

Timescale	Channel and activity	Audience	Explanation	Material required	Lead /Status
<b>Project to improve Met record management following Op Herts, Ellison review and investigation into corrupt officers</b>					
16 May 2014	Intranet article	All Met officers and staff	<ul style="list-style-type: none"> <li>Summary of <u>how to manage your documents and records</u>.</li> </ul>	<ul style="list-style-type: none"> <li>Intranet article</li> <li>Links to Records Management contacts, site and policy</li> </ul>	<b>Completed</b> DMC Internal Communications team
From October 2014 onwards	Borough pilot	Barnet and Croydon boroughs, SO15 and Roads Policing	<ul style="list-style-type: none"> <li>Reviewing records kept in 'off-site' storage facilities, managed by an external company - Barnet and Croydon are test boroughs; Croydon's paying for 800 crates</li> <li>Project team spend a half day / day with a borough and then return for 'spot checks'</li> </ul>	N/A	<b>In progress</b> Records Management team
Monday, 19 January 2015	Identify mailbox	All Met officers and staff	<ul style="list-style-type: none"> <li>Create a new shared mailbox for officers and staff to send feedback and queries on the new policy, Op FileSafe and the work to review, store and dispose of files by area</li> </ul>	<u>DPS Mailbox - Operation FileSafe</u>	<b>Completed</b> Op FileSafe Project team
Monday, 19 January	Rumour Mill contact	All Met officers and staff	<ul style="list-style-type: none"> <li>Identify contact to send Rumour Mill questions to for answers</li> </ul>	<u>DPS Mailbox - Operation FileSafe</u> to act as contact	<b>Completed</b> DMC Internal Communications team
<b>Monday, 26 January</b>	<b>New Records Management policy toolkit</b>				
Ongoing	Intranet site	All Met officers and staff	<ul style="list-style-type: none"> <li>Remove all references to existing policy and guidance</li> <li>Review remaining content and add new policy</li> </ul>	<ul style="list-style-type: none"> <li>Records Management intranet site</li> <li>Link to <u>Policy toolkit</u> on Policy Pages</li> <li>Instructions sent to Records team on 21.01.15.</li> </ul>	<b>Completed</b> <ul style="list-style-type: none"> <li>DMC Internal Communications team</li> <li>Records Management team</li> </ul>
Friday, 23 January	The Brief	All Met senior leaders	<ul style="list-style-type: none"> <li>Explain the new policy and how it links to Operation FileSafe and work on quality assurance over next 12 months</li> <li>Action to brief their teams and implement new policy</li> </ul>	<u>Short summary of intranet article</u>	<b>Completed</b> DMC Internal Communications team
Monday, 26 January	Policy toolkit	All Met officers and staff	<ul style="list-style-type: none"> <li>Met-wide operation to improve records management and ensure all B/OCUs in line with current legislation, policy, etc</li> </ul>	<u>Policy toolkit</u> on Policy Pages	<b>Completed</b> Records Management team

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Monday, 26 January	Intranet article	All Met officers and staff	<ul style="list-style-type: none"> <li>Announce new policy</li> <li>Introduce Operation FileSafe</li> <li>Clear unwanted or unnecessary files</li> <li>Review records regularly</li> <li>Check records aren't saved on S drive or could be scanned / saved online</li> <li>Check storage deadlines - if a record's been kept longer, do you need it?</li> <li>Send files / records to Records Management Branch if you're not sure or can't find owner</li> </ul>	<ul style="list-style-type: none"> <li>Intranet article - <a href="#">Following the paper trail</a></li> <li>Link to <a href="#">new policy toolkit</a></li> </ul>	<b>Completed</b> DMC Internal Communications team
Wednesday, 28 January	<a href="#">Operational Notices</a>	All Met officers and staff	<ul style="list-style-type: none"> <li>Announce new policy and toolkit</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Policy notice</a></li> <li>Link to <a href="#">PolicyPages</a></li> </ul>	<b>Completed</b> DMC Internal Communications team
