

Home Office 2014 Historic Review Programme

Priority 1 files for transfer to The National Archives (TNA)

Priority 1 files generally comprise series that deal primarily with policy development work and are therefore most likely to be of 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.

AAC – Action against Crime files

Series consists mainly of policy files on criminal justice and public disorder. Topics include input to the legislative programme, reviews of the criminal justice system, minutes of committees and working groups, statistical reporting, bill books and draft publications.

- Files under review during 2014 cover 1995-2002. Input to legislation is likely to be selected, as are the minutes of major committees and groups; published material and routine reporting 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

AACD – Action against Crime and Disorder files

Series consists mainly of policy files on criminal justice and public disorder and covers topics such as anti-social behaviour legislation, correspondence with the public and project management papers.

- Files under review during 2014 cover 2002. Input to legislation will be selected; it is unlikely that other files will 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

AT – Anti-Terrorism files

Series consists of policy files on prevention of terrorist use of chemical, biological, radioactive, nuclear or explosive (CBRNE) weapons, Irish and International terrorism and seizure of terrorist assets.

- Files under review during 2014 cover 2002. Policy development and input to legislation on prevention or obstruction of terrorist attacks will be selected; routine finance and administration papers will not be disposed of
- 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

BDS - Business Development Systems and HO modernisation files

Series consists of legislative input to the Regulatory Reform Bill.

- Files under review during 2014 cover 2000-01. All substantial input to the legislative process is likely to 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

CTL – Counter-Terrorism Legislation files

Series consists of records of the review of terrorism legislation in 1996.

- Files under review during 2014 cover 1996 only. It is expected that all files, with the exception of administrative arrangements for the review, will be selected for permanent preservation. Files of public correspondence will be considered on a case by case 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

DDA – Dangerous Drugs Act files

Series consists of a mixture of policy files, case files and Advisory Council on Misuse of Drugs (ACMD) secretariat records. The series covers Home Office responsibilities and functions relating to dangerous drugs as defined by the Dangerous Drugs Act 1951 and the Dangerous Drugs Regulations 1953. Functions include manufacture, control and supply of drugs, smuggling of illegal drugs, addiction, liaison with police and Drugs Branch inspectors.

- Files under review during 2014 cover 1992-2002. Most policy files, input to UK and EU legislation and all minutes and papers of the ACMD will be selected; where records of major topics and activities have not been captured

in the main ACMD minutes, papers of subcommittees and working groups will also be selected. Records of seminars and routine meetings, case files, requests for information, licensing records and papers that originate outside the DDA functional business areas will not be selected

- This is a very large series and review has been split into three tranches: 1992-1994, 1995-1998 and 1999-2002. Selected files from the first tranche are expected to be transferred to TNA by end of May 2015
- Earlier records can be found in [HO 319](#)

DPA - Drug Prevention Advisory Service files

Series consists of a mixture of policy development and operational files as well as committee papers on prevention of drug abuse and community involvement in drugs prevention initiatives.

- Files under review during 2014 cover 1999-2001. Input to legislation, policy papers and records of national initiatives are likely to be selected; regional project papers, records of routine meetings 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

ENC – Encryption Coordination Unit files

Series consists of policy files on cyber crime and the reform of communications legislation including the development of the Regulation of Investigatory Powers Act (RIPA) and the Electronic Communications Act.

- Files under review during 2014 cover 1999-2001. Substantive input to legislation and national strategy papers will be selected; administrative and routine operational 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

EU – European Union files

Series consists almost wholly of policy files and relates to Home Office input to EU issues. Topics covered include migration and immigration, European Community expansion, race relations, prevention of terrorism arrangements, data protection, human trafficking, human rights and criminal justice issues

- Files under review during 2014 cover 1992-2002. Files on input to UK and EU legislation, major policy records and papers of any committee for which the Home Office was the main representative for the UK will be selected. Many files in this series will be rejected as they consist of copy papers from the Foreign and Commonwealth Office who are the policy lead for most EU matters
- This is a large series and is split into two tranches: 1992-1999 and 2000-2002. Selected files from the first tranche are expected to be transferred to TNA by end of April 2015
- Earlier records can be found in [HO 527](#)

FIDP – Freedom of Information and Data Protection Unit files

Series consists of a mixture of policy development and operational files on privacy, data sharing, data protection and the implementation of Freedom of Information legislation. Topics covered include input to legislation and consideration of access to various record sets (such as health service records), monitoring records, correspondence with MP's, files on seminars and conferences and records of individual requests for information.

