDermott, Laura Mitchell, Jane Brown, David Brown, Jenny Cutts  
Attending: Sarah Hutchison (Office of the Scottish Information Commissioner)

1. There were no apologies.
2. The minutes of the previous meeting were accepted by the Group.
3. There were no matters arising.
4. Progress Update

BL gave an update on progress with drafting the consultation questionnaire and looking into its circulation. The EEAC Analytical Unit may be able to help with the format of the questionnaire and analysis of the results. GRB will contact them once the questionnaire is in a more solid form.

### 5. Office of the Scottish Information Commissioner (OSIC)

#### 5.1 SH gave an update on developments at OSIC

- review of publications schemes has begun and will continue until 2012: OSIC are asking authorities to publish a records management policy as part of their publication scheme, using the s.61 code of practice on records management as the authority
- an enforcement strategy for authorities who repeatedly fail to comply with the Act or the s.61 code of practice
- the Commissioner has approached the Minister regarding designation issues, that is bodies not currently covered by the Act.

5.2 SH gave examples of some other current issues, including authorities struggling with managing electronic records, the training of records managers, and investigating excessive costs. OSIC have not followed up on Shaw's recommendation relating to training in records management [Shaw p.157] as they see NAS as having more of a role in this.

### 6. Questionnaire (v 3.4)

6.1 The Group discussed the current draft of the questionnaire and a number of editorial changes were suggested. **JM** to update to v 4 and circulate to the Group for further comment.

6.2 Distribution was discussed, including the possible need to spread word about the consultation via professional organisations such as the Association of Directors of Social Work, the Society of Archivists and the Improvement Service for Local Government.

6.3 SH stated that the Commissioner is not currently looking specifically at childcare organisations in relation to designation (his current focus is housing bodies and leisure trusts). She warned that it may be difficult to be retrospective with regard to organisations which do not exist any more.

## 7 Any Other Business

7.1 SC observed that there was no mention of the Shaw report on the website of the Association of Directors of Social Work. This may indicate that it has passed them unnoticed, and it may be the same in the education sector.

7.2 DB reported on the recent Scottish Council on Archives meeting. Irene O'Brien has suggested a third party who may be able to give a useful opinion on the questionnaire: **DB** to investigate.

**Jenny McDermott**  
**12 June 2008**