



Home Office

Appraisal Report

HOME OFFICE

1953 - 2016

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EXECUTIVE SUMMARY

The Home Office was created in 1782 with responsibilities for domestic affairs and the British colonies. These have evolved over time to meet the changing requirements of British society, and today the Home Office leads on border and immigration control (including passports), registration of life events, drugs policy, crime policy and counter-terrorism. It also works to ensure visible, responsive and accountable policing in the UK.

The Home Office is governed by two main boards, the Home Office Departmental Board and the Executive Management Board (EMB), both supported by a series of underlying boards and sub-committees.

The Home Office Departmental Board's main function is to set the overall strategic direction for the Department and provide the Home Secretary, ministers and non-executive directors the opportunity to scrutinise Departmental performance against business plans and priorities. The board consists of Home Office ministers, the Permanent Secretary, senior departmental officials and non-executive directors.

The Executive Management Board (EMB) is the department's senior management team, providing corporate strategic leadership and overseeing the day-to-day running of the department. The board meets monthly. The EMB is responsible for driving the development of the Department's leadership and wider capability, and setting the strategy for developing all Home Office staff. The board maintains oversight of performance and risk and plays a leading role in managing the Home Office's reputation. It also discusses and challenges the development of the Home Office's key policies and programmes, ensuring that all parts of the organisation are working together effectively.

The Departmental Board and the Executive Management Board are supported by:

- Home Office Audit and Risk Assurance Committee (ARAC)
- Immigration Strategy and Performance Board
- Strategic Capabilities Board (SCB)
- Finance & Workforce Committee
- Portfolio & Investment Committee
- Senior Leadership Group on Risk
- People Board
- Transformation Portfolio Board

The records that result from the Home Office Departmental Board, the Executive Management Board and their supporting boards and committees, will be selected for permanent preservation and transferred to The National Archives through the Department's record appraisal, selection, review and transfer process. Additionally, records relating to the principal high-level policies, inquiries, structures and decision making processes will be selected for permanent preservation

where they reflect the Department's core responsibilities. The records selected for transfer generally will be those that:

- made or contributed to policy decisions of an immediate, broad impact on domestic or international events and conditions
- record the development, advice on and communication of primary and secondary legislation
- illustrate a significant event/person/group which led to a change in policy, set a precedent or caused controversy and add to what is already known
- record the advice on carrying out primary or secondary legislative provisions
- record projects that were particularly innovative, or were significant from the perspective of cost, risk or impact
- record the decisions affecting the way the Home Office conducted its Core Functions.

The Home Office adheres to the Government's Transparency Agenda and is committed to making its data more open and accessible. Datasets belonging to the Department are routinely published on both the gov.uk and data.gov.uk government websites. Numerous units within the organisation use databases as an integral part of their business processes. These datasets, along with those which fall outside the scope of the Government's 'Making Public Data Public' initiative and TNA's Web Archive Programme, will be reviewed in line with organisational retention standards, and where relevant, selected for transfer under selection criteria 3.1.

The Home Office is in the process of introducing a SharePoint based electronic document and record management system to manage its digital records. These records will be selected for permanent preservation if they depict the activities of corporate and operational units and are deemed to have high historic value. As of 2005, the primary means for creating, storing and managing the majority of the Home Office's records has been digital. Born digital records expected to be transferred to The National Archives will be a mixture of operational, case and policy records created by the Department. Whilst it is not expected that born digital records will begin to be transferred to The National Archives in volume until 2025, in accordance with the 20 Year Rule, where inquiry work is required to be transferred earlier than the 20 Year Rule there will be some ad-hoc transfer of digital records before 2025.

BACKGROUND INFORMATION

1.1 Name of Department

The Home Office is the government department that is responsible for borders and immigration control (including passports), registration of life events, drugs policy, crime policy and counter-terrorism and works to ensure visible, responsive and accountable policing in the UK.

The Department's main responsibilities are

- keeping the United Kingdom safe from the threat of terrorism
- reducing and preventing crime, and ensuring people feel safe in their homes and communities
- securing the UK border and controlling immigration
- considering applications to enter and stay in the UK
- issuing passports and visas
- supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime
- working on the problems caused by illegal drug use
- shaping the alcohol strategy, policy and licensing conditions
- fire prevention and rescue

The Department's main priorities are to:

- prevent terrorism
- cut crime
- control immigration
- promote growth
- transform the Home Office

The Home Office is headed by a Cabinet Minister, the Home Secretary, who is accountable to the Prime Minister and Parliament for all Home Office activities. It also has an Accounting Officer, the Permanent Under Secretary (PUS), who is separately accountable to Parliament for managing the Department and for the proper use of the funds voted by Parliament.

The Home Office is divided into ten core directorates. These are:

- Border Force (BF), a professional law enforcement command, responsible for securing the UK border and controlling migration at maritime ports and airports across the UK and overseas.
- Capability and Resources, enables the policy and operational commands, so that together, the Home Office can deliver its priorities.
- Crime, Policing and Fire Group (CPFG), whose core mission is to keep citizens safe, cut crime, protect the vulnerable and reform the police, fire and rescue services to improve their efficiency and effectiveness.
- Her Majesty's Passport Office (HMPO), which provides UK passports as well as registration services via the General Register Office for England and Wales.

- Home Office Legal Advisers (HOLA), which support the delivery of the Home Office aims and objectives by providing legal services throughout the Department.
- Immigration Enforcement (IE), which is responsible for preventing abuse of, and increasing compliance with, immigration law and pursuing immigration offenders.
- International and Immigration Policy Group (IIPG), which is responsible for improving the Department's international policy so that it supports the Department's key priorities of reducing immigration, preventing terrorism and cutting crime.
- Office for Security and Counter-terrorism (OSCT), which was established to give strategic direction to the UK's work to counter the threat from terrorism.
- Private Office Group, which is made up of Ministerial Private Offices, the Permanent Secretary's Private Office, the Parliamentary Team and the Ministerial Support Unit.
- UK Visas and Immigration (UKVI), which is responsible for considering applications from visitors to come to, or remain in the UK.

In its statutory role, the Home Office works with 28 agencies and public bodies. These are:

Executive non-departmental public bodies

[Disclosure and Barring Service](#)
[Gangmasters Licensing Authority](#)
[Independent Police Complaints Commission](#)
[Office of the Immigration Services Commissioner](#)
[Security Industry Authority](#)

Advisory non-departmental public bodies

[Advisory Council on the Misuse of Drugs](#)
[Animals in Science Committee](#)
[Migration Advisory Committee](#)
[National DNA Database Ethics Group](#)
[Police Advisory Board for England and Wales](#)
[Police Remuneration Review Body](#)
[Technical Advisory Board](#)

Tribunal non-departmental public bodies

[Investigatory Powers Tribunal](#)
[Office of Surveillance Commissioners](#)
[Police Discipline Appeals Tribunal](#)

Independent monitoring body

[Independent Anti-slavery Commissioner](#)

Others

Biometrics Commissioner

Forensic Science Regulator
HM Inspectorate of Constabulary
Independent Chief Inspector of Borders and Immigration
Independent Family Returns Panel
Independent Reviewer of Terrorism Legislation
Intelligence Services Commissioner
Interception of Communications Commissioner
National Counter-Terrorism Security Office
National Crime Agency Remuneration Review Body
The Security Service
Surveillance Camera Commissioner

Professional body

The [College of Policing](#) is responsible for setting standards for professional police development, including codes of practice and regulations, to ensure consistency across the 43 forces in England and Wales. It also has a remit to set standards for the police service on training, development, skills and qualifications, and provides maximum support to help the service implement these standards.

