



Ministry  
of Defence

**Ministry of Defence**  
Defence Business Services  
Secretariat Team  
Room 6303  
Norcross  
Blackpool  
FY5 3WP

Ref: FOI2015/04895

[REDACTED]

Email:

[REDACTED]

30<sup>th</sup> June 2015

Dear [REDACTED]

Thank you for your email of 3 June, requesting the following information:

*"I'm conducting a records appraisal on behalf of Veterans' Affairs New Zealand and I'm looking for information on what MoD and Veterans UK do with their veterans war pension and case records in terms of retention and disposal. Currently I'm in the research phase and I'm looking for relevant international precedent. If you are able to provide me with appraisal reports, retention and disposal schedules, and/or an outline of what has historically been done with these records, that would be great.*

*I would also like to know if your organisation would like to be notified when our appraisal is publically notified for comment on the Archives New Zealand website."*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence (MOD), and I can confirm that all the information in scope of your request is held.

The information you have requested falls entirely within the scope of an absolute exemption under section 21 (Information reasonably accessible by other means) of the FOIA.

Section 21 (1) has been applied, as the information is already in the public domain and therefore reasonably accessible to you at the following links below. Section 21 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

<https://www.gov.uk/government/publications/jsp-441-defence-records-management-policy-and-procedures--2>

<https://www.gov.uk/government/publications/jsp-747-defence-information-management-policy>

<http://www.nationalarchives.gov.uk/information-management/browse-guidance-standards/?letter=r>

Finally, thank you for your invitation as to whether the Ministry of Defence (MOD) would like to be notified or provide comments when your appraisal is publicised on the New Zealand Archives website. I can confirm that one of our Policy Managers would be interested in the appraisal as they have responsibility for the local retention and destruction policy. Please send a copy to the following email address: DBS-OPPT@mod.uk.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <https://ico.org.uk/>.

Yours sincerely



Acting Head of Secretariat