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

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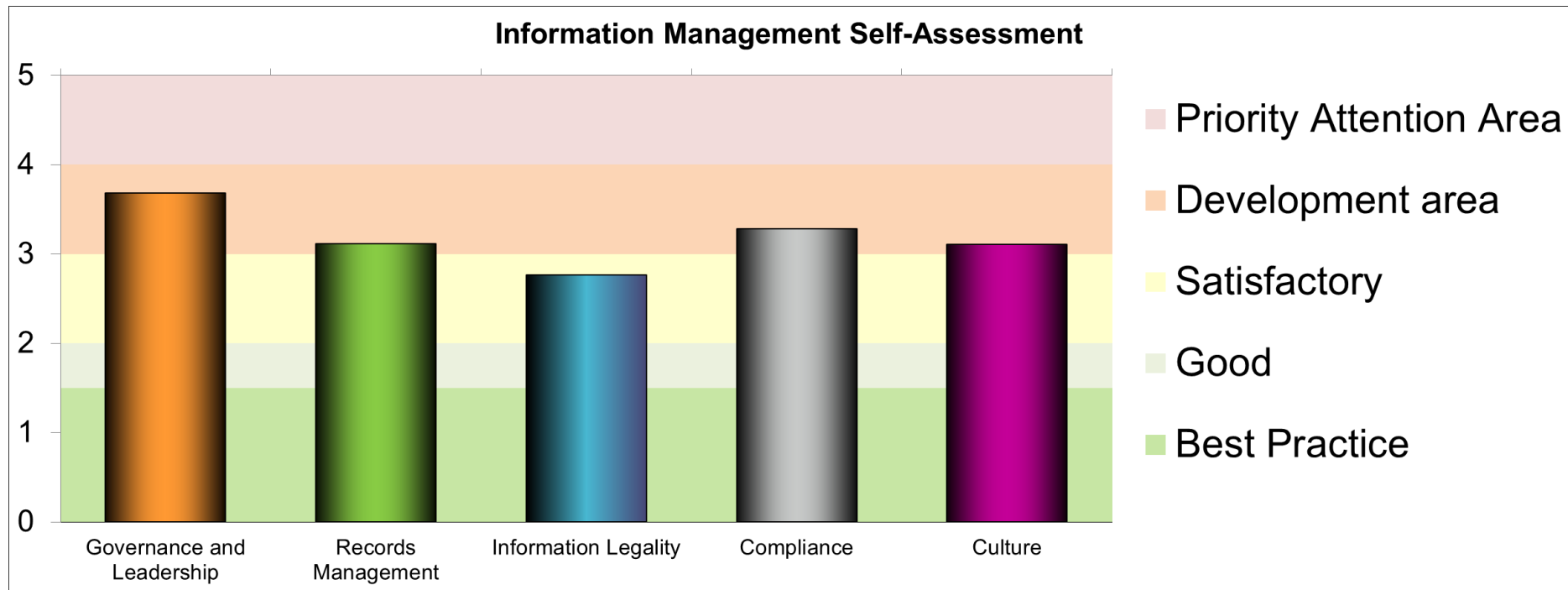
	Framework category	Mean score per section
1	Governance and Leadership	3.68
2	Records Management	3.11
3	Information Legality	2.77
4	Compliance	3.29
5	Culture	3.11

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:**
     - 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:**
     - 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:**
     - 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:**
     - 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.