Friday, 30 January	The Brief	All Met senior leaders	<ul style="list-style-type: none"> <li>Reminder of new policy and link to the article so they can make their teams aware</li> <li>Action to brief their teams and implement new policy</li> </ul>	<ul style="list-style-type: none"> <li>Short summary of <a href="#">intranet article in Brief</a></li> <li>Link to intranet article and toolkit</li> </ul>	<b>Completed</b> DMC Internal Communications team
Friday, 30 January	Met Change weekly update	All Met change leads and SPOCs	<ul style="list-style-type: none"> <li>Reminder of new policy and link to the article so they can make their teams aware</li> <li>Action to brief their teams and implement new policy</li> </ul>	<ul style="list-style-type: none"> <li>Short summary of intranet article in <a href="#">change update</a></li> <li>Link to intranet article and toolkit</li> </ul>	<b>Completed</b> DMC Internal Communications team
Friday, 6 February	Commissioner's conference call	All Met senior leaders	<ul style="list-style-type: none"> <li>Opportunity to get feedback and answer questions on the new policy and Operation FileSafe</li> </ul>	N/A	<b>Completed</b> <ul style="list-style-type: none"> <li>DMC Internal Communications team to add to agenda</li> <li>AC Hewitt to attend</li> </ul>
<b>w/c Monday, 16 March</b>	<b>Launch of Operation FileSafe starts in Hammersmith</b>				
w/c Monday, 2 February	The Job article	All Met officers and staff and external	<ul style="list-style-type: none"> <li>Case study of Croydon                             <ul style="list-style-type: none"> <li>Summary of Op FileSafe aims and objectives</li> <li>Introduce pilot and its progress</li> </ul> </li> </ul>	<a href="#">Feb/March 2015 edition</a>	<b>Completed</b> DMC Internal Communications team

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w/c Monday, 16 March	Local intranet page	All Met officers and staff	<ul style="list-style-type: none"> <li>Introduce Operation FileSafe</li> <li>Organise briefing materials and contact details</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Op FileSafe intranet page</a></li> <li>Links to briefing materials</li> <li>Instructions sent to DPS team</li> </ul>	<b>Completed</b> DMC Internal Communications team
w/c Monday, 16 March <b>Email sent to 'DoI - Digital Policing' 16.03.15</b>	A-Z intranet directory	All Met officers and staff	<ul style="list-style-type: none"> <li>Add links to Operation FileSafe and Directorate of Professionalism intranet pages</li> </ul>	<ul style="list-style-type: none"> <li>Add Operation FileSafe link under 'O' and 'F'</li> <li>Add Directorate of Professionalism link under 'D' and 'P'</li> </ul>	<b>Completed</b> <ul style="list-style-type: none"> <li>DMC Internal Communications team</li> <li>Digital Services intranet team</li> </ul>
w/c Monday, 16 March onwards	Brief operational leaders as part of roll-out	BOCU and OCU Commanders from selected boroughs	<ul style="list-style-type: none"> <li>Email to explain decision to introduce new policy and quality assurance over 12 months: Why we need to change, What's involved, Next steps and timescales</li> <li>Email will link to briefing toolkit with slides/talking points they can use to brief their teams</li> </ul>	<ul style="list-style-type: none"> <li>Email</li> <li>Link to <a href="#">Op FileSafe intranet page</a></li> </ul>	<b>Ongoing</b> <ul style="list-style-type: none"> <li>DMC Internal Communications team</li> <li>Op FileSafe Project team</li> <li>Sent from AC Hewitt</li> </ul>
w/c Monday, 16 March onwards	Brief teams working on roll-out	Shared Support Services, Met Prosecutions	<ul style="list-style-type: none"> <li>Email to explain the roll-out and timescales</li> <li>Email will link to briefing toolkit so they can refer to presentation, flowchart and reference forms</li> </ul>	<ul style="list-style-type: none"> <li>Copy of senior leader email</li> <li>Link to <a href="#">Op FileSafe intranet page</a></li> </ul>	<b>Ongoing</b> Op FileSafe Project team