Non-Ministerial Departments (NMDs)

The National Crime Agency (NCA) is classified as a Non-Ministerial Department (NMD), which means that it operates as a government department in its own right but does not have its own dedicated minister. Instead it is headed by the Director General, who is accountable to the Home Secretary as sponsoring minister, and through the Home Secretary to Parliament.

The Home Secretary has a legal duty to determine the strategic priorities for the NCA, in consultation with the Director General and with the NCA's strategic partners, also holding the Director General to account for the discharge of the NCA functions while also respecting the Director General's operational independence. Additionally, where appropriate, the Home Secretary will account to Parliament.

From 2014, the Home Office ceased to have executive agencies. UKBA was dissolved in 2013, and its three operational areas – UK Visas and Immigration (UKVI), Immigration Enforcement (IE), and Border Force (BF) – were subsequently absorbed into the main Home Office. Her Majesty's Passport Office (HMPO) lost its executive agency status in 2014, and was also absorbed into the Home Office later that year.

Environmental considerations

The Home Office had committed in its 2015-16 Annual Report that its sustainability priorities are to:

- deliver on the Greening Government Commitments (GGC) during 2015-16; and work with Defra to introduce new, more stretching targets for 2016-20;

- assess and manage social and environmental impacts and opportunities in policy development and decision making; and
- procure from small businesses; with the Home Office making a proportionate contribution towards achieving the overall, cross-government target of 33% of all spend in contracts that should be with small and medium enterprises (SMEs) by the end 2019-20.

The GGC targets signal the Government's ambition to address key environmental impacts of its operations (i.e. greenhouse gas emissions, water, waste, and domestic flights). They also aim to drive efficiencies and cost savings.

During 2015-16 the Home Office has worked to identify properties that can be disposed of over the next five years to ensure that our estate more readily meets our requirements. The Department will continue to identify lease break opportunities to vacate sites, and remodel the estate to facilitate new ways of working.

As part of the Cabinet Office's Functional Leadership Programme, the Home Office Property Group will form part of a Shared Estates Service (SES). This will be hosted by Ministry of Justice, and be responsible for providing property services across the joint estate to include the Home Office and Crown Prosecution Service. SES aims to deliver property business requirements for the Home Office to 2020 and beyond, and will provide greater opportunities for estate rationalisation and efficiencies.

The Home Office reports its energy use in real-time for two of its main sites, and day plus one data from several other locations. The department [publishes raw data](#) for use by interested parties.

Impact of new legislation

The new Anti-Social Behaviour, Crime and Policing Act (2014) gives the police, local authorities and others more effective powers to tackle anti-social behaviour and focuses the response on the needs of victims. It also empowers communities to get involved in tackling anti-social behaviour.

The Counter-Terrorism and Security Act (2015) increased the ability of the police and operational agencies to monitor and control the actions of those who pose a threat. It also supports the drive to combat the underlying ideology that feeds, supports and sanctions terrorism.

The Modern Slavery Act (2015) consolidated the existing slavery and trafficking offences and introduced two new civil orders to enable the courts to place restrictions on those convicted of modern slavery offences, or those involved in such offences but not yet convicted. The act also established an independent Anti-Slavery Commissioner to encourage good practice on the prevention of modern slavery offences and the identification of victims.

The Immigration Bill (2016) received royal ascent in May 2016. This bill will introduce new sanctions on illegal workers and rogue employers, provide better coordination of regulators that enforce workers' rights, prevent illegal migrants in the UK from accessing housing, driving licences and bank accounts, and introduce new measures to make it easier to enforce immigration laws and remove illegal migrants. Operationally, the bill may also have an impact on the language requirements of staff within the Home Office, as well as on fees for passports and civil registration.

The Psychoactive Substance Act (2016) was introduced to protect UK citizens by making it an offence to produce and supply new psychoactive substances, and give the police and local authorities the power to take action to stop the trading in these harmful substances.

The Investigatory Powers Act (2016) protects both the privacy and security of the public by introducing:

- a “double-lock” for the most intrusive powers, so that warrants issued by a Secretary of State will also require the approval of a senior judge
- a new Investigatory Powers Commissioner, to oversee how the powers are used
- new protections for journalistic and legally privileged material, and a requirement for judicial authorisation for acquisition of communications data that identify journalists' sources
- tough sanctions – including the creation of new criminal offences – for those misusing the powers

At the time of publication, the following bills are currently before parliament:

The Age Of Responsibility Bill, which seeks to raise the age of criminal responsibility from 10 to 12 years of age.

Animal Cruelty (Sentencing) Bill, which seeks to increase the maximum sentences available to the court for specified offences related to animal cruelty.

The Asset Freezing (Compensation) Bill, introduced to make provision for the imposing of restrictions on assets owned by persons involved in supplying terrorist organisations in the United Kingdom with arms, for the purpose of securing compensation for citizens of the United Kingdom affected by the supply of such arms.

The British Victims of Terrorism (Asset-Freezing and Compensation) Bill, introduced to make provision about the freezing and seizing of assets belonging to states or organisations who sponsor or perpetrate acts of terrorism for the purposes of enabling compensation to be paid to the British victims of such terrorism, and to provide a definition of British victims for the purpose of eligibility for such compensation.

The Counter-Terrorism and Security Act 2015 (Amendment) Bill, which seeks to repeal provisions in the Counter-Terrorism and Security Act 2015 requiring teachers, carers and

responsible adults to report signs of extremism or radicalisation amongst children in primary school, nursery school or other pre-school educational settings.

The Modern Slavery (Transparency in Supply Chains) Bill, which seeks to require commercial organisations and public bodies to include a statement on slavery and human trafficking in their annual report and accounts, and to require contracting authorities to exclude from procurement procedures economic operators who have not provided such a statement.