- Files under review during 2014 cover 2001-02. Home Office input to legislation will be selected; all other files in the FIDP series are likely to 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

FL – Forensic Science Service files

Series consists of policy development, operational delivery and case files. Topics include management of the Forensic Science Service, various areas of research, including DNA profiling, contributions to the Home Affairs Select Committee, case files on alleged miscarriages of justice, published reports, correspondence with MP's, seminars, training, workshops and administrative material.

- Files under review during 2014 cover 1992-2001. Senior management papers, some research (including DNA profiling work) are likely to be selected. Case files are likely to be rejected as a whole but high profile cases will be considered on their individual merits. Personnel management and training, correspondence with MP's and administrative material will not be selected for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- Records in the FL series will be added to [HO 534](#)

FRM – Firearms files

Series consists of a mixture of policy development and case files. Topics include input to legislation, policy on ownership and movement of firearms, and control of prohibited weapons.

- Files under review cover 1992-2002. Input to legislation, policy on firearms ownership and expansion of the scope of prohibited weapons are likely to be selected. Case files on individual ownership matters and general administrative papers will not be selected for permanent preservation
- Selected files are expected to be transferred to TNA by end of May 2015
- Records of earlier files can be found in [HO 288](#)

GSEC – Group Secretariat files

Series consists of administrative files relating to Ministerial and Board meetings and away days.

- Files under review during 2014 cover 1995-2002. Records containing minutes of Management Board and Executive Board meetings will be selected; files that consist of administrative arrangements for either meetings or away days are unlikely to 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

HUR – Human Rights files

Series consists of files ranging from policy on the safeguarding of human rights and the review of human rights legislation and dialogue with foreign governments and international organisations, to records of working groups and organisational implementation of human rights legislation.

- Files under review during 2014 cover 2002. Policy files on implementation of human rights legislation will be selected; administrative records will not be selected; all other files will be considered on their 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

IMG – Immigration (General) files

Series consists of immigration policy and case files where a case was contested in the courts or intervention at ministerial or policy unit level was required.

- Files under review during 2014 cover 1992-2002. Files documenting significant policy changes and case files where precedents have been set are likely to be selected, as will cases that resulted in substantial changes to the immigration rules or where ministerial decisions were required.
- This is a very large series of records and has been split into 7 tranches, covering 1992-93, 1994-95, 1996-97, 1998-99, 2000, 2001 and 2002. Selected files from the first tranches are expected to be transferred to TNA by end of March 2016
- Earlier records can be found in [HO 394](#)

LIQ – Liquor files

Series consists of a mixture of policy development and case files and general correspondence relating to Home Office input to the legislative programme, development of strategy and policy on regulation of alcohol use, sales and licensed premises. Topics covered include records of ministerial committees, consultation papers, operational policy, administrative records and general correspondence.

- Files under review during 2014 cover 1992-2002. Files showing strategy and policy development, and changes to licensing laws are likely to be selected. Records of licensing of specific premises and general correspondence files will not be selected for permanent preservation

- Selected files are expected to be transferred to TNA by end of May 2015
- Earlier records can be found in [HO 295](#)

MPC – Metropolitan Police Committee files

Series consists of committee papers and administrative files on personnel matters including pay and conditions, overtime claims, appointment of Metropolitan Police Authority members as well as the Home Secretary's monthly meetings with the Commissioner of Police of the Metropolis.

- Files under review during 2014 cover 1994-2000. Records of the main committee, formulation of major policy work and meetings between the Home Secretary and Commissioner will be selected; records of sub-committees will only be selected where decisions are not reflected in the minutes of the main committee. Most other files will not be selected 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

MPS – Metropolitan Police Service files

Series consists of policy files on proposed legislation relating to the Metropolitan Police Service and files on the application of the Police Reform Programme to the Metropolitan Police Service. The series also includes a high volume of regional implementation of legislation and administrative records.