Once briefing email sent	Brief operational leaders and SPOCs as part of roll-out	BOCU and OCU Commanders and SDOs from selected boroughs	<ul style="list-style-type: none"> <li>Further detail on decision to introduce new policy and quality assurance over 12 months: Why we need to change, What's involved, Next steps and timescales</li> <li>Summary of Op FileSafe aims and objectives</li> <li>Introduce pilot and its progress so far</li> </ul>	<ul style="list-style-type: none"> <li>Presentation for Op FileSafe project team</li> </ul>	<b>Ongoing</b> Op FileSafe Project team
Before intranet article	The Brief	All Met senior leaders	<ul style="list-style-type: none"> <li>Reminder that they've been sent email and links to new intranet page, policy and article so they can make their teams aware</li> <li>Action to brief their teams and implement Op FileSafe</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Short summary of intranet article in Brief</a></li> <li>Link to intranet page, article and toolkit</li> </ul>	<b>On hold</b> DMC Internal Communications team

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Before intranet article	Commissioner's conference call	All Met senior leaders	<ul style="list-style-type: none"> <li>• Opportunity to get feedback and answer questions on Operation FileSafe</li> </ul>	N/A	<p><b>On hold</b></p> <ul style="list-style-type: none"> <li>• DMC Internal Communications team to add to agenda</li> <li>• AC Hewitt to attend</li> </ul>
April / May	Intranet article	All Met officers and staff	<ul style="list-style-type: none"> <li>• Introduce Operation FileSafe                             <ul style="list-style-type: none"> <li>◦ Summary of objectives, pilot and progress</li> <li>◦ Speak to some officers and talk about what it was like, what they did, and what it's like now</li> </ul> </li> <li>• 'Want to know, need to know' tips</li> <li>• 'Spring clean', new way of working</li> <li>• Be responsible for your own space</li> <li>• Clear unwanted, out-of-date or unnecessary files</li> <li>• Review records regularly or when moving office</li> <li>• Check records aren't saved on S drive or could be scanned / saved online</li> <li>• Send records to Records Management if you're not sure or can't find owner</li> <li>• Support smaller estate, flexible working, hot-desking e.g. CRE project and Digital Policing 'bin days' returning old equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Intranet article</li> <li>• Link to Op FileSafe intranet page</li> </ul>	<p><b>On hold</b></p> <p>DMC Internal Communications team</p>
After intranet article	The Brief	All Met senior leaders	<ul style="list-style-type: none"> <li>• Reminder of Op FileSafe and links to new intranet page, policy and article so they can make their teams aware</li> <li>• Action to brief their teams and implement Op FileSafe</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Short summary of intranet article</a></li> <li>• Link to intranet page, article and toolkit</li> </ul>	<p><b>On hold</b></p> <p>DMC Internal Communications team</p>
After intranet article	Met's Progress and Plans	All Met senior leaders	<ul style="list-style-type: none"> <li>• Reminder of Op FileSafe and links to new intranet page, policy and article so they can make their teams aware</li> </ul>	<p><a href="#">Monthly Met Update and News round up</a> sent via The Brief</p>	<p><b>On hold</b></p> <p>DMC Internal Communications team</p>
October / November for January edition	The Job	All Met officers and staff	<ul style="list-style-type: none"> <li>• Infographic detailing 'life of document' with graphic / visual representation of what to do and with break-out boxes with fun facts and stats</li> </ul>		<p><b>On hold</b></p> <p>DMC Internal Communications team</p>
August 2015	Launch of SharePoint solution	All Met officers and staff	<ul style="list-style-type: none"> <li>• <i>New system for managing and storing records</i></li> </ul>	SharePoint solution	<p><b>On hold</b></p> <p>Op FileSafe Project team</p>