

Record Transfer Report: Autumn 2016

The National Archives is required to report on the progress of the transition to the [20-year rule](#) to the Secretary of State for Culture, Media and Sport. This includes annual reporting to ministers and transparent publishing of relevant data twice a year, in the spring and autumn on The National Archives' website.

To improve transparency, the Records Transfer Survey includes asking for numbers of records due for review, transfer or disposal in the current year (2016), predicted next year (2017) and legacy data (pre 1989). This will include both records covered by Retention Instruments and those not covered by Retention Instruments. This report includes volumes due for processing. It does not include records that may be placed in local places of deposit or digital assets.

As the results will be published we recommend that departments consider providing an explanation or statement of intent for records in each category or provide a link to the department website for a more detailed plan.

This is an online survey only; all surveys must be submitted no later than Wednesday 26 October 2016.

You may find it helpful to gather the necessary information prior to completing the online survey. To assist you, you have been emailed a reference copy of the questions and guidance on how to complete the survey.

Questions marked with an asterisk (*) are mandatory.

Reported record holdings and transfer plans are published [on The National Archives' website](#).

If you have any questions or need further information then please ask your Information Management Consultant or contact the Information Management Department helpdesk (information.management@nationalarchives.gsi.gov.uk).

Your department

Which department are you reporting for? (Please spell out in full) *

MINISTRY OF DEFENCE

Do you have a parent department? If so, which one?

N/A

Departments/organisations covered by this report (please list all, using commas to separate multiple entries):

Defence Electronics and Components Agency, Defence Science and Technology Laboratory, UK Hydrographic Office, National Army Museum, National Museum of the Royal Navy, Royal Air Force Museum, Single Source Regulations Office, Advisory Committee on Conscientious Objectors, Armed Forces' Pay Review Body, Defence Nuclear Safety Committee, Defence Scientific Advisory Council, Independent Medical Expert Group, National Employer Advisory Board, Nuclear Research Advisory Council, Scientific Advisory Committee on the Medical Implications of Less-Lethal Weapons, Veterans Advisory and Pensions Committees, The Oil and Pipelines Agency, Central Advisory Committee on Compensation, Advisory Group on Military Medicine, Defence Academy of the United Kingdom, Defence Sixth Form College, Defence and Security Media Advisory Committee, Fleet Air Arm Museum Reserve Forces' and Cadets' Associations, Royal Marines Museum, Royal Navy Submarine Museum, Service Complaints Ombudsman Service Prosecuting Authority, United Kingdom Reserve Forces Association

Web address (either homepage for department or for relevant page within department's website - this will be used in the published results) *

<https://www.gov.uk/government/collections/transfer-of-mod-records-to-the-national-archives-reports>

Paper records due for review, transfer or disposal

Please provide figures on the next three screens in number of files.

If your records include maps, please include these in the figures on the next three screens. **One map should be treated as one file.**

The data you provide in this report will be published.

Please include:

- explanation of records covered by a Retention Instrument
- explanation of how you are addressing legacy
- if possible, a link to more detailed information or plans on your web page

Legacy

The number of records up to and including 1988 that are overdue for review, transfer or disposal

A. Records still to be reviewed for permanent preservation or disposal *

This excludes records already selected or awaiting disposal

1. Records not covered by a Retention Instrument

9,500

2. Records retained by means of a Retention Instrument

47,835

B. Records selected for transfer *

This is the number of records already selected (at the time of reporting) for transfer to The National Archives.

1. Records not covered by a Retention Instrument

442,449

2. Records retained by means of a Retention Instrument

9,202

C. Records awaiting disposal *

1. Records not covered by a Retention Instrument

4,214

2. Records retained by means of a Retention Instrument

833

D. Total Records held for this period *

(A+B+C=D)

514,033

Records planned for transfer *

This is the number of records planned for transfer to The National Archives by 31 December 2016, as agreed with The National Archives.

1,588

Explanatory comments - legacy

If you do not wish to add any, enter 'n/a'

Records at (A1) are predominantly Defence estate maps and plans, with those at (A2) being World War Two RAF casualty packs. Records at (B1) are predominantly service personnel records with a year of birth of pre-1902; a study is currently being conducted by the MOD to determine how best to transfer these to The National Archives. Those at (B2) are also World War Two RAF casualty packs, but these have been reviewed and selected for transfer to TNA.

In-year (2016)

Number of records from 1989/1990 due for review, transfer or disposal by end of 2016

A. Records still to be reviewed for permanent preservation or disposal *

This excludes records already selected or awaiting disposal.

1. Records not covered by a Retention Instrument

500

2. Records retained by means of a Retention Instrument

207

B. Records selected for transfer *

This is the number of records already selected (at the time of reporting) for transfer to The National Archives.

1. Records not covered by a Retention Instrument

1672

2. Records retained by means of a Retention Instrument

5049

C. Records awaiting disposal *

1. Records not covered by a Retention Instrument

27282

2. Records retained by means of a Retention Instrument

40

D. Total Records held for this period * (A+B+C=D)

34,750

Records planned for transfer *

This is the number of records planned for transfer to The National Archives by 31 December 2016, as agreed with The National Archives.

236

Explanatory comments – In-year (2016)

If you do not wish to add any, enter 'n/a'

The records at (A1) and (A2) are predominantly administrative registered files, whilst those records selected for transfer include Ships Logs and RAF Operational Record Books. The records awaiting disposal are mainly administrative registered files that the department would normally have destroyed but can't due to the self-imposed preservation order on records that might be required for the Independent Inquiry into Child Sexual Abuse. All Ships Logs dated to 1995 will be transferred to TNA this year.

Next-year (2017)

Number of records from 1991-1992 due for review, transfer or disposal by end of 2017

A. Records still to be reviewed for permanent preservation or disposal *

This excludes records already selected or awaiting disposal.

1. Records not covered by a Retention Instrument

61,700

2. Records retained by means of a Retention Instrument

401

B. Records selected for transfer *

This is the number of records already selected (at the time of reporting) for transfer to The National Archives.

1. Records not covered by a Retention Instrument

0

2. Records retained by means of a Retention Instrument

568

C. Records awaiting disposal *

1. Records not covered by a Retention Instrument

0

2. Records retained by means of a Retention Instrument

67

D. Total Records held for this period *

(A+B+C=D)

62,736

Records planned for transfer *

This is a forecast of how many records, of the total in this period, will be transferred to The National Archives by 31 December 2017

0

Explanatory comments – Next-year (2017)

If you do not wish to add any, enter 'n/a'

(A1) and (A2) shows the number of records in the MOD Main, Sensitive and DGC archives identified from this period. Records at (B2) are predominantly RAF Operational Record Books. Records at (C2) are DGC administrative files. The number of records to be transferred in this period, has yet to be agreed with TNA.