



Ministry of Defence Police

Data Protection Officer & Freedom of
Information Manager

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Our Ref: eCase: FOI2018/05934 RFI:127/18

Date: 14 May 2018

Dear [REDACTED]

FREEDOM OF INFORMATION ACT 2000. MINISTRY OF DEFENCE POLICE: FIREARMS TRAINING RECORDS

I refer to your e-mail of 1 May 2018, which was acknowledged on the same date.

We are treating your e-mail as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your e-mail you requested the following information:

**“How long Personal Firearms Training Records are supposed to be retained for by the MDP?
What policies or legislation mandate and/or govern the retention of Personal Firearms Training Records?
Where should Personal Firearms Training Records be held?”**

A search for information has now been completed by the Ministry of Defence Police and I can confirm that we do hold information in scope of your request.

How long Personal Firearms Training Records are supposed to be retained for by the MDP?

Personal Firearms Training records are retained by the MDP until the officer is 100 years old.

What policies or legislation mandate and/or govern the retention of Personal Firearms Training Records?

National Review Retention and Disposal unit (RRDU) govern the retention period of these records.

Where should Personal Firearms Training Records be held?

Firearms training records are retained electronically on the Chronicle database with the original records of competence at summative assessment phase retained by training hubs whilst the officer is active with operations.
Archived records are held by the MDP RRDU.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

MDP Sec Data Protection and Freedom of Information Office