

Message

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Sent: 19/04/2021 5:43:16 PM
To: PS Counsel General & Minister for European Transition [ps.counselgeneral@gov.wales]; PS Deputy Minister & Chief Whip [psdmcw@gov.wales]; PS Deputy Minister Culture, Sport & Tourism [psdmct@gov.wales]; PS Deputy Minister Economy & Transport [psdmet@gov.wales]; PS Deputy Minister Health & Social Services [psdmhss@gov.wales]; PS Deputy Minister Housing & Local Gov [psdmhlg@gov.wales]; PS FirstMinister [ps.firstminister@gov.wales]; PS Minister Economy & Transport [psmet@gov.wales]; PS Minister Education [psme@gov.wales]; PS Minister Environment Energy and Rural Affairs [psmeera@gov.wales]; PS Minister Finance & Trefnydd [psmft@gov.wales]; PS Minister Health & Social Services [psmhss@gov.wales]; PS Minister Housing & Local Government [psmhlg@gov.wales]; PS Minister Mental Health, Wellbeing and Welsh Language [psmmhwwl@gov.wales]
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Subject: FOR ACTION: Covid pandemic - saving documents of business value

Private Offices

As I mentioned at our Heads of Branch meeting last week, it is important that we are prepared to respond to any future public inquiry in relation to the coronavirus pandemic, and good record-keeping is an essential component of this endeavour. Work is being undertaken across Welsh Government to ensure documents of business value are saved appropriately. With that in mind, I ask that you speak with your Minister to identify any such documents that are currently saved in temporary work areas. If any documents of business value are identified you will need to ensure they are saved appropriately in iShare as part of the longer term record of Welsh Government business. OneDrive, Teams, OneNote and SharePoint are temporary work areas that Ministers may have used on their government devices.

It is also worth noting that MS Teams chats and channel posts are temporary means of communication. Therefore if decisions have been made, or any other information has been exchanged which should form part of the corporate record (is of business value), it should be formally summarised in Word or by email and stored in iShare. This is as we would do for a telephone or face to face conversation.

Any and all official business that may have been conducted via text or conducted on non-corporate communication channels (personal mobile phone, personal/private email) means of communication should also be summarised and saved to iShare as part of the record of Welsh Government's business.

This will continue to be the case as we move forward with the new administration and the government's response to the pandemic.

Finally, Ministers should remove content that is personal or about constituency matters from the OneDrive or Outlook on their government device. Outlook includes the calendar function, and therefore Ministerial diaries. Private offices should try to do as much of this as possible during the election period, while ensuring that Covid-related material must be kept.

If you have any questions, please contact me,

[REDACTED] NR

Will