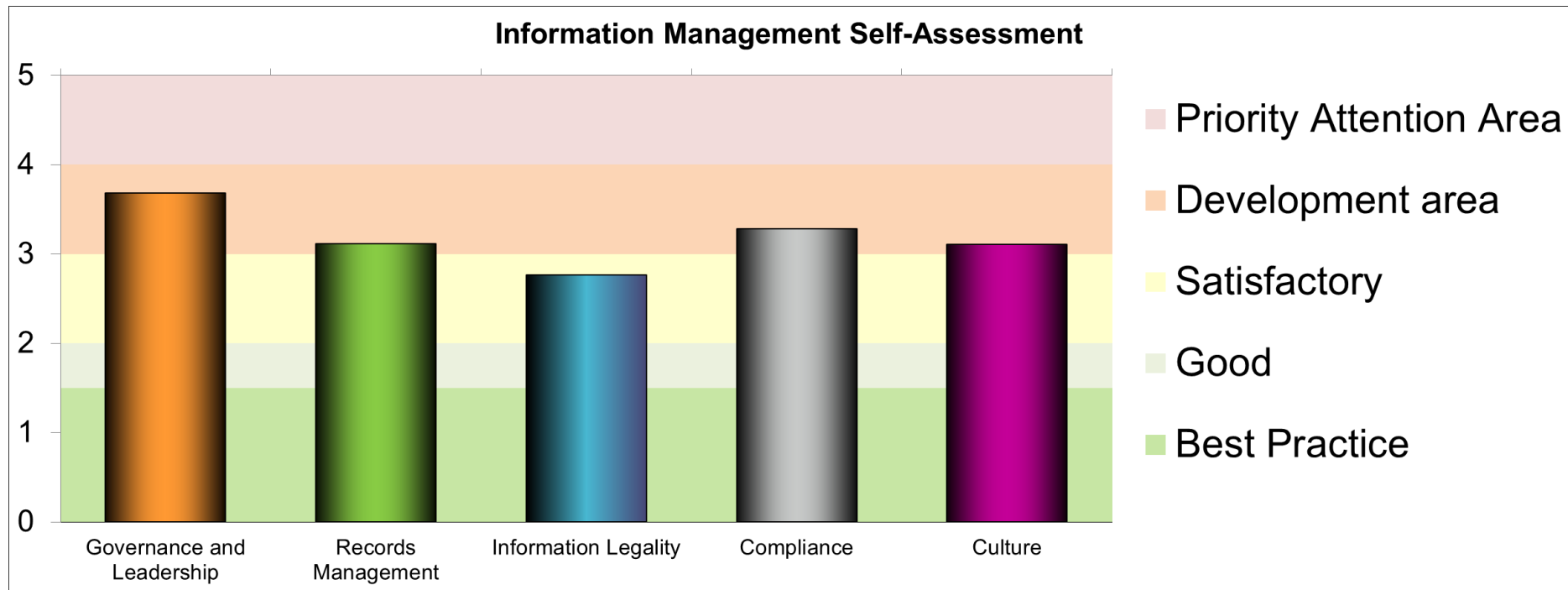


Result Chart - National Archive's Information Management Self-Assessment



Framework category	Mean score per section
1 Governance and Leadership	3.68
2 Records Management	3.11
3 Information Legality	2.77
4 Compliance	3.29
5 Culture	3.11

Information Management Self-Assessment – Headline Messages

1. 4 out of the 5 categories covered in the assessment are classed as 'development areas'.
2. With the objective of meeting at least a 'Good' standard in all areas, investment is particularly required in:
 - **Governance and leadership, covering:**
 - Strategic management of 'Knowledge and Information Management' (KIM)
 - Management understanding of the importance of KIM
 - Full identification, registration and defined ownership of information assets
 - Understanding and management of the costs of KIM
 - Identification and assessment of risks to information management
 - **Records management, covering:**
 - Full understanding of the information needs of the Council and of its users
 - Establishment and implementation of clear corporate standards
 - Raising standards regarding storage, access to, and the retention and disposal of information (on both digital and physical media)
 - Developing arrangements to ensure 'digital continuity' in line with business change policies and procedures
 - Quality control and verification processes
 - **Compliance, covering:**
 - Creating clarity in roles and responsibilities for information management
 - Development of information management skills and understanding
 - Inclusion of information management considerations in change management programmes
 - Development of suitable training programmes
 - Comprehensive policies covering both digital and physical records
 - **Culture, covering:**
 - Developing management and staff commitment to high standards of information management
 - Developing understanding of KIM procedures, tools and techniques
 - Identifying and taking advantage of information sharing opportunities.