



Ministry  
of Defence

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[REDACTED]

4 June 2018

[REDACTED]

Release of Information

Thank you for your correspondence of 3 May 2018 in which you requested the following information:

'May I please be provided with a list of titles only of FTM (Feet Temporary Memoranda) supplied to HM Yacht Britannia as ROYTEMs (Royal Yacht Temporary Memoranda) for the years 1995 to 1998?'

Your enquiry is considered to be a request for information in accordance with the Freedom of Information Act 2000.

A search for the information has been completed within the Ministry of Defence and I can confirm that information in scope of your request is held. I should, however, point out that Fleet Temporary Memoranda are, by their nature, temporary documents and are not normally kept for permanent preservation. In this instance, the few titles that have been located are those held in a copy of the 1996 Standing Orders on the Royal Yacht. These are as follows:

- ROYTEM 57/96: Extant Orders.
- ROYTEM 78/96: The Planning Organisation onboard HM Yacht Britannia and the Production of the Short Term Programme.
- ROTEM 58/95: Safety Information Board.
- ROYTEM 11/95: Generator Room Quick Acting Flaps.
- ROYTEM 53/95: Ship's Oil Pollution Emergency Plan.

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-](mailto:CIO-)

FOI-IR@mod.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

Navy Command Secretariat – FOI Section