



The National Archives

The Record: London 2012 Olympic and Paralympic Games and the Cultural Olympiad

LEGACY ARCHIVE TIMELINE

As part of the successful bid for London to host the 2012 Olympic and Paralympic Games, a commitment was made to secure a legacy archive - *The Record* - of the preparations for and running of the Games, which would then be available to researchers and historians, as well as to organisers of future similar events.

This will be the first time that any Games will have delivered such a legacy archive and the actions required will need careful co-ordination. To achieve this, The National Archives (working with the Government Olympic Executive in Department for Culture, Media and Sport (DCMS) and Museums, Libraries and Archives (MLA) in particular) is leading on a National Collections Strategy to ensure that the legacy archive is as comprehensive in extent, as rich in content and as efficient and effective in delivering *The Record* as is possible in the available time.

To support this, The National Archives has produced a timeline of actions to be followed by the myriad bodies involved in delivering the Olympic and Paralympic Games, and the accompanying Cultural Olympiad, in order to establish their own key records, and to deliver them effectively and in a timely manner to appropriate archives. The National Archives will supplement the timeline with templates, tools and guidance to help bodies through each stage of the process.

It should be emphasised that, for non-public record bodies, this does not mean that The National Archives is seeking to manage or oversee internal information management processes. The timeline simply establishes a route to be followed by bodies wishing to participate in delivering *The Record* on time. It will be for each body to determine whether it will participate, the amount of resource it will commit to the programme, the details of which records will be selected to go to archive, the timing of that transfer, and any access conditions that need to be applied. The role of The National Archives is one of co-ordination in this programme, periodically convening meetings to check on progress and share expertise and intelligence with participating bodies.

For public record bodies, The National Archives will continue its statutory supervision, guidance and co-ordination role, and will oversee those bodies in the selection and transfer of records to The National Archives or a place of deposit as normal but according to the timeline.

The deadlines in the timeline are indicative, not mandatory, and allow a certain amount of flexibility in delivering *The Record*. The amount of work required will

vary enormously from body to body, and therefore timings provide direction to achieving a shared objective, rather than enforcing a rigid programme.



Secure agreement to participate in legacy archive

Bodies involved in the 2012 Olympic and Paralympic Games and Cultural Olympiad will either be public record bodies, or non-public record bodies. For most of the timeline set out here, the actions required for both will be the same. However, for non-public record bodies, i.e. those not under the statutory supervision of The National Archives, it will be an important first step to secure senior management agreement, endorsement and buy-in to their involvement in the programme to secure the legacy archive of the 2012 Olympic and Paralympic Games and Cultural Olympiad, (known as *The Record*). The National Archives has produced a standard template to set out the programme to senior managers

and executives for use by bodies where records and information managers will have to present a proposal to governing boards or committees to secure this agreement. Managers should use the text, suitably topped and tailed for their own audience, to present the case and seek approval. This timeline of milestones can be used to indicate the tasks associated with the work and the projected timescale.

For non-public record bodies, if they are not already being captured by The National Archives and have not already granted the British Library permission to gather and archive their websites, it would be beneficial for that permission to be given at this stage. Much of the work of archiving *The Record* is likely to be done via web archiving, and this will result in significant savings in effort for each body compared to archiving paper records or electronic data objects. A standard form to grant this permission is available from the web archivist at the British Library.

Key products: *case for participation in the legacy archive programme submitted to and considered by appropriate senior management board, with response reported back to The National Archives. Where permission not already granted, completion of the British Library standard form granting the British Library permission to archive websites.*

Inform senior management of participation in the legacy archive

For public record bodies it is expected that all will want to play a full part in ensuring the success of *The Record* promised in the submission documents for the 2012 archive. With the programme now taking shape records and information managers are in a position to inform their senior managers of the likely work involved and the timescales envisaged, using this timeline and the standard template to set out the programme to senior managers and executives. Managers should use the earliest convenient opportunity from June 2009 to inform senior managers of the facts and impact of *The Record* programme.

Key product: *senior managers informed of the impact of the legacy archive programme in their organisation.*

Define Key 2012 Relationships

Each body involved in the 2012 Olympic and Paralympic Games and Cultural Olympiad is likely to have a formal relationship with a number of other bodies themselves involved with 2012. In order to secure the 2012 Olympic and Paralympic Games and Cultural Olympiad record effectively, it will be necessary for each body to define its relationships, including with successor agencies where relevant, so that the records produced can be effectively appraised and the key record of each transaction secured for eventual archiving.

