Carol Fuller
Information Systems Consultant
Background

- **Proliferation of paper records** - Duplicated, Multiple Versions and Storage Systems

- **Electronically Stored Information** - An Electronic Skip?

- **Document Master Copies** - Known Location, easily Accessible with Security and Defined Retention Rules
Freedom Of Information (FOI)

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Start Up
- Partnerships - County Archivist and Records Manager
- Sponsorship - Chief Exec and IT Portfolio Holder
- Catalyst - Effective Management of Paper and Electronic Document
Freedom Of Information

FOI

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Pilot Publication Scheme

Key Criteria -

- Accessible and Easy to Use
- Historical Information and Data
- Continuum for Detailed Research
- Clear Classes of Information

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Freedom Of Information (FOI)

**Approach**
- Early Liaisons - County Archivist and records Manager
- Sponsorship - Chief Exec and IT Portfolio Holder
- Catalyst - Effective Management of Paper and Electronic Document
- Focussed - FOI and Publication Scheme should provide FOCUS for everyone
- Accessible and Easy to Use Historical Information and Data
- Continuum for Detailed Research
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The Bedfordshire County Council

**Approach**
- Continuum for Detailed Research
- Clear Classes of Information
Freedom Of Information
FOI

BCC Approach

• Look at our current position - What and How is Published

• Conducted Survey of ALL services in 2000

• Reviewed emerging National Retention Schedules etc.

• In Line with Internet and Records and Archives
Freedom Of Information

- BCC Approach

- Look at our current position - What and How is Published

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Publication Scheme
### Context for Individual Classes of Information

- **A. Bedfordshire County Council - General**

<table>
<thead>
<tr>
<th>Functional Areas and Activities</th>
<th>Information Available (Record Series)</th>
<th>Classes of Information</th>
<th>Access and Availability</th>
<th>Web Site Availability (Y/N) WHERE</th>
<th>Archives or Earlier Similar Records Outside the Publication Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Councilors</td>
<td>1. Election Results</td>
<td>1. Breakdown of Results from last Election</td>
<td>1. Yes</td>
<td>1. No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. List of Councilors</td>
<td>2. Names / Contact details of current members</td>
<td>2. Yes</td>
<td>2. Yes CC series</td>
<td></td>
</tr>
</tbody>
</table>
Freedom Of Information

FOI

BCC Approach

- Look at our current position - What and How is Published
- Conducted Survey of ALL services in 2000
- Combined information and Government guidelines in First Draft
- Restrictive - but helped to clarify thinking!
- Not acceptable to the Council OR the Citizen!
- In Line with Records and Archives - They have the experience

INDEX

- Access to the countryside
- Acting, children
- Adoption
- Advisory Committee, Bedfordshire and Luton
- Adult Learning
- Allowances, Bedfordshire County Councilors
- Art Loan Collection
- Arts
- Assessment & Monitoring Team
- Asset management, schools
- Attendance at school
- Bedfordshire and Luton combined Fire Authority
- Bedfordshire and Luton Joint Advisory Committee
- Bedfordshire County Council
- Bedfordshire County Council - best Value
- Bedfordshire County Council budgets

- Context for Individual Classes of information
- Historical Perspective
  - Additional Class of Information
- Additional Index for ease of finding information
Freedom Of Information
FOI

The Way Forward
Freedom Of Information
FOI

The Way Forward

• First Step - A new way of defining Information held by BCC

• Active and more responsive in provision of information

• Ideally placed - Councils already provide information to public

• Better Systems - require Cultural Change in Council

• Programme for Implementation and Training