

Section 1: Administrative Questions

1. <u>Please select your Department:*</u> Ministry of Defence
2. <u>Does your response cover other agencies in addition to your department?</u> Yes
7. If applicable, please list your departmental websites https://www.gov.uk/government/organisations/ministry-of-defence
8. If applicable, please confirm that your website(s) and social media accounts, and those for any other agencies, are included in this list (https://www.nationalarchives.gov.uk/webarchive/find-a-website/atoz/) Yes

Section 2: Format Neutral Questions

Approach to Appraisal, Selection and Sensitivity Review
[Government Security Classifications - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/security-classifications)

9. Do you have a defined methodology for appraisal and selection? * Yes for both paper and digital If yes, please describe below:
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<p>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 any 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>
<p>11. Do you have a defined methodology for sensitivity review?* Yes for paper, no for digital</p>
<p>12. Link to any published methodology:</p> <p>Please link to your published methodology if you can. N/A</p>

Section 3: COVID-19

<p>13. Is your department still impacted by the Covid-19 pandemic?</p> <p>Now restrictions are not applied, the whole organisation has been playing catch up and back to where we need to be.</p>
<p>14. What has been the impact on the timescales of your departmental transfer plans?</p> <p>0-6 months</p>

Section 4: Paper Record Questions - Legacy and in-year paper records

15. Does your department have any legacy (2002 or older) or in-year (2003) paper records? * **Yes**

If you have answered 'Yes' to the previous question, you will move on to a more detailed question. Otherwise, you will be led to the next part of the survey.

Detailed questions on legacy and in-year paper records - example answers in *italics*

16. How many legacy and/or in-year paper records do you have? *
*Use figures without thousands separator, i.e. "2500".
 If any category does not apply, state "0".*

	Legacy (up to and including 31 December 2002)	In-year (1 January to 31 December 2003)
Records still to be reviewed, not covered by Retention Instrument	0	0
Records still to be reviewed, retained by means of Retention Instrument	131466	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	6,500,000	0
Records identified for transfer to a place of deposit	215	0
Records identified for presentation	0	0
Records awaiting destruction	90530	0

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Records planned for transfer in calendar year 2023	1137520	7000
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Active Retention Instrument (RI) of legacy and in-year paper records Example answers in *italics*

<p>17. <u>List active Retention Instrument (RI) numbers, previously Lord Chancellor's Instruments (LCI), for the above: *</u> <i>Separate numbers of several Retention Instruments by a comma. Please provide details of what records are covered by each RI and when the retention expires. If any category does not apply, state "n/a".</i></p>		
	Legacy (up to and including 31 December 2002)	In-year (1 January 2002 to 31 December 2003)
Number(s) of Retention Instrument(s), with expiry date	RI 138, RI 139, RI 140, RI 142, RI 145, RI 146, RI 147, RI 148, RI 149, RI 150	RI 151

<p>18. Please provide details of the records you plan to transfer in 2023. <i>Please include : prefix, TNA Series (if known, or indicate that a new series is required), date range, volume of records and size of the collection in metres</i></p>		
<p>Service Personnel Records - Numbers to be agreed with TNA Rest unknown at this time</p>		

Paper records – storage strategy questions (for everyone – not just those who answered yes to Q.17)

<p>19. In what year did you move from a paper based registry system to an electronic system?</p> <p>MOD moved from paper registry with a print to paper policy EDRM implemented in 2007. Since 2007 many Contract, commercial and operational records are still created and held in paper.</p>		
<p>20. Please estimate the total volume – in linear metres - of paper records you hold that will be reviewed for permanent preservation.</p> <p>Unkown</p>		

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Volume of records sent out in 2022 to place of deposit and presentation

21. Do you transfer paper records to Places of Deposit approved by the Keeper of Public Records under s. 4(1) PRA Yes
22. How many paper records did you transfer to a place of deposit in 2022? 0
23. Do you present public records under section 3(6) PRA - response Y/N/don't know Yes
24. How many paper records did you present in 2022? 215