- Files under review during 2014 cover 1992-1994. Records of substantial input to legislation will be selected; regional and administrative records are unlikely to 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

NCR – National Identity Service files

Series consists of policy and operational files including input to legislation on use of fingerprints and DNA in crime detection, operational policy on implementation of European Union Directives and routine administration papers.

- Files under review cover 1997-2002. Substantial Home Office input to the legislative programme will be considered for selection; all other files are unlikely to be retained for permanent preservation
- Selected files are expected to be transferred to TNA by the end of May 2014
- No series has yet been established at TNA for these records

NY – Nationality

Series is a mixture of policy material on the implementation of the British Nationality Act 1981 (BNA) and administrative and staffing issues relating to the Nationality Department.

- Files under review during 2014 cover 1992-2002. Files relating to changes in the interpretation of the BNA will be considered for permanent preservation. Administrative files will not be selected
- Selected files are expected to be transferred to TNA by the end of June 2015
- No series has yet been established at TNA for these records

PCP – Police and Crime Prevention files

Series consists of Home Office input to legislation and policy development on national crime prevention strategies and initiatives and their impact on policing. It also includes correspondence with MPs and other government departments, records of local implementation of crime prevention measures, administrative and finance papers, annual reports and consideration of honours for members of the policing sector.

- Files under review during 2014 cover 1992-2002. Records showing development of policy on prevention of drugs-related crime and policy on war crimes, squatting and riot control are all likely to be retained for permanent preservation. Regional records, administrative papers, publications and honours will not be selected
- Selected files are expected to be transferred to TNA by end of May 2015
- A TNA Catalogue series has been established for these records: [HO 528](#)

PF – Police Finance files

Series consists of policy files on police grant allocation, charging for police services, police pay including performance related pay for Chief Constables, the Citizen's Charter and Police Authorities finance.

- Files under review during 2014 cover 1992-2000. It is expected that only major finance policy records will be selected from the PF series; no operational or administrative papers relating to allocation of grants, charging or pay will be retained
- 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

PKIT – Science Policy Unit files

Series consists of files on policy development relating to forensics including footprints, fingerprints and DNA samples. The series also contains a small number of case files, as well as Forensic Science Service and Police Advisory Board (PAB) for Forensic Pathology papers.

- Files under review during 2014 cover 1997-2002. Records of input to legislation, development of major policy and strategy will be selected; minutes of the PAB for Forensic Pathology are also likely to be retained where they are primary to the PKIT series. Case files, papers of operational committees and working groups 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

PL – Police Liaison files

Series consists of policy and administrative files mainly relating to operational policing matters.

- Files under review during 2014 cover 1992-2002. Records of major committees, reports of inquiries into specific incidents, input to the TREVI group on international terrorism and policy on release of police information are likely to be selected. Records relating to appointment of senior police officers, HM Inspectorate of Constabulary reports and routine financial recording will not be selected for permanent preservation

- This is a large series and has been split into two tranches: 1992-95 and 1996-2002. Selected files from the first tranche are expected to be transferred to TNA by end of June 2015
- Files for the PL series will be added to [HO 498](#)

PLP – Police Leadership and Powers files

Series consists of policy and administrative files, covering a wide range of topics such as policing legislation, police reform, the development of police leadership courses and detainee welfare.

- Files under review during 2014 cover 2001-02. Input to legislation, major policy on police reform and detainee welfare will be selected; records of training courses, operational policy and administrative papers will not be retained for permanent preservation
- Selected files are expected to be transferred to TNA by end of June 2015
- Files in the PLP series will be added to [HO 498](#)

PNC – Police National Computer files

Series consists of papers on Police National Computer strategy plans, committee records and general management and administration papers.

- Files under review during 2014 cover 1992. Files showing major policy changes, records of the PNC Board and senior committees are likely to be selected. Records relating to surveys, staff management and general administration papers will not be selected for permanent preservation
- Selected files are expected to be transferred to TNA by end of June 2015
- Files for the PNC series will be added to [HO 521](#)

POC – Police Organised Crime files

Series consists of files on the development of crime prevention policy, particularly organised crime, sex and drug crime, people trafficking, firearms and terrorism. The files also relate to international co-operation on drugs initiatives, drugs research and intelligence and drug education projects.

