

# MAPPING ARMS TO NRS MODEL RECORDS MANAGEMENT PLAN

Mapping of ARMS to the National Records of Scotland Model Records Management Plan (Model RMP).

## NRS MODEL RMP ELEMENTS

1. Senior management responsibility
2. Records manager responsibility
3. Records management policy statement
4. Business classification
5. Retention schedules
6. Destruction arrangements
7. Archiving and transfer arrangements
8. Information security
9. Data protection
10. Business continuity and vital records
11. Audit trail
12. Competency framework for records management staff
13. Assessment and review
14. Shared information

## THE ARMS QUALITY INDICATORS

- QI 1. Create and Maintain Trustworthy Records
- QI 2. Protect Rights and Interests
- QI 3. Make sure our records and archives survive as long as required
- QI 4. Help people find and use our records and archives
- QI 5. Work with our community
- QI 6. Leadership and Management
- QI 7. Ethos and values

## HIGH LEVEL MAPPING

Blue shading indicates that ARMS can contribute to the achievement of the NRS Model Records Management Plan Elements.

NRS MODEL RECORDS MANAGEMENT PLAN ELEMENTS																
ARMS QUALITY INDICATORS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	QI 1															
	QI 2															
	QI 3															
	QI 4															
	QI 5															
	QI 6															
	QI 7															

## ARMS QUALITY INDICATOR 1: CREATE AND MANAGE TRUSTWORTHY RECORDS

- Senior management responsibility (*Model RMP element 1*)
- Records manager responsibility (2)
- Records management policy statement (3)
- Business classification (4)
- Information security (8)

- Data protection (9)
- Competency framework for records management staff (12)
- Assessment and review (13)
- Shared information (14)

## **ARMS QUALITY INDICATOR 2: PROTECT RIGHTS AND INTERESTS**

- Records manager responsibility (2)
- Information security (8)
- Data protection (9)
- Business continuity and vital records (10)
- Audit trail (11)
- Assessment and review (13)
- Shared information (14)

## **ARMS QUALITY INDICATOR 3: MAKE SURE OUR RECORDS AND ARCHIVES SURVIVE AS LONG AS REQUIRED**

- Records manager responsibility (2)
- Records management policy statement (3)
- Retention schedules (5)
- Destruction arrangements (6)
- Archiving and transfer arrangements (7)
- Information security (8)
- Data protection (9)
- Business continuity and vital records (10)
- Assessment and review (13)
- Shared information (14)

## **ARMS QUALITY INDICATOR 4: HELP PEOPLE FIND AND USE OUR RECORDS AND ARCHIVES**

- Records manager responsibility (2)
- Records management policy statement (3)
- Business classification (4)

- Retention schedules (5)
- Archiving and transfer arrangements (7)
- Competency framework for records management staff (12)

#### **ARMS QUALITY INDICATOR 5: WORK WITH OUR COMMUNITY**

- Senior management responsibility (1)
- Records manager responsibility (2)
- Archiving and transfer arrangements (7)
- Information security (8)
- Data protection (9)

#### **ARMS QUALITY INDICATOR 6: LEADERSHIP AND MANAGEMENT**

- Senior management responsibility (1)
- Records manager responsibility (2)
- Records management policy statement (3)

#### **ARMS QUALITY INDICATOR 7: ETHOS AND VALUES**

- Senior management responsibility (1)
- Records manager responsibility (2)
- Records management policy statement (3)
- Information security (7)
- Data protection (8)
- Shared information (14)