

## Appendix 1 - Revised High Level Implementation Plan

Activity Strand	Original Completion Date	Revised Estimated Completion Date
<p><b>Activity Strand 1 (Recommendation 1)</b></p> <p><b>Information Management Professional Development</b></p> <p><u>Activity</u></p> <ol style="list-style-type: none"> <li>1. To establish the role of Information Manager in the MPS;</li> <li>2. To establish an Information Management function in the Directorate of Information;</li> <li>3. To establish a Professional Development Programme for Information Managers;</li> </ol>	<p>01/04/03</p> <p>Complete</p> <p>New Work</p>	<p>01/11/03</p> <p>Complete</p> <p>01/04/04</p>
<p><b>Activity Strand 2 (Recommendations 2, 3 and 6)</b></p> <p><b>Paper Record Management</b></p> <p><u>Activity</u></p> <ol style="list-style-type: none"> <li>1. Reductions in the volume of paper records held in local and central archives;</li> <li>2. Reductions in the volume of paper records entering local and central archives;</li> <li>3. The alignment of MPS records retention policy with business requirements;</li> <li>4. The alignment of corporate record registration policy with business requirements;</li> </ol>	<p>01/04/03</p> <p>01/04/03</p> <p>01/04/03</p> <p>31/12/04</p>	<p>01/01/04</p> <p>Complete</p> <p>01/01/04</p> <p>No Change</p>
<p><b>Activity Strand 3 (Recommendation 4)</b></p> <p><b>Paper Record Storage</b></p> <p><u>Activity</u></p> <ol style="list-style-type: none"> <li>1. Provision of an external storage capacity for the storage of low-use paper record categories;</li> <li>2. The provision of a central MPS archive for higher-use, paper record categories;</li> </ol>	<p>31/12/03</p> <p>31/12/03</p>	<p>No Change</p> <p>No Change</p>

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<p><b>Activity Strand 4 (Recommendation 5)</b></p> <p><b>Technology Support</b></p> <p><u>Activity</u></p> <ol style="list-style-type: none"> <li>1. Extension of the Records Management System (RMS) to OCUs and Branches;</li> <li>2. The development of a business case and strategy for EDRM implementation in the MPS;</li> </ol>	<p>01/10/03</p> <p>01/01/03</p>	<p>01/01/04</p> <p>01/02/04</p>
<p><b>Activity Strand 5 (Recommendation 7)</b></p> <p><b>Performance Management</b></p> <p><u>Activity</u></p> <ol style="list-style-type: none"> <li>1. Provision of performance information for records management (including cost);</li> <li>2. The design and implementation of an information management inspection regime;</li> </ol>	<p>01/01/04</p> <p>01/01/04</p>	<p>01/04/04</p> <p>No Change</p>