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Title:	Public Inquiry Team Briefing Note: Operation FileSafe Strategic Highlight Report		
Summary:	An overview of activities undertaken as part of Operation FileSafe between July 2014 and March 2015, highlighting key milestones and future risks		
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Public Inquiry Team Briefing Note: Operation FileSafe Strategic Highlight Report

Introduction

This paper sets out key milestones already achieved within Op FileSafe, describes the risks surrounding future activity and seeks confirmation of the strategic decision-making to date. A communications strategy supports all Operation FileSafe work streams. A separate briefing package providing details of published content will be provided with this highlight report.

Operation FileSafe was charged with the following terms of reference in July 2014:

- supporting a coordinated sweep of the MPS estate to locate material relevant to Operation Beacon and to identify documents not stored in compliance with records management policy
- reviewing and refreshing records management policy and processes
- delivering a digital solution to index and effectively manage MPS records

Some key work under Op FileSafe has been achieved; however the overarching strategic aims have not yet been delivered. There is a significant amount of work to be undertaken within OCUs to undertake the physical sweep. The scale of the challenge as identified in the scoping exercises is of significant magnitude.

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Key Achievements to March 2015

Activity	Impact	Evidence
Define the scope of MPS Records Management challenge	Identified wholesale dysfunctional, inconsistent handling of unregistered material across the MPS	54% of TNT holdings are missing. Upwards of 20% of locally archived material should be registered.
Redesign and Records Management Policy	Streamlined and accessible guidance for all staff. Increased awareness of RM responsibilities.	Uplift of activity across the MPS re implementing correct policy.
Full pilot at Croydon OCU - full implementation of new RM policy, testing of MPS-wide Information Asset Register	Widespread change in professional practice re RM across the OCU. CRE released for new uses. Identification of resource gap to service Op FileSafe and RM business as usual.	Eight rooms cleared of local archives from OCU. Purley Police Station now cleared entirely. 21k files appropriately destroyed. Backlog of files and lack of agreement between SSS and Met Prosecutions around ongoing responsibilities.
Identify financial impact of current and future Records Management reform	Current annual storage at TNT costs almost £700k p.a. Much is past retention, under-used, over-secured, and inaccurate with no review schedule	Op FileSafe fully deployed at West End Central could generate a non-cashable saving of £43.7k p.a. Lambeth could generate £28k p.a. and so on.
Develop innovative technological solutions to the MPS RM challenge	Development of a simplified, interim digital solution (Information Asset Register). Ensures all MPS records are indexed and searchable by date, type, author, owner, location, review date and other key details.	Spreadsheet trialed during Croydon pilot and learning incorporated into solution design. RMB are confident that the interim IAR will meet essential requirements as FileSafe rolls out.
Consultation with the Op Beacon Independent Scrutiny Panel re strategic approach to Records Management	Expert in records management recruited to Independent Scrutiny Panel to provide strategic and ethical guidance.	Key questions drawn up in relation to Op FileSafe strategic decisions.

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Decision requested: Confirmation of the below approach re Op FileSafe Scope

Unregistered material:

'Any physical data contained within the MPS estate that is not otherwise stored on an MPS index or searchable / retrievable storage facility'. This extended to electronic storage devices such as USB and discs but excluded the S Drive due to the scale of information it holds. All such information which is not already stored on a corporately searchable system and with a MOPI retention date would be required to be indexed on an Information Asset Register.

Extent of search:

Work was undertaken to identify all MPS buildings and estimate the number of officer hours it would take to search each one. The comprehensive search will extend to all operational sites and will include property stores, yards, outbuildings, loft areas, maintenance / service areas, lockers and vehicles. Additionally, shared service co-located facilities will also be in scope. Sports facilities and international posts will not be subject to the search.

Extent of back-copy conversion:

Legacy issues were considered. It was initially intended to conduct back copy conversion of all local storage, securing full compliance with policy and legislation across the organisation. Current estimates indicate that approximately 20% (300,000 records) of files stored in Local Archives should have been submitted to General Registry and logged on RMS. Due to the requirement volume and the resource needed to service this intention, process has been reviewed. Such files will be indexed on the IAR and submitted to General Registry to be re-entered on RMS as resources allow. This will involve rekeying, equating to 2,500 hours. This process ensures that the MPS will have a retrievable record of all the material it holds within an acceptable time frame. It will take an estimated 150,000 hours to correctly register the outstanding files on RMS.

Golden Nominal

Current policy states that when an individual comes to police notice, all historic material held on that person should be reviewed and retained for the period required by the most serious offence / incident. The MPS is in possession of approximately 420,000 records that have been incorrectly held beyond their MOPI retention period and in breach of the Data Protection Act. The view of RMB is to record and destroy such material without review for the purposes of Golden Nominal in order to comply with the Data Protection Act.



Upcoming Op FileSafe Milestones to March 2016

Activity	Predicted Impact	Risks to Delivery
Continue to roll-out Op FileSafe on geographic basis, three TP OCU's at a time through phases of 'Awareness-Amnesty-Search-Confirm-Test'	There will be resource implications for OCUs to enable their 2-month 'live' period. RMB are only able with current resource to process / correct 200 TNT crates a week. To complete Op FileSafe by March 2016 - a run rate of 800 crates per week is required	Op FileSafe does not meet its strategic objectives and cannot report with confidence to a public inquiry that the MPS Estate has been adequately 'swept'
Launch [REDACTED] Information Asset Register for all MPS staff	This will enable registered and unregistered documents to be tracked, allocated, booked in and out, reviewed with full audit and comprehensive search facility	Progress on the development of this digital solution has been slow and the delivery schedule has been revised on several occasions
Submission to Training Board for three College of Policing MoPI NCALT packages to be rendered mandatory for all staff	Widespread increased awareness and appreciation of crucial role of Records Management in policing	The opportunity cost is significant and systems to ensure compliance are stretched

Key Strategic Risk to the MPS:

- Negative impact on operational effectiveness through unreformed Records Management
- Non-compliance with DPA, FOIA, CPIA and substantial financial penalties
- Failure to defend civil claims
- Adverse findings by Public Inquiry
- A failure to secure public confidence through a demonstrated effective response to published criticisms

Decision 1: To endorse the approach and strategic direction taken thus far by the Operation FileSafe Steering and Working Groups

Decision 2: To support the request for staff to address the 84,000 crates of unregistered material in deep storage

Decision 3: To prioritise the work of Digital Policing in the development of [REDACTED] as a fit-for-purpose Records Management System

Decision 4: To support Shared Support Services and Met Prosecutions resources models to ensure sustainability of records management policy

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