Initial Statement

Thank you for your participation in this research.

The survey is aimed at practitioners currently involved in records management and information management in government departments. It welcomes the views of those involved in managing the department's born- digital records and preparation for transferring to The National Archives (TNA) for permanent preservation under The Public Records Act 1958.

The aim of this survey is to understand:

-How prepared are UK government departments to transfer born-digital records to TNA

-What are the in-house preparations and practices currently in place regarding the sensitivity review of born- digital records prior to transferring to TNA

-What tools and / or practices are used to carry out sensitivity review of born- digital records.

In this survey the term "born-digital records" refers to all records that have been created in digital format (rather than digitised from paper records).

The survey will close at 19:00 on Wednesday 17th August.

The survey contains a mixture of multiple- choice questions and opportunities to give longer, written responses.

No personal information will be gathered through the survey, and individual departments will not be identified in the reporting of the survey result. The information you provide will be retained securely and anonymously and will be kept in line with the ███████ research data management and retention policies.

If you have any questions or concerns at all regarding the survey, please do not hesitate to contact me at ███████ My dissertation supervisor ███████, may also be contacted at ███████

By submitting the survey, you are consenting to participate in my dissertation research on the conditions described above

**1. Please indicate which Government Department you are attached to.
   (This data is used purely to avoid duplication of survey answers)**

FCDO Services

2. Does your department transfer records to The National Archives (TNA) for permanent preservation under The Public Records Act 1958?

i.	Yes

ii.	No	
iii.	Other (please specify)	Due to transfer 2028

3. How many years of born-digital records does your organisation hold?

i.	1-5 years	
ii.	5-10 years	
iii.	15-20 years	
iv.	More than 20 years	
v.	Other (please specify)	14 years you haven't given that as an option above

4. Has your organisation transferred any born– digital records to TNA yet?

i.	Yes	
ii.	No	
iii.	Other (please specify)	

Please add any additional comments

FCDO Services was created in 2008 and so up to now we have not had to transfer. We are now preparing to transfer in 2028

5. If yes, what preparation have you undertaken (description, record arrangement)?

We have run analysis to identify duplicate and none standard file types.

6. If not, when are you estimating to transfer born– digital records?

i.	1-5 years	
ii.	5-10 years	
iii.	Other (please specify)	

Please add any additional comments

7. Where are your born- digital records held?
   (Select all applicable)

i.	Shared Drives	
ii.	Emails	
iii.	SharePoint	

iv.	Electronic Document and Records Management Systems [EDRMS] (please specify)	

Please add any additional comments

8. Are, to your knowledge, copies and/ or related born- digital records held in multiple locations within your organisation?

i.	<mark>Yes</mark>
ii.	No

Please add any additional comments

9. If you answered yes in the previous question, are there links in place capturing the connections between the collections and digital locations?

i.	<mark>Yes</mark>
ii.	No

Please add any additional comments

10. Is sensitivity review required for the born– digital records created in your organisation, prior to transferring to TNA?

i.	<mark>Yes, all should be reviewed for sensitivities prior to transfer</mark>
ii.	Only selected record series require sensitivity review
iii.	No, all records selected for transfer contain no sensitivities
iv.	Other

Please add any additional comments

11. If yes, how do you manage sensitivity review on born– digital records? (you may select more than one answer)

i.	<mark>Internally by information professionals</mark>
ii.	Third – party hired company
iii.	Use of AI (Artificial Intelligence) systems
iv.	Haven't considered sensitivity review on born- digital records yet
v.	N/A

Please add any additional comments

12. At your organisation, sensitivity review of born- digital records...

	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Additional Comments
Can be carried out by anyone					X	
Is carried out by information professionals	X					
Is carried out by FOI professionals	X					
Is carried out by record owners (subject matter experts)			X			

13. At your organisation...

	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree	Additional Comment
we have started preparing born- digital records for transfer at TNA		X				
we are waiting for updates from TNA advice on how to move forward					X	We are in contact and have a plan
we prioritise clearing out paper transfer backlog, before transferring born- digital records					X	

14. At your organisation...

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Additional Comments
born- digital historical records are organised by series					X	
an Operational Selection Policy is in place and reflects the current practices	X					
sensitivity review practices are in place for born- digital records	X					
guidance is provided for sensitivity review	X					
digital preservation is considered	X					

15. Thank you for participating in this research. Please use this box to expand on any of your answers above and/ or add any additional comments.