

Proposed WL Response

Annex B: Consultation Questions

The questions relate to the proposals in Chapter 3 of the paper and the proposed guidance at Annex E.

Question 1: Do you agree that the proposed supplementary guidance is necessary?

Yes.

Please set out your reasons:

West Lothian Council agrees that the proposals cement the archive function and places it within the Records Management lifecycle. It also places ownership of the process at a high level within the council. The guidance also enables benchmarking across the public sector in Scotland.

Question 2: Will the proposed supplementary guidance assist your authority in archiving records?

Yes.

Please set out your reasons:

West Lothian Council are supportive of the proposed guidance and would supports the creation of more detailed and sector specific guidance. We also support the inclusion of guidance on standardised formats, accessing difference formats and standards around public deposit.

Question 3: Do you agree with the five arrangements an authority should consider when identifying a system for archiving their records?

Yes.

Please set out your reasons:

West Lothian Council agrees in principle with the five arrangements and the application of standard formats. We would support the inclusion of how archiving fits into the business process and management of the lifecycle of public records.

Question 4: Does the guidance provide a clear explanation of the standards public authorities are required to meet when archiving records?

Yes.

Please set out your reasons:

West Lothian Council supports working together as a sector to provide further guidance on standards. Would suggest a blog or wicki with best practice shared with the sector.

Question 5: Do you think the guidance will have any unintended consequences for public authorities subject to the 2011 Act?

Yes.

Please set out your reasons:

There is a possibility of a financial burden on Public authorities. There is the requirement to ensure the guidance has futureproofing built in. We would also support guidance on the “right to be forgotten”.

Question 6: Do you have any other comments on the proposed guidance?

Yes.

Further Comments:

West Lothian Council is strongly supportive of the proposed guidance.

Question 7: In relation to Equality Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel this guidance may have on any particular groups of people.

We feel that there are positive impacts with the potential to open up archive collections and improving access arrangements both physically and digitally.

Annex C

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Title Mr Ms Mrs Miss Dr *Please tick as appropriate*

Surname

Forename

2. Postal Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
Postcode	Phone	Email

3. Permissions - I am responding as...

Individual	/	Group/Organisation
<input type="checkbox"/>		<input type="checkbox"/>
Please tick as appropriate		

(a) Do you agree to your response being made available to the public? (on the Scottish Government Consultation Hub)

Please tick as appropriate

Yes No

(c) Do you agree to your organisation's **details** and **response** being made available to the public? (on the Scottish Government Consultation Hub)

(b) If you answered yes, please select an option below.

Please tick ONE of the following boxes

Yes, make my response and name all available

or

Yes, make my response

Available without my name (anonymously)

Please tick as appropriate

Yes, publish my response and details

No, do not publish my response

(d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate Yes No