Ministry of Defence
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Ref: FOI2014/6342

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4 November 2014

███████████████

Dear ████████

Thank you for your email of the 22nd of October 2014 requesting the following information:

A copy of the index or inventories for this (MOD Main, Swadlincote) archive,

I am treating your correspondence as a request for information under the Freedom of Information Act 2000.

In my e-mail of 28 Oct 2014 I explained that the index supporting the archive consists of about 20 million rows of data, and the requirement to review each items descriptor would place a burden on the MOD and cause disproportionate disruption of our planned programme to meet the Departments statutory obligations against the Public Record Acts, and commitments made in the Records Transfer Report published by The National Archives.

In subsequent correspondence you explained that you were trying to understand the proportion of files held in the archive that are not personnel files, and gain some idea of what the non personnel files contain. I suggested that a collation summary may be best suited to your request. Please find attached to this letters covering e-mail a collation summary from Aug 2014 in the format of an Excel file.

"Accounts" (e.g. 11022) are the logical architecture by which the database supporting the archive is structured. For material that was stored at the archives previous location (Hayes, up to 2004) the Account Description (e.g. Enlistment Books) also describes the material within that Account. Some accounts created after 2004 have taken the same approach (e.g.14130, SPVA Overpayment files) whereas others are generic e.g. 16001 (Classified and unclassified). "Files" are generally registered files (the type you may have seen at The National Archives) or other individual items. Containers are generally storage devices (e.g. a box) containing one or more items. "In Store" denotes the number of items located at the archive at the time the report was compiled; "Out of Store" denotes the number of items that had been retrieved and sent out of the archive at the time the report was compiled.

Concerning the division of the archive into personnel / non personnel material, as a general guide and for your ease of use, I have colour coded the Excel file with green being personnel or personnel related material. Regarding understanding what the remainder are, in some cases the Account Description will be of use; in others (for example the 16001 and 17000 Accounts created after 2004) key word searches would be required to identify material by subject matter.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, http://www.ico.gov.uk.

I hope this is helpful,

Yours sincerely,

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