

## **Home Office 2013 Historic Review Programme**

### **Priority 3 files for transfer to The National Archives (TNA)**

Priority 3 files generally comprise series of routine operational and administrative work but which cover some topics that are considered worthy of consideration to assess their historic value. It is therefore likely that most Priority 3 files will be rejected 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.

#### **ACU – Assessment and Consultancy Unit files**

Series consists of operational delivery files dealing mainly with personnel issues across the Home Office and the policing sector

- Files under review during 2014 cover 1992-2001. It is unlikely that any files relating to routine staff management will be selected; files relating to management of the policing sector will be considered on an individual basis in consultation with TNA
- 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

#### **AMT – Accountancy and Marketing**

Series consists of operational records relating to a variety of financial matters including privatisation of business areas, capital assets, appointment of personnel, travel and subsistence papers and appointments.

- Files under review during 2014 cover 1993-96. The operational nature of the AMT series, it is unlikely that any files will be selected; however, records on privatisation will be considered on their individual merits in consultation with TNA
- 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

### **CAU – Central Administration Unit files**

Series consists of operational and administrative files relating to a variety of finance related matters including annual budget papers, payment of injury claims and travel and subsistence expenses.

- Due to the wholly operational nature of the CAU series, it is unlikely that any files will be selected
- If any files are retained, they are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

### **COMD – Information Service Unit, Communications Directorate files**

Series consists of operational delivery and administrative files created by the Communications Directorate. They cover topics such as the Customer Communications Foundation Project, project management of upgrades to the Home Office IT network, procurement and contractual records and routine administration and correspondence.

- Files under review during 2014 cover 1998-2002. Due to the wholly operational nature of the COMD series, it is unlikely that any files 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

### **EACU – Efficiency and Consultancy Unit files**

Series consists mainly of operational policy and governance records relating to a wide range of topics including directorate strategies, input to select committees, trade union side consultations, the private security industry and modernisation programmes.

- Files under review during 2014 cover 1993-99. It is likely that no files from this series will be selected but policy records and input to the Select Committees will be considered on a file by file basis in consultation with TNA
- Selected files are expected to be transferred to TNA by end of April 2015
- No series has yet been established at TNA for these records

## **ECU – Economic Unit files**

Series consists of operational files concerned with developing a methodology for policy appraisal and evaluation

- Files under review during 2014 cover 1996-99. It is unlikely that any files will be selected from the ECU series but the small number of files will be considered individually in consultation with TNA before a final decision is made
- 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

## **HRE - Human Resources and Equality files**

Series consists of a mixture of operational policy files covering implementation of EU law, establishment of the new civil service pension, correspondence with MP's and administrative records.

- Files under review during 2014 cover 2000-2002. It is unlikely that any files will be selected from the HRE series; however, records of legislation implementation will be considered 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

## **IMTU – Information Management and Technology files**

Series consists of a mixture of operational delivery relating to the implementation of a new IT contract for the Home Office.

- Files under review during 2014 cover 1999-2002. It is probable that no files will be selected from the IMTU series due to its wholly operational nature
- 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

### **ITD – IT Directorate files**

Series consists of operational delivery files relating to management of IT systems in the Home Office. Topics include strategy and planning, National Audit Office review and routine service management issues.

- Files under review during 2014 cover 1992-97. It is probable that no files will be selected from the ITD series due to its wholly operational nature
- 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

### **OIC – Business Matters files**

Series consists of operational files relating to management of IT services to Home Office business units.

- Files under review cover 1996-2001; due to the operational nature of the OIC series, it is unlikely that any files will be selected for permanent preservation
- If any files are selected, they are expected to be transferred to TNA by end of May 2015
- No series has yet been established at TNA for these records

### **PGSI – POISE and GSI Team**

Series consists of operational delivery files relating to management of IT systems in the Home Office.

- Files under review during 2014 cover the year 2000 only. Due to the operational nature of the PGSI series, it is unlikely that any files will be selected for permanent preservation
- If any files are selected, they are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

## **PU – Procurement Unit**

- Files under review during 2014 cover x-x. The PU series is operational in nature and it is unlikely that any files will be selected for permanent preservation; however, strategy files will be considered on their own merits in consultation with TNA
- If any files are selected, they are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

## **REC – Records Management files**

Series consists of operational policy and delivery files relating to management of records and access to information. Topics covered include consideration of access to naturalisation records, closure and privatisation of the Home Office records repository, preparations to comply with the Data Protection Act and Freedom of Information Act, and other routine operational and administrative matters.

- Files under review during 2014 cover 1992-2002. Due to the operational nature of the REC series, it is likely that no files will be selected for permanent preservation
- If any files are selected, they are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

## **RFC - Information Communications Technology Unit files**

Series relates to communications systems for the fire brigade, police forces, the prison service and various other organisations. The files consist of both operational policy and delivery, administrative and case files, which cover a wide range of topics from committees and working parties, technical studies, frequency allocation and licensing files, financial administration files and guidance documents.

- Files under review during 2014 cover 1993-2002. Due to the operational nature of the RFC series, it is possible that no files will be selected for permanent preservation; however, records of main committees will be considered on their individual merits in consultation with TNA
- If any files are selected, it is expected that they will be transferred to TNA by end of August 2015

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

### **SCAT - Street Crime Action Team files**

Series consists of operational policy and delivery records and administrative files mainly relating to juvenile anti-social behaviour. Topics include delivery of the Safer Streets programme in local areas, drugs prevention initiatives, liaison with Government Offices, records of ministerial visits and correspondence with the public.

- Files under review during 2014 cover 2000-01. The SCAT series relates to mainly local delivery issues and it is probable that no records will be selected for permanent preservation
- If any files are selected, it is expected that they will be transferred to TNA by end of June 2015
- No series has yet been established at TNA for these records

### **SCT – Service Control Team files**

Series consists of operational delivery files relating to provision of reprographic services to the Home Office.

- Files under review during 2014 cover 1993-98. Due to the operational nature of the SCT series, it is unlikely that any files will be selected for permanent preservation
- If any files are selected, they are expected to be transferred to TNA by end of August 2015
- No series has yet been established at TNA for these records

### **SFU - Strategy and Finance Unit files**

Series consists of operational delivery files relating to the Correctional Services Board, containing records of a variety of workstreams including resourcing, sentencing and efficiency measures.

- Files under review during 2014 cover 2002. The SFU series is purely operational in nature and it is therefore unlikely that any files will be selected for permanent preservation

- 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