

Norfolk Records Office Risk Register - Norfolk County Council													Appendix A												
	Risk Register Name		Norfolk Records Office Risk Register																			Red			
	Prepared by		Gary Tuson																			High			
	Date updated		March 2019																			Med			
	Next update due		September 2019																			Low			
CDGSTP	Area	Risk Number	Risk Name	Risk Description	Date entered on risk register	Original Likelihood	Original Impact	Original 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 ready for issue	2	3	6	31/03/2020	Amber	Gary Tuson	Gary Tuson	01/10/2018				
S	Norfolk Record Office	RM13963	Inability to continue collecting archives	The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient but this is not a long term solution.	27/02/2014	2	3	6	3	3	9	Service pla for 2019-20 includes: i. Creation of 15m <sup>3</sup> of stoarge space ii Undertaking storage options appraisal	Additional storage space targets have been met since 2014	3	2	6	31/03/2020	Green	Gary Tuson	Gary Tuson	01/10/2018				
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		Planning for access to digital images in searchroom under way Project to enhance metadata under way	2	3	6	31/03/2020	Green	Gary Tuson	Gary Tuson	01/10/2018				
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	4	5	20	3	5	15	• Develop staff skills • Continue to develop in-house procedure for handling digital objects	Tools for digital preservation have been evaluated Environment for local hosting of tools being prepared	2	5	10	31/03/2019	Amber	Gary Tuson	Gary Tuson	01/10/2018				
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. Further review and training will be required in 2018/19	1	5	5	31/03/2019	Met	Gary Tuson	Gary Tuson	01/10/2018				
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	Project to migrate metadata has now started	Migration work is under way	1	5	5	31/03/2019	Amber	Gary Tuson	Gary Tuson	01/10/2018				