

Questions with an asterisk (*)	Are compulsory to answer and you will not be able to continue until these are completed
<u>Questions underlined</u>	The answers you give will be included in the published report on The National Archives' website

Part One: Compliance with the Public Records Act

Section 2: Administrative Questions

1. Please select your Department:*

Ministry of Defence

Section 3: Format Neutral Questions

Methodologies for Appraisal and Sensitivity Review

5. Does your department have a published high-level appraisal methodology?

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.

6. Please link to your published methodology if you can.

7. Does your department have a methodology for sensitivity review covering both paper and digital records?

Yes: Records are assessed through the lens on 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 presentation or destruction.

Section 4: Paper Record Questions

8. Does your department have any legacy (2003 or older) paper records? * Yes

9. Please provide details of your legacy paper records. *

Legacy records are records dated up to and including 31 December 2003.

DRAFT 2024 IMR Questions

If your department has no legacy paper records, please put 'n/a'.	
	Number of records
Legacy records not covered by Retention Instrument	432
Legacy records retained by means of Retention Instrument	4018
Please provide RI Numbers if applicable: 115-150, 152 & 154	

10. Please provide details of the paper records you plan to transfer to TNA in 2024.	
Please provide any details available for records you plan to transfer in 2024, including – if available – details on: 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.	
If your department has no plans for transfer to TNA in 2024, please put 'n/a'.	
	Number of records
Transfer to TNA	9075
Further details of records anticipated for transfer in 2024:	

Records transferred to Places of Deposit

11. Do you transfer paper records to Places of Deposit approved by the Keeper of Public Records under section 4(1) PRA? Yes
12. How many paper records did you transfer to a Place of Deposit in 2023? 47,681
13. How many paper records do you plan to transfer, or estimate you will transfer, to a Place of Deposit in 2024? 911

Presentation of records under section 3(6) PRA

14. Do you present public records under section 3(6) PRA? Yes
15. How many paper records did you present in 2023? 0
16. How many paper records do you plan to present, or estimate you will present, under section 3(6) PRA in 2024? 0

Section 5: Digital Records Questions

Legacy and in-year digital records

18. Does your department have any legacy (2003 or older) digital records? * Yes

DRAFT 2024 IMR Questions

19. Please provide details of your legacy digital records (up to and including 31 December 2003).*	
Legacy records are records dated up to and including 31 December 2003.	
	Volume and/or description
Records not covered by Retention Instrument	0
Records retained by means of Retention Instrument	919,000
Please provide RI numbers if applicable: 152	

Total volume of digital information held

20. Please provide the total volume of all digital information (to nearest TB) held by your department.
All digital information held by your department is within scope. Please see the guidance document for more information.

21. Please provide the total volume of legacy and in-year digital material held by your department.		
	Legacy Material (2003 & earlier)	In-Year Material (2004)
Total Volume of all Digital Material (to nearest GB and number of records)	N/K	N/K
Volume of Selected Digital Material (to nearest GB and number of records)	N/K	N/K

Earliest Born-Digital Information

22. Date of earliest <i>born</i> digital information (if known): N/K
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