**Digitisation of Legacy Paper Files**

In line with the Digital First agenda, Realising Scotland's full potential in a digital world: a digital strategy for Scotland, the Scottish Government are digitising their legacy paper files. The contents of each physical file will be scanned and stored in an eRDM file as one pdf document. The eRDM file will be named using the cipher reference and title of the file, with additional information about the file listed in the eRDM File Description. An example is shown below.
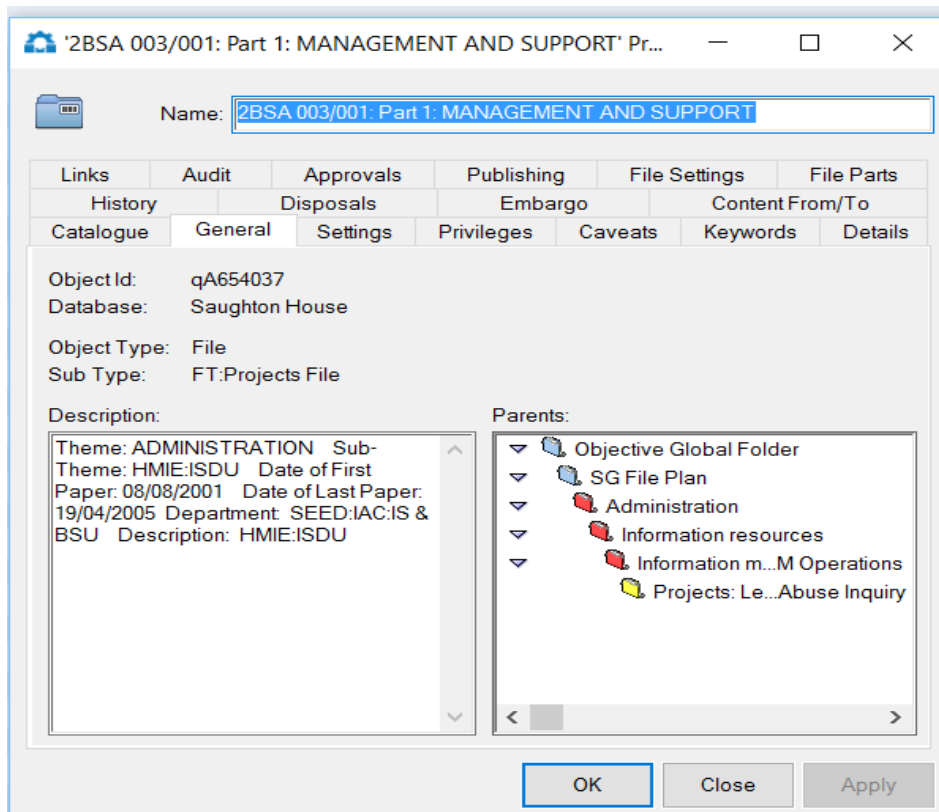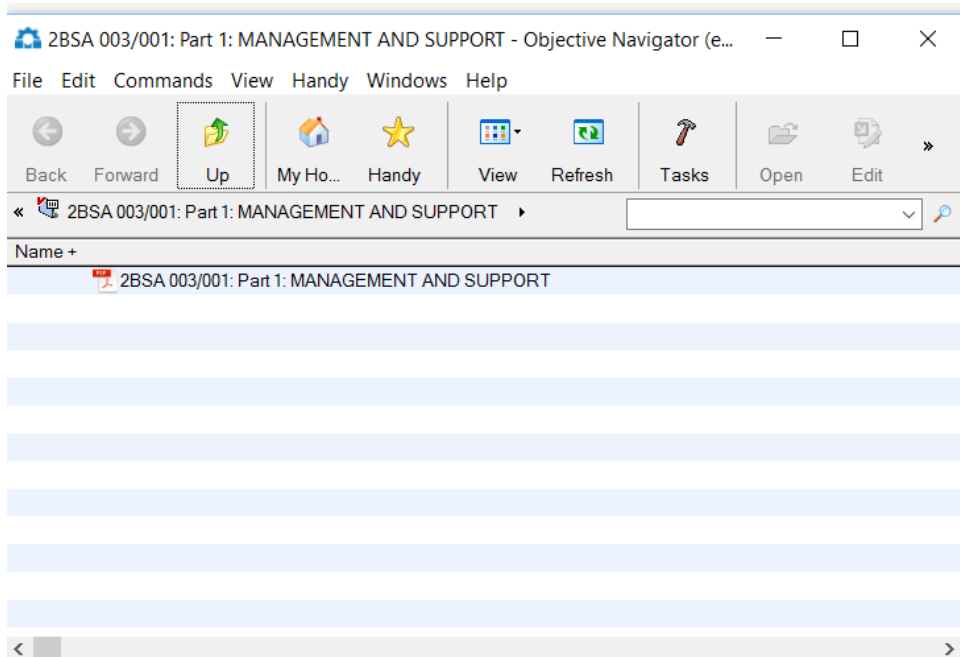
Once the material is stored in eRDM the physical file will be held for 30 days to allow the business area to confirm there are no issues after which the physical file will be destroyed.

The Knowledge and Information Management Branch will continue to signpost National Records of Scotland (NRS) as to when files are due to be reviewed and will arrange access as required.

Scottish Government will adhere to NRS guidance on the preferred method for transferring these records.