

## Record transfer report: Autumn 2015

The National Archives is required to monitor and report to Ministers on compliance with the 20-year rule. This survey provides public transparency, by department, of volumes of records awaiting processing or transfer each year. It does not include records that may be placed in local places of deposit.

Please respond on behalf of your department/organisation to this record transfer report **on or before 30 October 2015**. Data is to be collected and published twice a year, in the spring and the autumn.

Reported record holdings and transfer plans are published on The National Archives' website: <http://nationalarchives.gov.uk/about/record-transfer-report.htm> .

As the results will be published you may decide to link to this report on your own web pages and offer a more detailed explanation as you see necessary.

Questions marked with an asterisk (\*) are mandatory.

Please discuss this return with your information management consultant at The National Archives or email [information.management@nationalarchives.gsi.gov.uk](mailto:information.management@nationalarchives.gsi.gov.uk).

**Only complete this survey if you have records dated up to 1989**

# 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, Central Advisory Committee on Pensions and Compensation, Defence Nuclear Safety Committee, Defence Scientific Advisory Council, Independent Medical Expert Group, National Employer Advisory Board, Nuclear Research Advisory Council, Review Board for Government Contracts, Scientific Advisory Committee on the Medical Implications of Less-Lethal Weapons, Veterans Advisory and Pensions Committees, The Oil and Pipelines Agency, 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 Commissioner, 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/publications/mods-records-transfer-report-and-explanation>

# 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 an LCI
- 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 1986 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 an LCI

9,500

2. Records retained by means of an LCI

46,000

### 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 an LCI

437,250

2. Records retained by means of an LCI

8,000

### C. Records awaiting disposal\*

1. Records not covered by an LCI

8,226

2. Records retained by means of an LCI

0

### D. Total Records held for this period\*

508,976

(A= B+C+D)

### Records planned for transfer \*

1,500

This is the number of records planned for transfer to The National Archives by 31 December 2015, as agreed with The National Archives.

### 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 service personnel records with a date 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 World War Two RAF casualty packs which have been reviewed and selected for transfer.

## In-year (2015)

Number of records from 1987/1988 due for review, transfer or disposal by end of 2015

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

This excludes records already selected or awaiting disposal.

1. Records not covered by an LCI

500

2. Records retained by means of an LCI

0

### 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 an LCI

10,000

2. Records retained by means of an LCI

0

### C. Records awaiting disposal\*

1. Records not covered by an LCI

300

2. Records retained by means of an LCI

0

### D. Total Records held for this period\*

(A+B+C+D)

10,800

### Records planned for transfer \*

1,700

This is the number of records planned for transfer to The National Archives by 31 December 2015, as agreed with The National Archives.

### Explanatory comments – In-year (2015)

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

Records selected for transfer include Ships Logs, RAF Operational Record Books and following review, registered files.

## Next-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 an LCI

43,256

2. Records retained by means of an LCI

0

### 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 an LCI

3,000

2. Records retained by means of an LCI

0

### C. Records awaiting disposal\*

1. Records not covered by an LCI

0

2. Records retained by means of an LCI

0

### D. Total Records held for this period\*

(A= B+C+D)

46,256

### Records planned for transfer \*

0

This is a forecast of how many records, of the total in this period, will be transferred to The National Archives by 31 December 2016

### Explanatory comments – Next-year (2016)

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

(A1) shows the number of records in the MOD Main and Sensitive archives identified from this period. Review of these files will commence in Jan 2016. Records at (B1) are Ships Logs. The number of records to be transferred in this period, has yet to be agreed with TNA