The Crime and Police Bill, which seeks to make provisions for:

- collaboration between the emergency services
- the handling of police complaints and other matters relating to police conduct
- the investigation of concerns about policing raised by whistle-blowers
- police inspection
- the replacement of the Association of Chief Police Officers with the National Police Chiefs' Council;
- the system for bail after arrest but before charge
- enabling greater use of modern technology at police stations
- the regulation of firearms
- the licensing of alcohol
- the implementation and enforcement of financial sanctions
- the powers of the National Crime Agency
- requiring arrested persons and defendants to provide details of nationality
- combating the sexual exploitation of children

The Sexual Offences (Pardons Etc.) Bill, introduced to make provision for the pardoning, or otherwise setting aside, of cautions and convictions for specified sexual offences that have now been abolished

1.2 Type of agency

Not applicable

1.3 Annual budget

Not applicable - reported via Transparency agenda

1.4 Number of employees

Not applicable - reported via Transparency agenda

1.5 History of organisation

27th March 1782

The Home Office was created largely from the Southern Department – one of the departments overseen by the two principle secretaries of state. It took on responsibility for domestic affairs and the colonies, whilst the Foreign Office, created largely out of the Northern Department, dealt with all foreign matters¹. They shared responsibility for the Secret Service².

1782

The Home Office had three constitutional functions:

1. The sole channel by which the subject might approach the King - all petitions from subjects and Addresses from Parliament had to pass through the Home Secretary's hands.
2. Advise the King in the exercise of his prerogative powers, such as the Prerogative of Mercy.
3. Issuing His Majesty's instructions, to officers of the Crown, Lord Lieutenants, Magistrates, Governors of Colonies and others, and sometimes to local authorities³.

1785

During this time, The Home Office had responsibility for internal affairs in Great Britain, Ireland, Jersey, Guernsey, Alderney, Sark, the Isle of Man, and the Colonies in North America, the West Indies, the East Indies, Africa, and Gibraltar. Whilst revenue and Admiralty business were outside the Department's scope, all other matters, such as Crown grants, Army commissions, Church preferments in His Majesty's Gift, approval of Lord Lieutenants' appointments in the Militia, and business relative to criminals, passed through the Secretary of State's office and were laid by the Secretary of State before His Majesty for His Royal Signature or approval. (p.25)⁴.

The Home Office was responsible for police duties, such as keeping public order. However, as there was no police force to do this, the Home Secretary supplied Lord Lieutenants and magistrates with instructions, and directed the internal movement of troops⁵.

1793

The Home Office gained statutory responsibility for the control of entry and settlement by aliens⁶.

1794

¹ Home Office (1976). *The Home Office*, Home Office.

² R. R. Nelson (1969). *The Home Office, 1782-1801*, Duke University Press.

³ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

⁴ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

⁵ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

⁶ R. R. Pittam (1982). *Highlights (and some dark corners) or Home Office history: lecture*, Home Office.

The Home Office lost its powers over the army, except that of moving troops to maintain public order⁷.

1801

The Home Office became responsible for all domestic affairs which were not the direct responsibility of some other Minister of the Crown⁸. During this period the Home Office lost responsibility for colonial business to the War Office⁹, but took on responsibility for the population census¹⁰.

1823

The Gaol Act was passed. This act, followed by amending legislation the following year, tried to establish a degree of uniformity throughout the prisons of England and Wales. The legislation was informed by the idea of the penitentiary and spelled out health and religious regulations required the categorisation of prisoners, directed magistrates to inspect prisons three times a year, and demanded that annual reports be sent from each gaol to the Home Office.

1829

The modern police service began in the form of the Metropolitan Police Force in order to better keep the peace. It became the Home Secretary's duty to see that the local police authorities (as they were created over the next 20 years) maintained a force capable of preserving law and order¹¹.

1833

The Home Office created a body of factory inspectors, enabling it to control industrial welfare.¹²

1842

The Home Office assumed responsibility for the industrial welfare of miners¹³.

1844

Naturalisation by certificate was added to Home Office duties; prior to this, the only mode of naturalisation had been by private Act of Parliament¹⁴.

1872

The Home Office assumed responsibility for liquor licensing¹⁵.

⁷ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

⁸ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

⁹ R. R. Pittam (1982). *Highlights (and some dark corners) or Home Office history: lecture*, Home Office.

¹⁰ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

¹¹ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

¹² R. R. Pittam (1982). *Highlights (and some dark corners) or Home Office history: lecture*, Home Office.

¹³ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

¹⁴ Sir Edward Troup (1923). *The Home Office from 1782 to 1822: notes of a lecture*, Home Office.

1875

The Home Office's core responsibilities were the general superintendence and control of internal peace and good government of Great Britain, the Channel Islands, and the Isle of Man, all police matters, and the administration of criminal justice. The Home Secretary was also the means of communication with the vice-regal Government of Ireland, for whose general policy he was responsible.

Additional statutory duties included:

- Ceremonial and secretarial duties including: witnessing the birth of the Queen's children; promulgating to officers such as the Lord-Lieutenant of Ireland, state intelligence, declarations of war, commencement of hostilities, suspension of hostilities and a treaty of peace; and advising the Crown by the grant of the royal patronage to scientific, literary, charitable and other national institutions
- Responsibilities for the police, constabulary and constables including hackney carriages and public house closing times
- Powers of arrest, commitment and extradition including: the apprehension of colonial offenders; the power to open Post Office letters; allow the construction of a gunpowder magazine; grant licences to keep petroleum
- Powers under sanitary and burial Acts, metropolitan local management Acts, and Acts relating to stipendiary magistrates
- Regulation of labour and inspection of factories and mines
- Prisons, convicts and prisoners, including responsibility for the exercise of the Royal prerogative of mercy in the pardon, commutation or reprieve of offenders
- Reformatory and industrial schools
- Lunatic asylums and pauper and criminal lunatics
- Responsibilities for the general superintendence of salmon fisheries¹⁶

1876

An inspectorate was set up under the Home Office responsible for providing control of experiments on living animals¹⁷.

1877

The Prison Commission was created, bringing all prisons under the control of the Home Secretary¹⁸.

¹⁵ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

¹⁶ Home Office (1875). *Statement of the powers and duties of Her Majesty's Principal Secretary of State for the Home Department : revised and continued to the end of the session Parliament, 1874*, HMSO.

¹⁷ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

¹⁸ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

1879

The Home Office became responsible for the inspection of licensed inebriate retreats, which brought the total number of inspectorates attached to the Home Office to ten: anatomy, factory, prison, mines, burial grounds, constabulary, reformatory and industrial schools, salmon fisheries, explosives, cruelty to animals and inebriate retreats¹⁹.

1907

The Probation Service was created²⁰.

1914-1918

The Home Office gained wide responsibilities during the war under the Defence of the Realm Regulations, including the control of aliens, running the Press Office, and intelligence and anti-espionage activities. It lost responsibility for trading with the enemy to the Board of Trade²¹.

1920

The Home Office lost responsibility for mines after the creation of the Mines Department. Irish affairs became an active Home Office concern again with the creation of the new government and Parliament in Northern Ireland. The Home Office gained responsibility for elections from the Local Government Board but lost control of mental health institutions (except Broadmoor)²².

1923

The Home Office became responsible for air raid precautions as part of the government's preparations for possible war²³.

