

Home Office 2013 Historic Review Programme

Priority 2 files for transfer to The National Archives (TNA)

Priority 2 files generally comprise series that deal primarily with operational work with some limited policy development. It is therefore likely that only a small percentage of these series will have value for permanent preservation. Please note that where a file series consists of 5 files or less, they are not listed below. Dates of transfer to The National Archives are approximate and subject to change; files should be available to the public within 60 working days of transfer.

AMEU – Appraisal, Monitoring and Evaluation Unit files

Series consists of operational policy files, including records of the Police Advisory Board for Forensic Pathology and evaluation of various trials and research.

- Files under review during 2014 cover 1997-98. The AMEU series is very small and each file will be considered on its merits in consultation with TNA. Research evaluations are unlikely to be selected
- Selected files are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

AP – Animal Procedures files

Series consists of a mixture of policy and operational files including development of legislation governing the use of animals in scientific research, Home Office committees, correspondence with MPs and administrative records.

- Files under review during 2014 cover 1992-2001. Input to legislation and records of major committees will be selected; it is likely that all other records will be rejected for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

APC – Animal Procedures Committee files

Series consists of committee and sub-committee papers and associated administrative papers

- Files under review during 2014 cover 2000-2002. Committee papers are likely to be selected; sub-committee papers will only be selected where major

decisions are not reflected in the minutes of the main committee.
Administrative records will not be retained for permanent preservation

- Selected files are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

DP – Data Processing files

Series consists of policy files on Home Office information technology systems and includes records of local committees, steering groups and review groups.

- Files under review during 2014 cover 1992-2000. Most files will not be selected for permanent preservation although committee papers will be considered on an individual basis
- Selected files are expected to be transferred to TNA by end of May 2015
- Selected files will be added to [HO 524](#)

DPI – Drugs Prevention Initiative files

Series consists of a mixture of policy, operational and administrative files covering development of the Drugs Prevention Initiative policy, implementation at a regional level and administrative files.

- Files under review during 2014 cover 1995-99. Policy development files are likely to be selected; administrative records and files on local implementation will not be selected
- Selected files are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

DT – Directorate of Telecommunications files

Series consists of a mixture of policy and case files relating to allocation of radio frequencies and their use in civil emergencies, routine papers on individual telecommunications sites, departmental interaction with the staff side and records of the privatisation of the directorate, from policy to tender documentation.

- Files under review during 2014 cover 1992-97. Records relating to preparations for civil emergencies and war planning and policy and principle records on privatisation are likely to be selected. General allocation of

frequencies, staff side records and transactional records of the privatisation will not be selected for permanent preservation

- Selected files are expected to be transferred to TNA by end of June 2015
- Files for this series will be added to [HO 523](#)

FD – Finance Division

The Finance Division interacted with all areas of the Home Office and as such, this series covers a vast range of topics. Series consists of a small number of policy files, input to public expenditure surveys and collation of information for select committees, and finance strategies for the Home Office. However, the FD series mainly consists of routine financial considerations and administrative material.

- Files under review during 2014 cover 1992-2002. Most files will not be selected for permanent preservation but policy and strategy files and input to select committees will be considered on an individual basis in consultation with TNA
- The FD series is very large and has been split into two tranches: 1992-96 and 1997-2002. Selected files from the first tranche are expected to be transferred to TNA by the end of May 2015
- No series has yet been established at TNA for these records

FIN – Finance files

Series consists of policy and operational delivery files on funding of major Home Office initiatives. Topics include input to the financial costs and burdens of primary legislation, policy on funding procedures and value for money studies.

- Files under review during 2014 cover 1992-97. Records on financial resource impact of legislation and major policy issues, committee papers on funding procedures, and value for money studies of large sectors of the department will be considered for selection. Financial administration files, routine advice and discussion, value for money studies on local business areas and draft papers will not be selected for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- Earlier files can be found in [HO 362](#)

FMS – Firearms files

Series consists of a mixture of operational policy and case files covering the control of firearms, the impact of the Schengen Agreement and European legislation, case files on the weapons exchange information system and correspondence with MP's and firearms societies and groups.

- Files under review during 2014 cover 1998-2002. Policy arising from European legislation will be selected; case files and routine correspondence will not be retained for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

IC – HM Inspectorate of Constabulary files

This series of files contains records of training, HM Inspectorate of Constabulary conferences and meetings, personnel issues, audits and inspections of police forces in England and Wales, crime prevention issues and new technology, and legislation such as the Police and Criminal Evidence Act. They also include significant high profile cases such as the Guildford and Woolwich pub bombings enquiry, the Jeremy Bamber and Carl Bridgewater murder cases, the Cleveland child abuse inquiry, the Birmingham Six Appeal, and the Hillsborough Inquiry.

