

Objective

What's New in SCARRS v2.0?



HJBS Ltd:
Unlocking the value
of your information

Webinar presented by Heather Jack
Thursday 13th November, 2014

Agenda

Background, uptake, issues & challenges with v1-0

What's new in v2-0:

- New Guidance
- Schedule changes

Future maintenance & development

Questions & discussion

Objective

Potential for polling through show of hands –

Who has heard of SCARRS

Who has used SCARRS

Who has used SCARRS whose org isnt a Scottish Local Authority

Whose organisation has adopted SCARRS as default guidance where none exists within their org

Whose users consult SCARRS directly?

Were they given guidance on how to use them?



Background

Retention guidance for records typically held by Scottish Local Authorities

Structured by LG function, based on top 2 levels of the Local Government Classification Scheme

Includes Business Classification Sheet with scope notes & alternative business class mappings

Initial schedules were published in two phases in 2010 and 2011

Objective

For those who may not be familiar with SCARRS and a reminder for those who are, here is a quick bit of background.

SCARRS stands for Scottish Council on Archives Records Retention Schedules. who are a Scottish Charitable Incorporated Organisation who provide leadership for the archives and records management sector in Scotland. They do this by building national and international partnerships, delivering strategic advice and research, and developing projects spanning stakeholder engagement, education, and quality improvement.

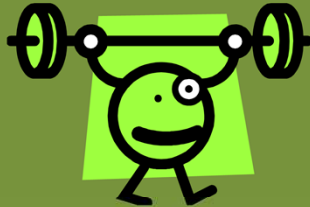
The SCARRS tool provides retention guidance for records typically held by Scottish Local Authorities to carry out and evidence their work and is a great resource for helping Scottish Local Authorities and other sector organisation to find what information it needs when it needs it and dispose of what it no longer needs.

There are 26 schedules in all, representing the major core and corporate functions carried out by Scottish Local Authorities. Each schedule has 2 main components. A Business Classification Scheme which maps out the functions and activities of local authorities, based on the Local Government Classification Scheme, and the Records Retention Schedules themselves which identify records series generated in support of those activities, the recommended retention period, the action that triggers it, what should happen to the record at the end of that period and the justification for the period.

I, along with another Scottish-based consultant developed the first version on behalf of the Scottish Council on Archives which were published in two phases in 2010 and 2011.

Uptake, challenges & issues with v1-0

UPTAKE



Positively received by SLA sector (& beyond)

Adopted by many Councils

CHALLENGES & ISSUES

Guidance not legal advice or formal standard.

Generic vs local

Beta release

- Gaps & errors
- Level of detail



While my review today is based on my independent assessment of the new version, as I was not involved in the revision process that led to it, I thought it would be useful to discuss some of our experiences with v1.0 as these have helped to direct the changes in v2.

The schedules were very positively received not just by Scottish Local Authorities but also wider Scottish Public Sector who recognised the relevance of both the schedules that covered common corporate functions – finance, HR, strategic mgmt etc.. but also schedules that covered core business areas comparable with their own.

Many Councils have actually formally adopted SCARRS as default retention policy where there is no internally equivalent. ... And this is where the challenges and issues kicked in: SCARRS provides generic guidance on retention periods, not legal advice or a formal standard. As the phrase “generic guidance” infers, to get any real value from SCARRS, work has to be done to make them locally relevant and implementable within each specific organisation’s operating environment.

The initial piece of work was very challenging given the comprehensive scope – all records generated to support all outward facing and corporate functions provided by a Scottish Local Authority. Also challenging was the fact that we were providing guidance not just on retention periods explicitly governed by legislation and regulation perspective but also where it was implicit or no legislative or regulatory steer. Finally, in researching the guidance using both focus groups and existing generic and organisation specific schedules, we often found huge variation in retention periods, descriptions of

records series, level of detail provided and how the different schedules themselves were structured and presented.

Given these challenges, it was inevitable that there would be gaps, errors and inconsistencies And there were. Aware of these inevitable shortcomings, we released them as beta versions and were at pains to point out that part of the success would be ongoing improvement not least as a result of feedback from SCARRS users themselves.

There was always a will to maintain and develop the SCARRS tool and the launch of v2.0 is clear evidence of the SCA's long term commitment to investing in that quality improvement process.

What's changed in v2-0

Schedule changes

New guidance

Changes in version 2 fall under 2 categories – improvements to the schedules themselves and the development of more comprehensive guidance to their application and implementation within the workplace.

We will look at changes to the schedules themselves first.

Schedule Changes

Complete overhaul and re-launch in September 2014. Every entry has been revisited and references checked Complete legislative review by specialist in Records Retention and legislative & regulatory requirements.

The schedules are available in 2 formats :

As before, each individual schedule is available in excel format for download. In addition there is a full pdf version for key word searching

Let's look at some of the schedules to see the extent of the changes:

Health & Safety, Housing

New "Edit History" column details the changes made to the previous version and includes all changes made whether due to initial errors, Series and citation omissions, duplicates and where series have been moved to a more logical business activity within the function.

New Guidance

The user guide is a downloadable PDF and builds significantly on the original guidance provided with the first version. It provides an introduction to SCARRS and how best to implement the tool. It also includes sector route maps for different types of organisations, a definitions section and help with tricky concepts. Where one section of the guide references another section, the reference is provided as a hyperlinked book mark. Useful resource for developing your own in-house guidance

Sector Route Maps

- Relevant core function schedules
- Relevant common corporate function
- Short case study
- Other relevant retention guidance sources
- Contractual obligations under PRSA



Future maintenance & development

User feedback & change request process

On-going legislative review & updates

6 monthly review – changes announced on website

Future major versions will be released if and when it is deemed necessary



Guidance on how to submit feedback is provided in the User Guide and on the website – maybe add process diagram of change request process

If and when the changes add up to something significant, a new version of SCARRS will be launched.

That's what's new in SCARRS v2.0!

**Any (final)
questions?**



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Schedule Changes

Full PDF version
Update notes column

Complete review of
legislative & regulatory
requirements

Every entry revisited
and references checked

New Guidance

Introduction to
SCARRS

How best to
implement the
tool

Sector route maps
for different types
of organisations

Definitions and
help with tricky
concepts

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The guide is

Main Sections

[Introduction](#)

[Why Have A Records Retention Schedule?](#)

[SCARRS: Some Fundamental Points](#)

[Using SCARRS](#)

[What is your role?](#)

[What type of organisation do you work in?](#)

[Getting Hands-On With SCARRS](#)

[Formats](#)

[The Parts of the Business Classification Scheme](#)

[The Parts of the Records Retention Schedule](#)

[Challenges in Applying SCARRS](#)

[Help Improve SCARRS](#)

Appendices

[Appendix One: Sector Route Maps](#)

[Scottish Local Authorities](#)

[NHS Scotland](#)

[Scottish Government Agency or Department](#)

[Scottish Leisure Trust](#)

[Scottish Third Sector Organisations](#)

[Housing Association or Social Landlord](#)

[Appendix Two: List of the Schedules](#)

[Appendix Three: Tricky Concepts](#)

[Appendix Four: Some Definitions](#)

[Appendix Five: Business requirements – Original Guidance](#)

Sector Route Maps

Scottish Local
Authorities

NHS Scotland

Scottish
Government
Agency/Dept

Scottish
Leisure Trust

Scottish Third
Sector
Organisations

Housing
Association or
Social Landlord

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Sector Route Maps: Content

Relevant core
function
schedules

Relevant common
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Short case study

Other relevant
retention
guidance sources

Contractual
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