	Appendix	(A																			
	Risk Re	aister :	· Norfolk C	ounty Council																	
		isk Register Name Norfolk Record Office																Red			
	Prepared by		Gary Tuson December 2016							н	ligh							Amber			
	Date update	d								M	/led							Green			
	Next update	due								L	.ow							Met			
CDGSTP	Area	Risk Number	Risk Name	Risk Description	Date entered on risk register	Inherent Likelihood	Inherent Impact	Inherent Risk Score	Current Likelihood	Current Impact	Current Risk Score	Tasks to mitigate the risk	Progress update	Target Likelihood	Target Impact	Target Risk Score	Target Date	Prospects of meeting Target Risk Score by Target Date	Risk Owner	Reviewed and/or updated by	Date of Review and/or update
S	Norfolk Record Office	RM13959	Loss of or reduction in funding	Loss of or reduction in levels of external funding, including NCC, could lead to a reduced capacity to deliver the service, threaten business viability and infringe Heritage Lottery Fund conditions of grant.	31/03/2009	4	4	16	2 .	4	8	Continued development of efficient and prioritised working practices Ensure staff are in place to maintain income generating activities Continue to explore opportunities for income generation	Income generation targets on course CIO established Additional material for licencing being prepared Estimates being prepared for new digitization projects	2	3	6	31/03/2017	Amber	Gary Tuson	Gary Tuson	01/04/2017
Ø	Norfolk Record Office	RM13963	Inability to continue collecting archives	An increased level of accessions has reduced available space in strongrooms more quickly than planned and there may be further, unexpected increased levels.	27/02/2014	2	3	6	2	3		Actions to mitigate risk to be included in forthcoming service plans	Target reached in 2015/16 and on course for 2016/17 Additional space identified in King's Lynn	2	2	4	31/03/2017	Green	Gary Tuson	Gary Tuson	01/04/2017
S	Norfolk Record Office	RM14164	Failure to meet growing public expectations on access	Public are not able to access collections as easily as they expect through modern technologies	27/02/2014	3	3	9	3	3	9	Use of commercial partnerships to improve access Planning for access to digital images in searchroom under way	Report to committee on 13 Jan 2017	2	3	6	31/03/2017	Green	Gary Tuson	Gary Tuson	01/04/2017
	Norfolk Record Office	RM14165	Failure to collect, preserve and make accessible new formats of archive	Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully managed digital records in line with the OAIS model.	27/02/2014	3	5	15	3	5	15	Collaborative project for delivery of digital preservation Develop staff skills Continue to develop in-house procedure for handling digital objects	Pilot project in progress	3	3	9	31/03/2017	Amber	Gary Tuson	Gary Tuson	01/04/2017
S	Norfolk Record Office	RM14167	Collection at risk through unexpected events	Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection	27/02/2014	1	5	5	1	5	5	Disaster / emergency plan training to be rolled out	New starters at Record Office all trained in Emergency Plan procedures This risk needs to be constantly managed and further review and training will be required in 2017/18	1	5	5	31/03/2018	Green	Gary Tuson	Gary Tuson	01/04/2017