- Files under review cover 1992-2002 only. Files relating to high profile investigations, strategy and committee papers will be considered for permanent preservation. All other case files, staff administration and general finance papers will not be selected
- This is a large series which has been split into two tranches: 1992-1993 and 1994-2002. Selected files from the first tranche are expected to be transferred to TNA by end of May 2015
- Records from the IC series will be added to [HO 504](#)

IMO – Immigration (Organisation) files

Series consists of small number of Immigration and Nationality Department (IND) policy papers but is mainly operational and administrative material such as stationery orders, revisions to layout of forms and staff matters.

- Files under review cover 1992-2002. Records of the IND Board meetings will be selected for permanent preservation; no operational or administrative material is likely to be retained
- Selected files are expected to be transferred by end of June 2015
- Records of earlier files can be found in [HO 367](#)

MLA – Mutual Legal Assistance files

Series consists of a mixture of policy, operational and case files relating to extradition matters. Topics include input to legislation, liaison at European and ministerial levels, Home Office committees and working parties, development of policy on prevention of drug trafficking and seizure of assets, extradition case files and routine administration files.

- Files under review during 2014 cover 1992-2002. Input to legislation will be selected; committees and working parties and some policy development files are also likely to be retained for permanent preservation. Case files will not be selected except where precedents have been set
- Selected files are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

MSC – Miscellaneous files

- Series consists of policy files relating to a wide variety of subjects that do not fall within more defined record series. The majority of the series consists of correspondence with MPs but also includes consideration of legislation, European Court of Human Rights cases and constitutional matters.
- Files under review during 2014 cover 1992-2002. It is likely that most files in the MSC series will be rejected as routine correspondence. However, input to legislation, constitutional matters and court cases will be considered on their individual merits in consultation with TNA
- Selected files are expected to be transferred to TNA by end of May 2015
- Earlier records can be found in [HO 342](#)

NTAC – National Technology Analysis Centre files

Series consists of policy files mainly relating to the Regulation of Investigatory Powers Act (RIPA) 2006. Topics include consideration of legislation, working groups and routine operational and administrative records.

- Files under review during 2014 cover 2000-02. The NTAC series is very small and it is likely that each record will be considered on its individual merits in consultation with TNA. It is expected that only substantial input to legislation will be selected for permanent preservation
- If any files are selected, they are due to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

PRBU – Police Reform Unit

Series consists of policy, operational policy and delivery files relating to police planning and performance. Topics include input to and consideration of legislation, consideration of performance models and targets and routine operational and administrative files.

- Files under review during 2014 cover 2000-01. Substantial input to legislation and policy papers will be selected; routine operational material will not be retained for permanent preservation
- Selected files are expected to be transferred to TNA by end of June 2015
- No series has yet been established at TNA for these records

PRES – Police Resources Unit files

Series consists of a mixture of operational policy files and case files. Topics include records of the Civilian Management Crisis Committee, operational working groups, routine management issues and case files on secondment of staff to foreign states.

- Files under review during 2014 cover 2001-02. Committee and working group papers will be considered for selection; routine administration and case files will not be selected
- Selected files are expected to be transferred to TNA by end of September 2015
- Records from the PRES series will be added to HO 499

PRR – Police Responsibilities files

Series consists of operational policy files, covering minutes of meetings, discussions of police pay and conditions, and records of seminars and visits.

- Files under review during 2014 cover 1992-93. Due to the operational nature of the series, it is possible that no files will be selected; however, substantial input to pay and conditions will be considered on an individual basis
- If any files are selected, they are expected to be transferred to TNA by end of June 2015
- No series has yet been established at TNA for these records

PRU – Police Resources Unit files

Series consists of a mixture of operational policy files on police pay strategy and case files on pensions appeals for individual officers.

- Files under review during 2014 cover 2000-01. Due to the operational nature of the PRU series, it is possible that no files will be selected for permanent preservation although pay strategy files will be considered on their individual merits in consultation with TNA
- Selected files are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

PS – Police Secretariat files

Series consists of a mixture of policy, operational and case files. The files deal mainly with consideration of awards and honours for individual police officers and forces but also cover strategy on use of British police overseas and papers of committees and working groups.

- Files under review during 2014 cover 1992-2000. Strategy papers and records of committees and working groups will be considered for selection in consultation with TNA; honours and awards case files will not be selected
- Selected files are expected to be transferred to TNA by end of October 2015
- No series has yet been established at TNA for these records

PSR – Police Service Reforms files

Series consists of a mixture of policy and operational files covering input to legislation, policy papers on senior appointments and discussions of police reform strategy as well as routine operational and administrative papers.

