

Information Management Report (IMR) 2021

Administrative Questions

Question	Support
1. Please select your Department: *	Ministry of Defence
<p>2. Does your response cover other agencies in addition to your department? *</p> <p>Please only include bodies whose records are covered by the Public Records Act 1958.</p>	<p>Yes</p> <p>https://www.gov.uk/government/organisations#ministry-of-defence</p> <p>Defence Electronics and Components Agency Defence Equipment and Support Defence Science and Technology Laboratory Submarine Delivery Agency UK Hydrographic Office Armed Forces Covenant Fund Trust National Army Museum National Museum of the Royal Navy Royal Air Force Museum Single Source Regulations Office* Advisory Committee on Conscientious Objectors Armed Forces' Pay Review Body Defence Nuclear Safety Committee Independent Medical Expert Group Nuclear Research Advisory Council Scientific Advisory Committee on the Medical Implications of Less-Lethal Weapons Veterans Advisory and Pensions Committees Advisory Group on Military and Emergency Response Medicine Central Advisory Committee on Compensation Defence and Security Media Advisory Committee* The Oil and Pipelines Agency Reserve Forces' and Cadets' Associations Service Complaints Ombudsman Service Prosecuting Authority</p>

Paper Record Questions

Question	Support
<p>Do you have a defined methodology for appraisal, selection and sensitivity review? * Please describe below.</p>	<p>Yes. Records are created in accordance with Joint Service Publication 441 – Information, Knowledge, Digital and Data in Defence, which provides MOD staff with guidance on the types of records that must be retained for permanent preservation. Appropriate retention periods are then applied to these records. Once these records have reached the end of their retention period, they will be reviewed to assess whether they are still required for ongoing administrative or business purposes, they have some historic value or should be disposed of. Those records surviving this stage will then be re-assessed through the lens of MOD’s published Appraisal Report and the Sensitivity Reviewer’s Handbook, whereupon the records are either transferred open or closed to TNA, retained in the department or disposed of through gifting or destruction.</p>
<p>10. Link to published methodology:</p>	<p>JSP 441 – Defence information, knowledge, digital and data policy commitments https://www.gov.uk/government/publications/jsp-441-defence-records-management-policy-and-procedures--2 Appraisal Report – https://www.gov.uk/government/publications/ministry-of-defence-records-appraisal-report-2020</p>

Legacy and in-year paper records

11. Does your department have any legacy (1996 or older) or in-year (1997 and/or 1998) paper records? *	Yes
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Detailed questions on legacy and in-year paper records

12. How many legacy and/or in-year paper records do you have?		
	Legacy (up to and including 31 December 1998)	In-year (1 January 1999 to 31 December 2000)
	Total	Total
Records still to be reviewed, not covered by Retention Instrument	0	0
Records still to be reviewed, retained by means of Retention Instrument	37248	0
Records selected for transfer to The National Archives, not covered by Retention Instrument	0	0
Records selected for transfer to The National Archives, retained by means of Retention Instrument	9583849	0
Records identified for presentation to a place of deposit	150	0
Records identified for presentation as a gift	0	0
Records awaiting destruction	121586	0
Records planned for transfer in calendar year 2020	471483	0