Each body should therefore define which other 2012 Olympic and Paralympic Games and Cultural Olympiad bodies report to it, and to which they report, and which they work closely with but are not in a formal reporting relationship. They should also include reference to successor agencies where known or highlight where successor agencies are as yet unknown. This information will assist in determining the location of key records to be archived, and will enable the construction of an administrative history of the provision of the games. The National Archives will undertake to hold this information and keep it updated as

relationships change, as informed by the 2012 Olympic and Paralympic Games and Cultural Olympiad bodies, and will make it available to the eventual host of *The Record* portal to enable its construction.

Key product: *map of each body's 2012 Olympics relationships including successor agencies*

Define Key 2012 Activities

Each body should identify its key activities and therefore its unique contribution to staging the 2012 Olympics. This defined list of key activities will help to refine the listing of key records of that body. For example, the key 2012 Olympic and Paralympic Games and Cultural Olympiad activity of The National Archives is its work to support the delivery of *The Record*; this activity will be documented by The National Archives, and this will mean that other bodies' records relating to 2012 Olympic and Paralympic Games and Cultural Olympiad information management need not be managed through this process. These records may still be appropriate to archive if for other reasons they meet the criteria used for selecting that body's records for permanent preservation, but that need not be managed through the 2012 timetable or process.

The National Archives will undertake to hold this information and keep it updated as key activities change, as informed by the 2012 Olympic and Paralympic Games and Cultural Olympiad bodies, and will make it available to the eventual host of *The Record* portal to enable its construction.

Key product: *schedule of key 2012 activities*

Define Key 2012 Information

Having identified key responsibilities and activities, 2012 Olympic and Paralympic Games and Cultural Olympiad bodies should be in a position to identify the key records and information documenting those responsibilities and activities that they hold or create. Each body should create a schedule of these records which it will maintain and use to manage the remainder of the timeline.

The schedule should initially identify the format of the records, their location, and the managers of the information. Other metadata will be collected at later stages.

Key product: *schedule of key 2012 activities populated with format, location and owners of the significant records of those activities identified*

Confirm with other 2012 Olympic and Paralympic Games and Cultural Olympiad Bodies the Key Record

From among the key records logged on the schedule, it is likely that most bodies will find some where the record will also be held by another body or bodies, for example records of committees where more than one body is represented. For the purpose of ensuring that a record copy of all such information is identified, it will be necessary for the bodies to determine between themselves which holds the key record. Schedules should then be annotated to indicate the status of the record held by each body, allowing the records held by each to be managed appropriately.

It is these key records that each 2012 Olympic and Paralympic Games and Cultural Olympiad body undertakes to preserve and manage through to archive to form part of *The Record*.

Key product: *schedule annotated and edited to identify those records for which the authority takes responsibility for preserving and archiving as part of the 2012 legacy archive. For their own purposes authorities may decide to preserve further records over and above this minimum responsibility*

Confirm Selection with Appropriate Archive Authority

Non-public record bodies, having identified their key records, should confirm the selection with their usual archive or repository, to establish that both parties have agreed the selection and that the appropriate authority is able to accept the selected key records. Where appropriate, authorities must be certain that the receiving archive is able to cope with any access restrictions applying to the transferred records – if it becomes apparent that this becomes an issue when the details of access arrangements are determined, the transferring authority should be prepared to retain and preserve the selected records until such a time as transfer becomes possible.

Key product: *documented agreement of the archive to accept the scheduled records and to therefore form part of the 2012 legacy archive*

Confirm Selection with The National Archives

Public records bodies should confirm the selection of records with their Information Management Consultant in the usual manner.

- **Key product:** *documented agreement from The National Archives to accept the scheduled records*

Establish processes and protocols to secure key record

Having established which records are to be preserved permanently as part of *The Record*, the body will be in a position to manage them effectively through to archive. This should at least include:

- Establishing and mandating naming standards;
- Record manager to secure senior management agreement to proposed transfer and steps necessary to secure it;
- Establishing controls over physical and digital filing.

Key product: *confirming mandate from managing board establishing the authority's decision to participate in the 2012 legacy, giving authority and control to the authority information manager or other appropriate officer*

Define access requirements for key records

This is likely to be one of the trickiest actions on this route map for most 2012 Olympic and Paralympic Games and Cultural Olympiad bodies. The objective of the 2012 Legacy Record is not just that the most important records be identified, secured and preserved and made available, but that this should be done in a timely manner so that the record of 2012 can be of use to the Organising Committees of the next Olympic and Paralympic Games and Cultural Olympiad. This requires that records are not only identified and transferred to archive early, but that as far as possible decisions are taken to open up the records to public scrutiny very early in their lives. The decisions to be taken will require the relevant

members of staff (Freedom of Information (FOI) officers, Data Protection officers and records managers) to be empowered to take early decisions, and for the data creators to co-operate fully in this work. A decision tree will be prepared to assist with this work and should be followed, wherever possible, for categories of records at a high level and not applied to individual records. It will be better to decide once what the access regime for the minutes of a key committee will be, rather than to consider each committee meeting minutes individually.

