

	Risk Register - Norfolk County Council
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Risk Register Name	Norfolk Record Office		Red
Prepared by	Gary Tuson	High	Amber
Date updated	June 2017	Med	Green
Next update due	October 2017	Low	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 Additional material for licencing being prepared	2	3	6	31/03/2017	Amber	Gary Tuson	Gary Tuson	13/06/2017
S	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	6	Actions to mitigate risk to be included in forthcoming service plans	Target reached in 2015/16 and 2016/17. Included in service plan for current year Additional space identified in King's Lynn	2	2	4	31/03/2017	Green	Gary Tuson	Gary Tuson	13/06/2017
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	<ul style="list-style-type: none">• Use of commercial partnerships to improve access• Planning for access to digital images in searchroom under way• Project to enhance metadata planned		2	3	6	31/03/2017	Green	Gary Tuson	Gary Tuson	13/06/2017
S	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	<ul style="list-style-type: none">• 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	13/06/2017
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	<ul style="list-style-type: none">• 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. Further review and training will be required in 2017/18	1	5	5	31/03/2018	Green	Gary Tuson	Gary Tuson	13/06/2017
S	Norfolk Record Office	RM14291	Long Term Sustainability of Metadata	NRO is not able to maintain long-term accessibility and functionality of its own metadata. Evidential value of archives would be damaged. Recreation of metadata would cost millions of pounds.	13/06/2017	4	5	20	3	5	15	Metadata project launched in 2017		1	5	5	01/04/2019	Amber	Gary Tuson	Gary Tuson	13/06/2017