1939-1945

The Ministry of Home Security was created in 1939, with Sir John Anderson (and later Herbert Morrison) appointed as both Home Secretary and Minister of Home Security. This measure was introduced in response to the incendiary bomb attacks of 1940/41, which revealed the inadequacy of the fire prevention services, the Home Office created a national fire service in 1941²⁴.

1945

The Home Office lost responsibility for industrial welfare to the Department for Industry²⁵.

¹⁹ Jill Pellew (1982). *The Home Office 1848-1914: from clerks to bureaucrats*, Heinemann Educational Books.

²⁰ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²¹ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²² Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²³ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²⁴ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²⁵ R. R. Pittam (1982). *Highlights (and some dark corners) of Home Office history: lecture*, Home Office.

1945-

The Home Office's main concerns of police administration, the criminal law and the treatment of offenders were increasingly joined by a fourth issue: aliens and Commonwealth immigration, British nationality, and new responsibilities in British society arising from immigration²⁶.

1955

The two main responsibilities of the Home Office were:

1. Maintenance of the Queen's Peace (maintain order, secure obedience to the law, and protection of the citizen going about his lawful business against physical and moral harm) through intervention by the state to provide against the physical danger of fire and bomb, look after children deprived of a normal home life, and controlling those aliens admitted to the country.
2. Exercising the Royal Prerogative of Mercy through the treatment of offenders (both whilst in prison and in their dealings with the probation service) and advising the sovereign on the granting of free pardons, conditional pardons, remissions and reprieves or respites.

The Home Secretary also reviewed every capital case in order to decide whether there were grounds for advising the exercise of the Prerogative of Mercy and where a sentence of life imprisonment has been passed, as the Home Secretary decided the period of detention.

The Home Office was also responsible for:

- the administration of justice
- the control of aliens
- Home Office schools and homeless children
- the announcement of Royal births and deaths
- the protection of wild birds
- the conduct of charitable collections
- the safe use of hydrogen cyanide
- approving the tables of fees to be paid to ministers of religion for their services at burial grounds, and (subject to certain consents) to abolish a fair.
- the appointment of Archbishops, prison governors, children's officers, chief constables, and his own brewers and inn keepers
- responses to public disturbances of all kinds
- advising the Queen as to the reprieve of murderers under sentence of death
- planning the civil defence of the country against atomic warfare
- the efficiency of the police, probation service and fire brigades
- the electoral system and the probation service
- administering the licensing laws
- controlling immigration, including granting certificates of naturalization to foreigners

²⁶ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

- the affairs of Northern Ireland, Wales, the Isle of Man and the Channel Islands²⁷.

1965

The Home Office became responsible for race relations²⁸.

1968-1972

Affairs of Northern Ireland occupied more Home Office concern and attention than they had for fifty years²⁹.

1971

The Home Office ceased to be a brewer and liquor licensor. In addition, the Home Office lost responsibility for the welfare of children to the Department for Health and Social Security³⁰.

1972

The Northern Ireland Department was created, removing responsibility for the province from the Home Office³¹.

1973

The Home Office at this time dealt with internal affairs in England and Wales not assigned to other Departments. The Home Secretary was the channel of communication between the Crown and the subjects of the realm, and between the United Kingdom Government and the Channel Islands and the Isle of Man, and exercised certain Prerogative powers of the Crown the most important being the prerogative of mercy and the maintenance of the Queen's Peace. The Home Office was also concerned with the following:

- administration of justice
- criminal law
- the treatment of offenders
- probation
- the prison service
- public morals and safety
- the police, fire and civil defence services
- immigration and nationality
- community relations and community and urban programmes³².

²⁷ Sir Frank Newsam (1955). *The Home Office*, 2nd rev. ed., Oxford University Press.

²⁸ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

²⁹ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

³⁰ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

³¹ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

³² Civil Service Department (1974). *Civil service year book: 1974*, HMSO.

1974

The Home Office gained responsibility for the legislative and constitutional aspects of broadcasting and regulation of the use of radio³³.

1975

The Home Office became responsible for providing protection from discrimination on the grounds of sex³⁴ and for race relations legislation³⁵.

1976

During this time, The Home Office dealt with the content of the criminal law and shared responsibility for its administration in the courts with the Lord Chancellor. The Department was responsible for the machinery and procedure of the criminal courts (including bail, costs and legal aid) and questions relating to the civil and criminal jurisdiction of Magistrates' Courts, as well as maintaining a general oversight of the administration and finance of Magistrates' Courts.

The Department also had the following responsibilities:

- exercising a general supervision over the probation and aftercare service in England and Wales
- control of drugs and drugs legislation
- coroners, burials, cremations and exhumations
- experiments on animals and protection of wild animals and birds
- acting as the licensing authority for the two public bodies providing radio and television broadcasting services
- technical planning policy associated with broadcasting and with the legislative and constitutional aspects
- preservation of the Queen's peace, with a particular responsibility for the adequacy and efficiency of the police
- acting as the Police Authority for the Metropolitan district, with powers to provide and maintain common police services
- the control of Commonwealth citizens and foreign nationals including citizens of the EEC who were subject to the Immigration Act 1971
- certificates of Naturalisation and issue of travel documents
- policy on community relations and urban development in Great Britain, including race relations, sex discrimination and urban deprivation
- co-ordination and provision of financial assistance to voluntary services, the management of all prisons, borstals, detention and remand centres in England and Wales
- planning of the system administering policy on custodial treatment, handling individual casework and for the training of prison staff

³³ Civil Service Department (1975). *Civil service year book: 1975*, HMSO.

³⁴ Home Office (1981). *Home Office : 1782-1982 : to commemorate the bicentenary of the Home Office*, Home Office.

³⁵ Civil Service Department (1976). *Civil service year book: 1976*, HMSO.

- the Fire Service in England and Wales
- various other functions including: royal and ceremonial matters; relationships between Church and State; privacy; constitutional subjects; administrative work concerned with charities and gambling; matters concerning the Channel Islands and Isle of Man; elections; liquor licensing; byelaws on taxis and private hire cars; human rights.³⁶

1977

The Home Office dealt with internal affairs in England and Wales not assigned to other departments, particularly:

- the administration of justice
- criminal law
- the treatment of offenders including probation and the prison service
- the police
- immigration and nationality
- community relations
- certain public safety matters
- fire and civil defence services
- national broadcasting policy

During this time, the Home Secretary acted as the link between the Queen and the public and exercised certain powers on her behalf including the Royal Pardon. The Home Secretary was also the link between the United Kingdom Government and the Governments of the Channel Islands and the Isle of Man. Other subjects dealt with included:

- electoral arrangements
- addresses and petitions to The Queen
- ceremonial and formal business connected with honours
- requests for extradition of criminals
- scrutiny of local authority byelaws
- grant of licences for scientific experiments on animals
- cremations, burials and exhumations
- firearms
- dangerous drugs and poisons
- general policy on laws relating to shops, liquor licensing, gaming and lotteries, charitable collections and marriage
- theatre and cinema licensing; co-ordination of government action in relation to the voluntary social services
- race relations and sex discrimination policy.³⁷

³⁶ Home Office (1976). *The Home Office*, Home Office.