There are some general principles to be followed in making these decisions:

- FOI authorities are already required by the Freedom of Information Act (2000) to proactively publish information whenever possible, and this principle should apply to 2012 Olympic and Paralympic Games and Cultural Olympiad information as much as to each body's other work.
- Where records can be made open at an early date and where they can be published on the authority's website, this will usually provide the quickest and easiest route to publishing them and securing their long-term preservation and access via web archiving, and so is to be encouraged. It may be advantageous for the authority's web masters to liaise with The National Archives or other web archiving authority as appropriate to ensure that the records are published online in such a way as to ensure that they can be easily captured in a web archive.
- It may be possible, where the full record of, for example, a committee meeting, cannot be released immediately, that summary minutes can be released at an early date. For FOI authorities these summaries should be included in their publication scheme
- Even where records cannot be released before the Games and Cultural Olympiad events are held, it may be that many could be released immediately afterwards, for instance those relating to event security or doping testing arrangements. Where this is the case, authorities should whenever possible transfer the records to archives as closed records, with opening dates specified as early as possible.
- Wherever records are transferred to archive closed, where the FOI Act applies, appropriate exemptions should be identified by the transferring authority prior to transfer.

Key product: *record schedule annotated for each class of records indicating appropriate access arrangements. Where it is not possible to determine access arrangements at a class level, this should be indicated and an appropriate lower-level record created. Authorities should be ready to revise these access conditions in the light of developing events, the progress of the 2012 timetable, and any fundamental change in character of the information contained in the records (for instance, committee records concerning the policy and practice of testing for performance enhancing drugs in the run up to events might be releasable at an early date, whereas the same committee record discussing identifiable individual cases during the games might merit a period of extended closure)*

Plan transfer of records to archive or publication on the website

Once an access decision is taken for a class of records, its future processing can be determined. Where the record can be released, the objective should be to secure a smooth, early transfer to the archive or early publication on the website. The precise details of how this is implemented will vary from case-to-case and

authority-to-authority – but the details should be added to the schedule. For instance, it may be that for a given committee, the summary can be published after the summary is agreed, but the full minutes must remain closed until after the Games have finished. The schedule should show that the summary will be published, and either placed on the website or made available to the archiving authority within a set period from the agreement of the summary. For FOI authorities, these details should be added to the publication scheme. For the full minutes, the schedule might record that they are to be transferred open to the archive within three months of the end of the Games, or that they are to be transferred at regular intervals as closed records in the run-up to the Games, with an opening date scheduled for after the completion of the Games.

Key product: *record schedule annotated for each class of records with web publication or transfer to archive schedule (and for FOI authorities, an amended publication scheme).*

Implement transfer to archive or publication to website

For records that are to be published to the organisation's website, a proper publication programme should be agreed for each class of records, and it should be an assigned responsibility of the record creator to ensure that this schedule is followed. The records manager in each organisation should monitor progress to ensure that the programme is being followed. Once the first 2012 records have been published to the website, The National Archives or other web-archiving authority should be informed so that appropriate steps can be taken to ensure that the website is captured for archiving at agreed intervals.

For records that are not to be published to the website, a proper transfer programme should be agreed for each class of records. It should be an assigned responsibility of the record creator for each class of record to ensure that the records are passed into the custody of the records manager at agreed intervals after their creation; and the record manager should ensure timely transfer of the records to the appropriate archive as agreed, either open or closed.

Key product: *agreed publication and/or transfer programme, with tasks assigned to record creators and managers*

Details of 2012 records passed to the web portal

It is envisaged that access to the records legacy of the 2012 Olympic and Paralympic Games and Cultural Olympiad will be through a dedicated web portal or similar structure. This portal can be live and functioning before the Games open, and to facilitate this, details of records passed to archives or of key scheduled records placed on websites and those websites being archived should be passed to the controller of the web portal as soon as the first transfer or web archive gather has taken place, so that these details can be added to the portal in real time.

Key product: *web portal populated with up-to-date information about the archived websites and records of 2012 Authorities, in advance of, during and after the 2012 Olympic and Paralympic Games and Cultural Olympiad.*
