



Ministry
of Defence

Industry Security Notice

Number 2023/15 (Issued 29/11/2023)

Subject: Retention of documents following conclusion/termination of a UK MOD contract

Introduction

It is a requirement that at the conclusion or termination of a contract, or otherwise when no longer required, security classified documents¹ shall be destroyed, returned to or removed by the Contracting Authority, unless retention is authorised by the Contracting Authority [References A & B].

However, it is clear that some Defence Contractors over time build up a significant archive of documents where retention had been authorised but where the original Contracting Authority no longer exists. This then leads to a potentially unnecessary burden for the storage and protection of such historical documents.

Action by Defence Contractors

At the conclusion/termination of a contract, Defence Contractors should confirm with their Contracting Authority any requirement to retain security classified documents, including end conditions for retention (e.g. until x years after out of service date).

Defence Contractors holding documents where retention had been authorised but where the Contracting Authority no longer exists may contact [COO-DSR-IIPCSy](#) to seek confirmation whether retention continues to be a UK MOD requirement and to advise on subsequent actions.

If retention is no longer a requirement, the documents shall be destroyed/disposed of by methods appropriate to their security grading.

FSC Contractors are reminded of [Reference C] enabling the potential downgrading of historical documents, which may ease both storage and disposal requirements.

ISN Validity / Expiry Date:

This ISN is valid from date of issue and will expire when superseded or withdrawn.

¹ For the purposes of this ISN, 'documents' means any letter, note, minute, report, memorandum, signal/message, sketch, photograph, film, videotape, map, chart, plan, notebook, stencil, carbon, microfiche, disc, blueprint, etc, or any other form of recorded information, (e.g. tape recording, magnetic recording, punched card, tape, etc.).

Point of contact:

The point of contact in respect of this ISN is:

COO DSR IIPC Sy

COO-DSR-IIPCSy@mod.gov.uk

References:

A: OFFICIAL and OFFICIAL-SENSITIVE security conditions

B: Contractual Process, May 2018

C: FSN 2023/04 Downgrading of Defence Related Historic Information