³⁷ Civil Service Department (1978). *Civil service year book: 1978*, HMSO.

1993

The Home Office's statement of purpose during this time was to secure individuals' rights and freedoms under the law and to provide for the protection and security of the public. (p.2). The Department's main functions were to:

- ensure that the courts had suitable sentencing powers
- promote effective ways of preventing crime and supporting victims
- keep in custody those committed by the courts
- promote effective and efficient policing
- maintain and review the effectiveness of the constitutional arrangements, the criminal law and the procedures of the criminal justice system
- promote equality of opportunity regardless of race
- maintain immigration controls
- promote effective fire safety services and emergency planning arrangements
- regulate a wide range of matters including gambling and liquor licensing; provide passports and grant British citizenship to eligible applicants³⁸.

1998

The Home Office had following the statement of purpose: to build a safe, just and tolerant society in which the rights and responsibilities of individuals, families and communities are properly balanced and the protection and security of the public are maintained The aims of the Home Office were the:

- Reduction in crime, particularly youth crime, and in the fear of crime; and the maintenance of public safety and good order
- Delivery of justice through effective and efficient investigation, prosecution, trial and sentencing, and through support for victims
- Prevention of terrorism, reduction in other organised and international crime and protection against threats to national security
- Effective execution of the sentences of the courts so as to reduce re-offending and protect the public;
- Building, under a modernised constitution, of a fair and prosperous society, in which everyone had a stake, and in which the rights and responsibilities of individuals, families and communities are properly balanced
- Regulation of entry to and settlement in the UK in the interests of social stability and economic growth and facilitation of travel by UK citizens
- Reduction in the incidence of fire and related death, injury and damage, and ensuring the safety of the public through civil protection³⁹.

³⁸ Home Office (1993). *The government's expenditure plans 1993-94 to 1995-96 for the Home Office and Charity Commission* (Cm 2208), HMSO.

³⁹ Home Office (1998). *Annual report 1998: the government's expenditure plans 1998-99* (Cm 3908), The Stationery Office.

2000

- The Home Office 1998 statement of purpose and seven aims was maintained with a lead minister dedicated to each of the aims.

2001

Fire policy was transferred to the Department for Transport, Local Government and the Regions (DTLR)⁴⁰

2001-2002

A number of responsibilities moved from the Home Office to other Government departments. These were:

- Animal Welfare – *to the Department for Environment, Food and Rural Affairs (DEFRA)*
- Byelaws – *to the Department for Transport, Local Government and the Regions (DTLR)*
- Constitutional Issues – *to the Lord Chancellor's Department*
- Data Protection – *to the Lord Chancellor's Department*
- Disaster Management – *to the Lord Chancellor's Department*
- Electoral Law – *to DTLR*
- Fire Safety and Fire Service – *to DTLR*
- Her Majesty's Fire Services Inspectorate – *to DTLR*
- Freedom of Information – *to the Lord Chancellor's Department*
- Human Rights – *to the Lord Chancellor's Department*
- Liquor and Gambling – *to the Department for Culture, Media and Sport (DCMS)*
- Rolling Registration and Postal Votes – *to the Local Government Commission*
- Summer Time – *to the Department for Trade and Industry (DTI)*⁴¹

2002

The Home Office statement of purpose was the same as in 2000 with seven aims⁴², each with a lead minister.

- To reduce crime and the fear of crime
- To reduce organised and international crime and to combat terrorism and other threats to national security
- To ensure the effective delivery of justice
- To deliver effective custodial and community sentences to reduce reoffending and protect the public
- To reduce the availability and abuse of dangerous drugs

⁴⁰ DTLR website 22 July 2001, as accessed from the Internet Archive Wayback Machine on 24 July 2015
<https://web.archive.org/web/20010805194755/http://www.safety.dtlr.gov.uk/fire/index.htm>

⁴¹ Home Office website 27 May 2002, as accessed from the Internet Archive Wayback Machine on 24 July 2015
<https://web.archive.org/web/20020527002126/http://www.homeoffice.gov.uk/>

⁴² Home Office Annual Report (2002),
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/250927/5406.pdf

- To regulate entry to and settlement in the United Kingdom effectively in the interests of sustainable growth and social inclusion
- To support strong and active communities in which people of all races and backgrounds are valued and participate on equal terms.

2006

The Home Office's strategic objectives during this period were stated as ensuring:

- people were and felt more secure in their homes and daily lives
- more offenders were caught, punished and stopped offending and victims were better supported
- fewer people's lives were ruined by drugs and alcohol
- migration was managed to benefit the UK while preventing abuse of the immigration laws and the asylum system
- citizens, communities and the voluntary sector were more fully engaged in tackling social problems and there was more equality of opportunity and respect for people of all ages⁴³.

During 2006 the General Record Office (GRO) became part of UK Passport Service (UKPS), which was subsequently rebranded Identity & Passport Service (IPS) as part of the National Identity Scheme. However, the ID card scheme was later scrapped following the General election in 2010 and the passing of the Identity Documents Act 2010. IPS was in turn rebranded Her Majesty's Passport Office (HMPO) in 2013, with responsibility for the issuing of UK passports and civil registration in England and Wales.

2007

The Home Office purpose was to "protect the public and secure our future". The Department's objectives were to:

- protect the nation from terrorist attack
- cut crime, especially violent, drug and alcohol related crime
- support visible, responsive and accountable policing; strengthen UK borders, fast-track asylum decisions, ensure and enforce compliance with UK immigration laws and boost Britain's economy
- safeguard people's identity and the privileges of citizenship
- work with partners to build and efficient, effective and proportionate Criminal Justice System⁴⁴.

In May 2007, responsibility for probation, prisons and preventing re-offending moved from the Home Office to the newly created Ministry of Justice⁴⁵

⁴³ Home Office (2006). *The Home office departmental report: 2006* (Cm 6818), The Stationery Office.

⁴⁴ Home Office (2007). *The Home Office departmental report: 2007* (Cm 7096), The Stationery Office.

⁴⁵ Home Office website 2 June 2007, as accessed from the Internet Archive Wayback Machine on 24 July 2015

<http://webarchive.nationalarchives.gov.uk/20070603164512/http://www.homeoffice.gov.uk/justice/>

Also in 2007, the creation of the Border and Immigration Agency as a new executive agency saw the responsibility for managing immigration control transferred.

2012

On 1 October 2012, due to the National Policing Improvement Agency (NPIA) disbanding, the Home Office inherited responsibility for the following:

- 101 non-emergency phone service
- crime mapping
- pathology services
- NPIA knowledge and information management
- forensic and other non-ICT procurement
- the programme for implementing Schengen Information System (II)
- police science and forensics services
- policy for Police Special Constables
- the Automotive Equipment Section
- the Airwave radio system and its replacement
- some policy responsibility for Police Workforce Strategy (though some was also transferred to the College of Policing)
- the secretariat for the Reducing Bureaucracy programme
- the National Police Air Service project team.⁴⁶

2013

UKBA lost its executive agency status and was disbanded, with responsibilities absorbed into the main business. Border Force, Immigration Enforcement and UK Visas and Immigration subsequently became directorates within the Home Office.

