

1. Receive

digital records from the Government department.

Software

Record Preparation Assistant

2. Prepare

the records for sensitivity review.

- understand record file structure (if any)
- analyse PRONOM file formats and naming conventions
- understand any containerisation of files eg Sharepoint

Software

Document Relationship Assistant
Appraisal and Selection Assistant

Curator

4. Sensitive Review

of records from cover to cover.

- the Curator will choose the best rules and AI algorithms to optimise the identification of sensitive content with humans in the loop to confirm and amend the machine-identified sensitivities... so we constantly learn about actual sensitivities and the machine improves. There is always a human in the loop
- sensitivity review is the process of identifying records that might need to be retained and records can be transferred closed or open
- prepare justifications and generate Schedule for Advisory Council

3. Appraise & Select

to get an understanding of the data and determine what needs to be preserved.

- whatever your files are like, our curator will organise them working with you
- preparing and listing the records for the selection process
- explore digital continuity and transferability of the files
- engagement with TNA on your behalf

Software

Blocking Assistant
Packaging & Transfer Assistant
Secure Digital Archive Assistant

5. Packaging & Transfer

the Digital package of Open, Closed and Retained records

- deal with the complexity of packaging
- generate compliant transfer metadata
- validate the applied blocking is correct

Software

Sensitivity Identification Assistant
Operations Management Assistant
Sensitivity Reviewer Assistant
Record Review Assistant
Justification & Scheduling Assistant

Digital Operations

TITLE
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BENEFITS

1. Flexibility and Adaptability to deal with emerging risks and challenges within the record-set
2. Four years' experience dealing with the challenges of Digital Sensitivity Review
3. A proven DSR Operations Management approach and team
4. The ability to utilise common sensitivities to reduce risk and improve efficiency
5. Being part of a reduction in pan-Government risk by mitigating the mosaicking risk in which multiple copies of searchable records end up at the National Archives but with variation in redaction
6. The knowledge within the Cicero Trusted Community which have been developing specific technologies for risk reduction and efficiency in digital sensitivity review
7. Benefit from the quality and experience of the sensitivity reviewers from FCDO Services

