

# Record transfer report

The National Archives is required to monitor and report on compliance with the 20-year rule. This provides public transparency by department, of volumes of records awaiting processing or transfer each year.

Please respond on behalf of your organisation to this record transfer report **on or before 29 November 2013**. Data is to be collected 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> .

Please be aware that, as the data is published, your response may attract public interest. You may therefore choose to link this report to your own website 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).

**Please note that this version of the form is purely to help you plan your response to the record transfer report. You will also be sent a separate link to an electronic form – you should use this to submit your data.**

## 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?

Not applicable

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

Defence Science and Technology Laboratory, Defence Support Group, Ministry of Defence Police and Guarding Agency, Service Children's Education, Service Personnel and Veterans Agency, Advisory Committee on Conscientious Objectors, Advisory Group on Military Medicine, Armed Forces Pay Review Body, Central Advisory Committee on Pensions and Compensation, Defence Nuclear Safety Committee, Defence Scientific Advisory Council, National Employer Advisory Board, Nuclear Research Advisory Council, Review Board for Government Contracts, Science Advisory Committee on the Medical Implications of Less-Lethal Weapons, Veterans Advisory and Pensions Committees, Defence Academy of the United Kingdom, Defence Sixth Form College, Defence Press and Broadcasting Advisory Committee, Service Complaints Commissioner, Service Prosecuting Authority, Fleet Air Arm Museum, Royal Marines Museum, Royal Navy Submarine Museum.

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 destruction

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.**

## Legacy

The number of records up to and including 1982 that are overdue for review, transfer or destruction

**Total records held for this period \***

46294

This total does not include records subject to a Lord Chancellor's Instrument

**Records selected for transfer \***

4582

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

**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 2013

## In-year (2013)

Number of records from 1983/1984 due for review, transfer or destruction by end of 2013

**Total records held for this period \***

25106

This total does not include records subject to a Lord Chancellor's Instrument

**Records selected for transfer \***

4223

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

**Records planned for transfer \***

3698

This is a forecast of how many records, of the total in this period, will be transferred to The National Archives by 31 December 2013

Next year (2014)

Number of records from 1985/1986 due for review, transfer or destruction by end of 2014

**Total records held for this period \***

22590

This total does not include records subject to a Lord Chancellor's Instrument

**Records selected for transfer \***

0

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

**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 2014

## Explanatory comments

The data you provide will be published. Please use this box to add any explanatory comments to accompany the data, limiting your response to 150 characters (approximately 25-30 words). If you do not wish to add any, enter 'n/a' \*

Return excludes reporting from Atomic Weapons Establishment, UK Hydrographic Office and Defence Geographic Centre who have submitted their own reports

## Digital records due for transfer

In which year did you stop 'print to paper' policies for your digital records?\*

2007

This information on digital records is to help The National Archives' plan for digital transfers and is not for publication.

Please use this box to add any explanatory comments relating to this information.

It is anticipated that MOD will transfer its first digital records in 2023.