2014

The responsibility for the Gangmasters Licensing Authority transferred to the Home Office from DEFRA. The Home Office also regained responsibility for passports and civil registration when Her Majesty's Passport Office (HMPO) was absorbed into the main business after losing its executive agency status.

During this period, the Home Office's statement of intent was to lead on immigration, civil registration and UK passports, drugs policy, crime policy and counter-terrorism and to work to ensure visible, responsive and accountable policing in the UK. It was also the lead government department for immigration, civil registration and passports, drugs policy, crime, counter-terrorism and police, with responsibility for:

- working on the problems caused by illegal drug use
- shaping the alcohol strategy, policy and licensing conditions

⁴⁶ Gov.uk website, accessed on 7 August 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/98451/fs-nca-npia.pdf

- keeping the United Kingdom safe from the threat of terrorism
- reducing and preventing crime, and ensuring people feel safe in their homes and communities
- securing the UK border and controlling immigration
- considering applications to enter and stay in the UK
- issuing passports and visas
- Civil Registration
- supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime

The Department's main priorities to the public were to:

- empower the public to hold the police to account for their role in cutting crime
- free up the police to fight crime more effectively and efficiently
- create a more integrated criminal justice system
- secure our borders and reduce immigration
- protect people's freedoms and civil liberties
- protect our citizens from terrorism⁴⁷

2016

During 2016 the Home Office adopted the responsibility for fire and rescue policy from the Department for Communities and Local Government.

The Home Office is currently responsible for:

- working on the problems caused by illegal drug use
- shaping the alcohol strategy, policy and licensing conditions
- keeping the United Kingdom safe from the threat of terrorism
- reducing and preventing crime, and ensuring people feel safe in their homes and communities
- securing the UK border and controlling immigration
- considering applications to enter and stay in the UK
- issuing passports and visas
- supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime
- fire prevention and rescue

The Department's main priorities to the public were to:

- prevent terrorism
- cut crime

⁴⁷ <https://www.gov.uk/government/organisations/home-office/about>. Accessed 24 July 2015

- control immigration
- promote growth
- transform the Home Office

The Home Office is currently made up of 10 directorates

Directorate	Function
Border Force	Responsible for securing the UK border and controlling migration at maritime ports and airports across the UK and overseas.
Capability and Resources	Enables the policy and operational commands so that together the Home Office can deliver on its priorities.
Crime, Policing and Fire Group	Responsible for keeping citizens safe, cut crime, protect the vulnerable and reform the police, fire and rescue services to improve their efficiency and effectiveness.
Her Majesty's Passport Office	Provides passport services for British nationals residing in the UK and, in association with the Foreign and Commonwealth Office, to those residing overseas. It also provides civil registration services in England and Wales
Home Office Legal Advisers	Supports the delivery of the Home Office aims and objectives by providing legal services throughout the Department.
Immigration Enforcement	Responsible for preventing abuse of, and increasing compliance with, immigration law and pursuing immigration offenders.
International and Immigration Policy Group	Responsible for improving the Department's international policy so that it supports the key priorities of reducing immigration, preventing terrorism and cutting crime.
Office for Security and Counter-terrorism	Gives strategic direction to the UK's work to counter the threat from international terrorism.
Private Office Group	Supports the Home Secretary, junior ministers and Permanent Secretary in ensuring delivery of the Department's strategic priorities and ensures high quality business management and support to the ministerial team and Executive Management Board.
UK Visas and Immigration	Responsible for considering applications from visitors to come to or remain in the UK.

1.6 Functions, activities, and recordkeeping

Upon its creation in 1782, the Home Office was responsible for domestic affairs, with its predecessor's responsibility for Northern Europe transferred to the Foreign Office. The responsibilities of the Home Office have evolved over time to adapt to the ever-changing needs of British society. Today, the Home Office is the government department that leads on

immigration and passports, drugs policy, crime policy and counter-terrorism and works to ensure visible, responsive and accountable policing in the UK.

The Department's main responsibilities are:

- working on the problems caused by illegal drug use
- shaping the alcohol strategy, policy and licensing conditions
- keeping the United Kingdom safe from the threat of terrorism
- reducing and preventing crime, and ensuring people feel safe in their homes and communities
- securing the UK border and controlling immigration
- considering applications to enter and stay in the UK
- issuing passports and visas
- supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime
- fire prevention and rescue

The Department's main priorities are to:

- prevent terrorism
- cut crime
- control immigration
- promote growth
- transform the Home Office

Governance

The Home Office governance structures are designed to manage risk to an acceptable level. As of 2016, the main elements of the Department's governance structure are:

The Home Office Departmental Board forms the collective strategic leadership of the Department, bringing together the ministerial and civil service leaders with non-executives from outside government. Its remit is to advise on, and challenge, the Department's performance and delivery, and to provide the strategic leadership of the Department, including:

- major programmes and projects
- risk
- finance
- Arms-Length Bodies.

The Departmental Board (formally known as the Supervisory Board) meets quarterly and is chaired by the Home Secretary. The other members are:

- Home Office Ministers
- The Permanent Secretary and Second Permanent Secretary
- Directors General
- Non Executive Directors (NED)

The Executive Management Board (EMB) has responsibility for driving the development of the Department's leadership and wider capability, maintaining oversight of performance and risk and

plays a leading role in managing the Home Office's reputation. It also discusses and challenges the development of the Home Office's key policies and programmes, and ensures that all parts of the organisation are working together effectively.

Members of the EMB comprise of the Permanent Secretary and the following:

- Second Permanent Secretary
- All Home Office Directors-General
- Chief Scientific Advisor
- Director, Communications
- Non Executive Directors (NED) as required

The Home Office Audit and Risk Assurance Committee (ARAC) provides independent advice to the Permanent Secretary and Departmental Board members on the adequacy of arrangements for corporate governance, internal control and risk management. The ARAC comprises two non-executive Home Office Departmental Board members, together with two independent external members.

The Committee's oversight extends to all NDPBs in the Home Office group. They each have their own audit and risk assurance committee, with arrangements in place for audit assurances and significant issues arising within their remit to be notified to the Home Office ARAC.

The Immigration Strategy and Performance Board is chaired by the Second Permanent Secretary, and meets as a sub-committee of the Departmental Board. Its responsibilities are to provide an overview of progress in delivering the Government's immigration agenda. The board is comprised of:

- Border, Immigration and Citizenship DGs
- Capabilities and Resources DG
- Chief Scientific Advisor
- Specific Directors, dependent on agenda

The Strategic Capabilities Board (SCB) is chaired by the Permanent Secretary and provides strategic oversight of the development of strategic capabilities across the three systems for which the Home Office has responsibility: law enforcement, homeland security and border, immigration and citizenship. The board is comprised of:

- Permanent Secretary
- Second Permanent Secretary
- All Home Office Directors-General
- Law enforcement and security partners
- Non-Executive Directors on an ad-hoc basis, depending on agenda.

