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METROPOLITAN POLICE SERVICE

RM Briefing to DPS - (25/01/16)

Subject - Op FileSafe Update - Process Overview Jan '16

Raised by - [REDACTED]

BAND B2

Op FileSafe Key data:

Officers/Staff Briefed

Since July 2015 We have trained the following 458 officers and staff on the requirements of Op Filesafe and proper records management:-

- 250 additional RMS users.
- 108 Departmental SPOCs responsible for preparing their office areas for moves or closures.
- Approx 100 staff on Op Filesafe and RM process

Who has received training /briefing

- Of the 250 new RMS users, the people split is 150 SC&O officers and 100 Met Prosecution staff. Both are key stakeholders in the proper registration and putting away of records and play an integral role in the maintenance of proper RM standards.
- The 108 building SPOCs overseeing the closure or movement of departments are a combination of officers and staff usually of Inspector rank or staff equivalent upwards. Their relevance is that they oversee a sweep of their current office locations prior to closure or relocation and need to be mindful of the requirements of and process for Op FileSafe.
- In addition RM staff are training key local stakeholders - SLTs, FoD Clerks, LSDM and other SSS reps, CMUs and CID teams, Met Prosecutions Staff and SC&O teams in all areas that are staying. This training revolves around the application of RM Policy and standards. It is designed to ensure that officers and staff adhere to the immediate requirements of Op FileSafe and ongoing maintenance of the required RM standards

Briefing Material

The following briefing material has been used in support of our Op Filesafe and RM Training:-

Records management Policy & Toolkits (MPS Intranet):

<http://intranet.aware.mps/Corporate/POLICY Pages/04 Met HQ and Support Services/Governance Strategy and Performance/Records Management.htm>

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RMS Training:-



RMS Cut List 2015
(Portrait).xls



RMS Training v3
2.ppt



How to Create a
New RMS Password.c

Building SPOC Training:-



NSY Closure IL Aug
15.ppt (648...

BAND C4

(RM Training - [REDACTED] will provide links to latest training material and flowcharts)

General Registry

In relation to material relevant to the Terms of Reference of the Inquiry, General Registry have been fully briefed on the requirements.

BAND D3 [REDACTED] (head of General Registry) was fully engaged with Op FileSafe, up to his retirement in December 2015. [REDACTED] had built the Operational requirements into local processes. BAND D3

Since January 2016, MetHQ Records Management have had a team embedded in [REDACTED] to work through and log all records contained in the secure areas. This team is fully aware of the requirements of Op FileSafe, the need to properly record all files and to flag to DPS any files of specific interest to the Operation.

In addition, TNT have a proposal in place to remove and record all [REDACTED] remaining material before August 2016 and will do so under the supervision of Records Management.

Current practice - Reviewing material

Op Filesafe intervention has found that application of formal review is currently sporadic and generally only takes place when a record is due for disposal.

Exceptions to this include all serious, sexual and violent crime cuts which are currently reviewed by Met HQ Records Management as part of our legislative requirement under the Public Records Act. The team is currently reviewing all such files from the late 1980s working up towards the current date and recording decisions on continued retention, transfer for permanent preservation at the National Archives or disposal.

MoPI group 3 records are currently liable to time based disposal. The entire review process is being overhauled to align with the requirements of the College Of Policing Information Management Authorised Professional Practice (APP). The next update of RM Policy due in Feb/Mar '16 will include the requirement for 10 year reviews of all MoPI Group 1 & 2 serious, sexual and violent crime, using the NRAC template :-

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<http://library.college.police.uk/docs/APPref/NRAC-Template.pdf>

MoPI group 3 will be reviewed at 7 years and records retained for a further 5 years, before the next review, if the individual has come to police notice again during the initial retention period.

Review prior to destruction

As part of Op FileSafe, all material currently held by the MPS is being reviewed prior to disposal. This will be reinforced via policy update in Feb/Mar '16. Practice prior to Op Filesafe was to review MoPI Groups 1 & 2 at the end of their retention period and for time based disposal of MoPI group 3 (volume crime) after 12 years.

All legacy records are being reviewed between now and March '17. This intervention by Op Filesafe will be augmented by a policy update that enshrines an ongoing and consistent review process.

Current Compliance Checks

Met HQ Records Management are programming MPS Information Assurance audits for each area to be conducted from six months after completion of the Op FileSafe training and intervention at each BOCU. This internal audit programme will report back on progress at regular quarterly meetings with RM. Initial audits have already been undertaken around selected areas such as the management of registered files. These results have been made available to Op FileSafe and RM to enable the development of policy update and improved training.

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