

MOD Information Management Report: 2018

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

To improve transparency, the Information Management Report asks for numbers of records due for review, transfer or disposal in the current year (2018), predicted next year (2019) and legacy data (pre-1993). 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.

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

Paper records¹ due for review, transfer or disposal

Legacy

The number of records up to and including 1992 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	26,300
2	Records retained by means of a Retention Instrument	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 a Retention Instrument	574,959
2	Records retained by means of a Retention Instrument	8,738,241
C. Records awaiting disposal		
1	Records not covered by a Retention Instrument	4,443
2	Records retained by means of a Retention Instrument	0
D. Total Records held for this period (A+B+C=D)		9,389,943
Records planned for transfer This is the number of records planned for transfer to The National Archives by 31 December 2018, as agreed with The National Archives		12,726
Explanatory comments - Legacy		
Records at (A1) are predominantly Defence estate maps and plans and geographic reference material, 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 and some geographic reference material. Those at (B2) are also World War Two RAF casualty packs, but these have been reviewed and selected for transfer to TNA. Records at C1 are geographic reference material that is awaiting destruction and some administrative records that would normally have been destroyed, but destruction has been put on hold pending further review due to the on-going Independent Inquiry into Child Sexual Abuse.		

¹ One map is treated as one file.

In-year (2018)

Number of records from 1993/1994 due for review, transfer or disposal by end of 2018		
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	6,697
2	Records retained by means of a Retention Instrument	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 a Retention Instrument	400
2	Records retained by means of a Retention Instrument	0
C. Records awaiting disposal		
1	Records not covered by a Retention Instrument	0
2	Records retained by means of a Retention Instrument	0
D. Total Records held for this period (A+B+C=D)		7,097
Records planned for transfer This is the number of records planned for transfer to The National Archives by 31 December 2018, as agreed with The National Archives		200
Explanatory comments – In-year		
The records at (A1) are predominantly administrative registered files, whilst those records selected for transfer are RAF Operational Record Books.		

Next-year (2019)

Number of records from 1995-1996 due for review, transfer or disposal by end of 2018		
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	135,849
2	Records retained by means of a Retention Instrument	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 a Retention Instrument	400
2	Records retained by means of a Retention Instrument	0
C. Records awaiting disposal		
1	Records not covered by a Retention Instrument	0
2	Records retained by means of a Retention Instrument	0
D. Total Records held for this period (A+B+C=D)		136,249
Records planned for transfer		0
This is the number of records planned for transfer to The National Archives by 31 December 2018, as agreed with The National Archives		
Explanatory comments – Next-year		
(A1) shows the number of records in the MOD Main, Sensitive and DGC archives identified from this period, whilst those at (B2) are RAF Operational Record Books. The number of records to be transferred in this period, has yet to be agreed with TNA.		