The Portfolio & Investment Committee is chaired by the Director-General for Capabilities and Resources and makes investment approval decisions on programme and project business cases, and reviews the overall Home Office portfolio and regularly scrutinises individual programmes and projects during their lifecycle.

The Finance & Workforce Committee is chaired by the Director-General for Capabilities and Resources. It acts as an advisory group for the development of financial and workforce strategies to ensure the Department's current and future budgets are used effectively to deliver strategic

aims for submission to the EMB and Departmental Board for decision making. The committee takes decisions with respect to certain procedural issues and agree on strategies for evaluating issues which cut across various functional areas. It provides corporate oversight of the management of budgets and workforce, and also ensures that there is optimal coordination across the Department to deliver business plans.

The Senior Leadership Group on Risk & Safety is chaired by the Director for Performance & Risk. It is an executive group that reviews and monitors the main risks to the Home Office and advises the EMB and Departmental Board on what should be included on the corporate register, the effectiveness of mitigation measures, and the maturity of risk management procedures across the Department.

The People Board is chaired by the Director-General for Capabilities and Resources and is responsible for the strategic oversight of the people agenda across the Home Office and for all decisions related to it including all Home Office people management and leadership issues.

The Senior Talent Board is chaired by the Permanent Secretary, and oversees senior talent management in the Department with a focus on individuals. It deals with related policy issues, such as Senior Civil Servants pay, the leadership model and the resilience of succession plans across the organisation, with its recommendations made to the EMB for final agreement.

The Nominations and Governance Committee, which supported the Home Office Departmental Board in its responsibilities in relation to identifying and developing leadership and high potential, was operational until April 2015. The responsibilities for this committee have been largely adopted by the Senior Talent Board.

Headquarters

The Home Office headquarters were at 50 Queen Anne's Gate (now known as 102 Petty France) until 2004, when it moved to its current location of 2 Marsham Street. Whilst 2 Marsham Street serves as the main headquarters, some directorate's headquarters are elsewhere, namely:

- Lunar House and Apollo House, Croydon (UK Visas and Immigration)
- Globe House, Victoria (Her Majesty's Passport Office)
- Sandford House, Solihull (Immigration Enforcement)

UKVI, Immigration Enforcement, as well as Border Force, came under the direct responsibility of the Home Office in 2013 after UK Border Agency lost its executive agency status. Her Majesty's Passport Office subsequently lost its executive agency status the following year, and is also currently under the direct responsibility of the Home Office. Records created by these directorates and their previous incarnations are now managed centrally by the Home Office.

Records

All Home Office staff are made aware of their responsibilities when managing information upon joining the organisation. Policy and Guidance documents, as well as training modules, are available for staff on the Home Office intranet system, and reminders about staff responsibilities and how to discharge them are regularly communicated.

Business areas that wish to store paper files locally are able to do so providing that the information is required for frequent business use. The Information Services Centre (ISC) is responsible for long-term storage of Home Office paper files, including the registration of files for storage at an off-site facility managed by contractors TNT. The responsibility lies with the business to notify the ISC of the files that are to be kept for long-term preservation. Separately, borders and immigration case files created by Home Office staff are managed off site by contractors Iron Mountain. Case files belonging to the Borders, Immigration and Citizenship system are within the scope of the Public Records Act, but these will only be selected to be transferred to The National Archives where the case sets an important legal or policy precedent. The vast majority of case files will not be selected for permanent preservation.

Under the terms of the Public Record Act (1958), the Department's Historic Review Team considers the current value of records to the Department and determines if they should be selected for transfer to The National Archives or Place of Deposit, destroyed or retained for ongoing business use in conjunction with The National Archives.

Files managed by the ISC are registered into generic groupings based on the series (directorate/business area of ownership), theme (topic or function) and sub-theme. These are registered on a central file management system, before being sent to TNT. The table below shows the total file holdings as of December 2016:

Record Owner (Directorate)	Approx number of record holdings	Percentage of hardcopy holdings
Crime, Policing and Fire Group Totals	97014	20.56%
Office for Security and Counter Terrorism Totals	10102	2.14%
Capability and Resources Group	205882	43.63%
Private Office Group Totals	992	0.21%
Legal Advisors Branch Totals	14439	3.06%
ex-UK Border Agency Totals	84915	17.99%
HMPO Totals	8701	1.84%
Disclosure and Barring Service Totals	1273	0.27%
Strategy, Immigration and International Group Totals	40361	8.55%
Serious Fraud Office	367	0.08%
Various Owners Totals	7854	1.66%
Inventory Totals	471900	100.00%

The Home Office holds a small number of records relating to functions that have been transferred to other Government departments. These records remain the responsibility of the OGDs, and the decision to transfer such records will rest with the owning Department.

The General Register Office (GRO), which is part of HMPO, is responsible for overseeing civil registration in England and Wales, and maintaining the national archive of all births, marriages

and deaths. As GRO has the legislative status of a place of deposit, records held by GRO are not subject to transfer to TNA.

The Home Office transitioned to electronic records from the end of 2005, though documents classified as Secret maintained in paper format or managed through electronic systems accredited to store information of this classification. The Home Office is currently rolling out a SharePoint based electronic document and record management (EDRM) system to manage its electronic information up to Official-Sensitive level. The system is used to create and store corporate information, and automatically applies record management principles to convert documents to records after a specified period. It also identifies when a record is due for review, in line with the Home Office's published retention and disposal schedules. The Home Office has recently revised its retention and disposal schedules, which has also been reflected in the EDRM system's record management scheduling.

Since the Home Office started creating digital information the volume produced has rapidly increased. Staff are notified that the length of time they should keep information based on retention schedules which, as of 2016, are being simplified. In the event information does not have a formal retention period, staff are encouraged to consider the following four points when making judgements about the disposal of information:

1. How long does the team/unit need to be able to access the information for?
2. How long would anyone else, including external partners, need to be able to access the information for?
3. Is the business area required to keep the information for audit reasons?
4. Is there any legal reason to keep the information or does it have historic value likely to be of interest to The National Archives?

1.7 Name of the parent or sponsoring department)

Not applicable as Central Government Department

1.8 Relationship with parent department

Not applicable as Central Government Department

1.9 Relationship with other organisations (agencies / NDPBs / departments / other statutory bodies)

The Home Office works closely with the Ministry of Justice on criminal justice matters, and operates a shared service that facilitates management of estates and human resources.

Responsibility for probation, prisons and prevention of re-offending transferred to from the Home Office to the newly created Ministry of Justice in 2007.