- Files under review during 2014 cover 1996-2002. Input to legislation and major policy records will be selected; operational policy, correspondence with MPs and the public and published reports will not be selected
- 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

POD – Public Order files

Series consists of policy and operational records relating to public order issues. Topics covered include control of football crowds, policy on 'new age' travellers and safeguarding of dangerous substances.

- Files under review during 2014 cover 1997-98. Input to legislation and files on public order policy will be selected; most files deal with operational and administrative matters and 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

POL – Police files

Series consists mainly of policy files and a small number of case files on various aspects of policing work.

- Files under review during 2014 cover 1992-2001. Home Office input to legislation, records of major policy initiatives and senior committees and working groups, files on recruitment and manpower levels are likely to be selected. Staff pension files, medical appeals and other claims, routine inspections by HM Inspectorate of Constabulary, finance and administration papers will not be selected for permanent preservation
- This is a very large series of records with up to 40% of review files being selected for permanent preservation. It has been split into 3 tranches – 1992-95, 1996-98 and 1999-2001. Selected files from the first tranche are expected to be transferred to TNA by end of April 2016
- Earlier files can be found in [HO 287](#)

POR – Public Order and Cooperation Unit files

Series consists of a mixture of policy, operational and administrative files, statistical reporting and correspondence with MPs. Topics include a wide range of public order issues including control of football crowds and protest gatherings, raves, animal rights activism and industrial disputes. The series also contains a large percentage of operational and administrative files and correspondence with MP's.

- Files under review during 2014 cover 1998-2002. Significant policy development will be selected; all other files in the POR series are likely to 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

PSD – Police Scientific Development files

Series consists of a mixture of policy and operational files on the development of technology for the police including personal protective equipment and traffic safety systems.

- Files under review during 2014 cover 1992-2002. Policy on speed cameras and other traffic safety measures will be selected where the Home Office, rather than the Department of Transport, has the policy lead; most other records are likely to be rejected 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

PW – Ministers' cases / Police matters

Series consists of records generated by Private Offices dealing with parliamentary questions on police matters including complaints, powers and procedures, race relations and deaths in custody. The series also covers police disciplinary correspondence, police complaints, football disorder and football related policies including material on the Hillsborough Disaster. Other topics include matters related to stop and search, warrants, interviewing, the Police and Criminal Evidence Act (PACE) codes of practice, custody and European Court of Human Rights applications and powers of entry.

- Files under review during 2014 cover 1993-2002. Many files in the PW series are parliamentary questions which will not be selected as both the question

and answer are recorded on published Hansard records. Records of policy changes will be selected; files relating to the Hillsborough Disaster have already been selected and published. Records of complaints, disciplinary cases and appeals will not be selected

- 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

QPE – Queen’s Peace files

Series consists mainly of policy files on public order and counter-terrorism.

- Files under review during 2014 cover 1992-2002. Records of Home Office input to legislation and the TREVI group discussions on international terrorism, records of major policy initiatives, records relating to national strikes, Northern Ireland matters, football disorder, civil unrest, major UK and international terrorist incidents are likely to be selected. Case files relating to individuals, seminar and conference papers and training courses will not be selected for permanent preservation
- This is a very large series of records with up to 30% of files being selected for permanent preservation. It 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
- Earlier files can be found in [HO 325](#)

STG – Strategic Planning, Performance and Delivery Unit files

Series consists of files on priority policy and delivery issues, departmental strategy and cross-cutting work across the department.

- Files under review during 2014 cover 1998-2002. Very few files are likely to be selected although discussion around priorities for legislation will be considered on a file by file basis in consultation with TNA; all other files are likely to 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

WU – Warrants Unit files

Series consists of a mixture of policy and operational files on interception of communications. Records mainly deal with input to legislation and high level policy; there are a small number of files relating to high profile cases as well as routine correspondence.

- Files under review during 2014 cover 1992-2002. Input to legislation and substantial policy will be selected; high profile cases will be considered on their individual merits in consultation with TNA. Routine correspondence and operational policy records 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