- Files under review during 2014 cover 1993-95. Input to legislation and substantial policy and strategy files will be selected; routine operational material will not be retained for permanent preservation
- Selected files are expected to be transferred to TNA by end of June 2015
- No series has yet been established at TNA for these records

PSU – Police Standards Unit files

Series consists of operational policy files dealing with various aspects of crime prevention and standards of policing, seminars, visits and statistical reporting.

- Files under review during 2014 cover 1993-2002. The PSU series is of an operational nature and it is possible that no files will be selected for permanent preservation. However, strategy records and some committee papers will be considered on their individual merits in consultation with TNA
- Selected files are expected to be transferred to TNA by end of June 2015
- No series has yet been established at TNA for these records

RAS – Review of Airport Security files

The RAS series consists of a small number of files relating mainly to gathering of evidence for the review. Findings were fed into Cabinet Committees and reports.

- Files under review during 2014 cover 2002. The review's findings were published in a report; the raw data for the review will not be selected, nor will copies of the publication. Input to Cabinet Committees will be selected from Cabinet Office records but substantial discussion about the input will be considered for permanent preservation
- Selected files are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

SCAP - Strategy, Coordination and Planning (Drugs) Unit files

Series consists of operational policy files relating to prevention of drug use in various social groups.

- Files under review cover 2002. The SCAP series is very small and it is likely that each file will be considered on its own merits in consultation with TNA; it is probable that policy records will be selected from the DDA series and therefore, it will not be necessary to select records from the SCAP series
- If any files are selected, it is expected that they will be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

SD – Statistics Department

Series consists of statistical research, dealing mainly with criminal proceedings and drug statistics, probation and after-care statistics and social statistics. This large collection of records covers numerous topics including minutes and papers of the Criminal Statistics Committee and the Drugs Statistics Committee, input to crime and drugs policy, surveys and statistical research and statistical advice to other parts of the Home Office and wider government, administrative records and publications.

- Files under review during 2014 cover 1992-2002. Records of the Criminal Statistics Committee and Drugs Statistics Committee will be selected. Input to policy will be considered on a file by file basis – most research is commissioned and is likely to be selected from the policy area rather than the SD series. Administrative material and publications will not be preserved
- This is a large series and has been split into two tranches: 1992-97 and 1998-2002. Selected files from the first tranche are expected to be transferred to TNA by end of January 2016
- Records from the SD series will be added to [HO 496](#)

SPT - Strategic Policy Team files

Series consists of policy files relating to migration, criminal justice and public order.

- Files under review during 2014 cover 2000-02. The SPT is a very small series and each file will be considered on its individual merits.
- Selected files are expected to be transferred to TNA by end of May 2015

- No series has yet been established at TNA for these records

SSG - Strategic Support Group files

Series consists of policy files on a range of topics including honours and awards, electoral matters and the Philip Lawrence Awards.

- Files under review during 2014 cover 1996-2002. The SSG series is very small and it is likely that each record will be considered on its individual merits in consultation with TNA. It is expected that only substantial input to legislation will be selected for permanent preservation
- If any files are selected, they are due to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

TRA – Traffic files

Series consists of a mixture of policy and research files, dealing primarily with traffic-related policing. It is a varied series that covers development of legislation, committee papers and policy on topics such as drink driving and use of breathalysers, use of cameras as evidence in prosecutions and policing of motorways and bus lanes. The TRA series also includes numerous routine operational files such as approvals of equipment, briefings for ministers and correspondence.

- Files under review during 2014 cover 1992-2002. Home Office input to legislation, papers of senior committees, and substantive policy papers are likely to be selected. General correspondence and routine operational material will not be retained for permanent preservation. Many files relate to subjects for which the Department for Transport (DfT) had the policy lead – these subjects will be selected from DfT rather than the Home Office; consequently only a small percentage of the series will be transferred to TNA
- Selected files are expected to be transferred to TNA by end of June 2015
- Earlier files can be found in [HO 310](#)

TYLD - Treatment and Young People (Drugs) Unit files

Series consists of a mixture of operational policy and delivery files, records of ministerial meetings, budget planning, conferences and seminars and visits.

- Files under review during 2014 cover 2002. Minutes of ministerial meetings for which the Home Office provided the secretariat, and records of substantial policy input will be selected; operational and administrative material will not be retained for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

XTN – Extradition files

Series consists of Home Office input to extradition legislation, committees and working parties and case files on extradition both to and from Britain.

- Files under review cover 1992-2002. Policy files are likely to be selected, as are high profile cases that attracted a significant amount of contemporary interest. The majority of case files will not be selected for permanent preservation
- Selected files are expected to be transferred to TNA by end of June 2015
- Earlier files can be found in [HO 306](#)