

MOD Information Management Report: 2019

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 (2019), and legacy data (i.e. records up to and including 1994). 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 1994 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	973
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	275,849
2	Records retained by means of a Retention Instrument	9,308,000
C. Records identified for presentation to a place of deposit		
This is the number of records not selected for transfer to The National Archives, but will be gifted to another organisation.		
1.	Records identified for presentation to a place of deposit	200,000
D. Records awaiting disposal		
1	Records not covered by a Retention Instrument	71,330
2	Records retained by means of a Retention Instrument	0
E. Total Records held for this period (A+B+C+D=E)		9,902,152
Records planned for transfer		10,000
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 - Legacy		
Records at (A1) are 900 Operational Record Books & WW2 RAF Casualty Packs and 73 maps, with those at (A2) being WW2 casualty packs. Records at (B1) are Footguards files, which are held without a Retention Instrument. The records at (B2) are military service personnel files, including those from WW2 that have been reviewed, selected for permanent preservation, and are held with a Retention Instrument, but have not yet been transferred to TNA. Records at (C1) are 200,000 Royal Ordnance Factory records that have been identified for gifting to the Herefordshire Archives and Record Service. Records at (D1) are geographic reference material (1330 maps) and 70,000 administrative records that are awaiting destruction. The destruction of many of these administrative records 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 (2019)

Number of records from 1995/1996 due for review, transfer or disposal by end of 2019		
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	4,559
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 identified for presentation to a place of deposit This is the number of records not selected for transfer to The National Archives, but will be gifted to another organisation.		
1.	Records identified for presentation to a place of deposit	0
D. Records awaiting disposal		
1	Records not covered by a Retention Instrument	85,000
2	Records retained by means of a Retention Instrument	0
E. Total Records held for this period (A+B+C+D=E)		89,959
Records planned for transfer This is the number of records planned for transfer to The National Archives by 31 December 2019, as agreed with The National Archives		200
Explanatory comments – In-year		
The records at (A1) are predominantly administrative registered files and a small number (59) of maps., Those records (B1) selected for transfer to The National Archives are RAF Operational Record Books and those at (D1) are those administrative records identified at 1 st review and which are now awaiting destruction.		