The Home Office operates data sharing agreements, in line with the Data Protection Act 1998 (DPA), the European Convention on Human Rights (ECHR), and the Human Rights Act 1998 (HRA), with the following:

- Her Majesty's Revenue and Customs
- Department for Work and Pensions
- National Health Service
- Association of Chief Police Officers (ACPO)
- Child Maintenance and Enforcement Commission
- All Fire & Rescue Authorities
- The Chief Fire & Rescue Adviser
- The Chief Fire Officers' Association
- HM Inspectorate of Prisons
- The Prisons & Probation Ombudsman
- Scientific Advisory Committee on the Medical Implications of Less-Lethal Weapons (SACMILL)
- Her Majesty's Inspectorate of the Constabulary
- Department of Health
- Department for Communities & Local Government
- Scottish Government
- Welsh Fire Service
- Welsh Ambulance Service

Records concerning interdepartmental relationships will be held primarily in Capability and Resources, Crime, Policing and Fire Group, UK Visas and Immigration, Immigration Enforcement and Border Force files. Where the need for sharing data with other Government Departments exists, Memorandum of Understanding (MoU) agreements will be drawn up that set out the terms and conditions for the sharing of specific data between the parties involved.

SELECTION DECISIONS

2.1 Areas of Policy Work undertaken in the organisation

Including those records dated earlier than 1660 or those records the subject of which would be of general interest nationally or internationally, the principal Home Office policies, recorded actions, structures and decision making processes that will be selected for permanent preservation are reflected in its main responsibilities. The records selected will be those that make or contribute to policy decisions of an immediate, broad impact on domestic or international events and conditions; record the development, advice on and communication of primary and secondary legislation; record the advice on carrying out primary or secondary legislative provisions but without any legal force; and record the decisions affecting the way the Home Office conducted its responsibilities.

1. Working on the problems caused by illicit drug use. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
 - Show how the Home Office supports the Ministry of Justice to develop a strategy for reducing reoffending, ensuring more effective rehabilitation, especially for drug users, and to conduct a full examination of sentencing policy (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Records that detail the development of a rehabilitation Green Paper, including options for sentencing reform
 - Records that describe the implementation of rehabilitation reforms
 - Develop a comprehensive approach to drug misuse, working with other government departments (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Develop a drugs strategy to tackle drugs misuse, covering prevention, enforcement, treatment and reintegration (including rehabilitation)
 - Document the development of the Police Reform and Social Responsibility Act 2011, which established a system of temporary bans on new legal highs while health issues are considered by independent experts
 - Document the development of the Psychoactive Substance Act (2016), introduced to protect UK citizens by making it an offence to produce and supply new psychoactive substances, and give the police and local authorities the power to take action to stop the trading in these harmful substances
 - Determine implementation plans for the drugs strategy
2. Shaping the alcohol strategy, policy and licensing conditions. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
 - Document the overhaul of alcohol licensing (selection criterion 1.1, 1.2, 1.3, 1.4 and 1.5)

- Records that document the proposals to overhaul the Licensing Act 2003
 - Records that document the proposals to change alcohol pricing
 - Records that document the development of proposals to overhaul alcohol licensing
 - Records that show the analysis of consultation responses and draft legislation
 - Overhaul alcohol licensing to give more power to police and local authorities to meet the concerns of local communities (selection criterion 1.1, 1.2, 1.3, 1.4 and 1.5)
 - Develop proposals to overhaul the Licensing Act 2003 to strengthen local authority and police powers to remove licences from, or refuse to grant licenses to, any premises that are causing problems. Allow councils and the police to shut down permanently any shop or bar found to be persistently selling alcohol to children
 - Doubling the maximum fine for under-age alcohol sales to £20,000
 - Permit local councils to charge more for late-night licences to pay for additional policing
 - Develop proposals to change alcohol pricing to ensure that it tackles binge drinking, including options to ban below-cost sale of alcohol, working with other government departments. Pricing options must be enforceable, compatible with EU trade law and easily implemented by business
 - Consult on proposals to overhaul alcohol licensing
 - Analyse consultation responses and draft legislation
 - Introduce Police Reform and Social Responsibility Bill to overhaul alcohol licensing
 - Introduce legislation, if necessary, in the second session of Parliament to implement changes to alcohol pricing
 - Document the minutes, and circulated papers, from high-level meetings between HO and Police ICT Company, National Crime Agency, the Ministry of Justice, and other Government departments
3. Prevent terrorism. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Detail the development of the Investigatory Powers Act (2016), introduced to protect both the privacy and security of the public
 - Document changes security and counter-terrorism policies and systems as part of the Strategic Defence and Security Review under the direction of the National Security Council (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Extend the UK's ability to deport foreign nationals who threaten our national security (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Determine policy changes to extend the UK's ability to deport foreign nationals, as part of the review of counter-terrorism and security legislation

- Implement key recommendations, including any required operational changes
 - Detail the review and development of counter-terrorism strategy (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Records that detail the collaboration between the Home Office and the Department of Communities and Local Government. In particular between 'prevent' work (Home Office lead) and 'participation' work (Department for Communities and Local Government lead)
 - Document moves to strengthen the UK's protection against and ability to respond to a terrorist attack, including enhancing the nation's resilience (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Records that document the development of the Identity Document Act (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Describe measures to introduce safeguards against the misuse of counter-terrorism and security legislation (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Records that document the review of counter-terrorism and security legislation
 - Records deriving from the collaboration between the Home Office and the Department for Communities and Local Government on the Regulation of Investigatory Powers Act
 - Document the development of the Protection of Freedoms Act 2012 (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Document the review of the operation of the Extradition Act (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Highlight the formulation and preparation of counter-terrorism legislation (selection criterion 1.1, 1.2, 1.5 and 2.1)
 - Describe the principles by which Home Office investment and procurement is undertaken
 - Record memorandums of understanding with other Government departments and foreign nations
 - Document the minutes and circulated papers for with international Heads of State
4. Reducing and preventing crime, and ensuring people feel safe in their communities. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Document the development of the Anti-Social Behaviour, Crime and Policing Act (2014), introduced to give the police, local authorities and others more effective powers to tackle anti-social behaviour and focuses the response on the needs of victims (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.1)
 - Detail the development of safeguarding strategy (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.1)
 - Document the development of the Modern Slavery Act (2015), introduced to consolidate existing slavery and trafficking offences, and introduced two new

civil orders to enable the courts to place restrictions on those convicted of modern slavery offences, or those involved in such offences but not yet convicted

- Document the Home Office's drive to tackle gang culture (selection criterion 1.1, 1.2, 1.3 and 2.1)
- Document the Home Office's drive to empower local communities to take a more active role in their neighbourhoods (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.1)
 - Records documenting the development of proposals for enabling and encouraging people to get involved in tackling crime
 - and encouraging people to get involved and mobilising neighbourhood activists
- Document the minutes, and circulated papers, from high-level meetings between HO, College of Policing and regional Police Forces (selection criterion 1.5, 2.1, 2.2, 2.6 and 2.7)
- Illustrate the decision making process of the Police Remuneration Review Body (selection criteria 2.1) Document the development of proposals to replace Police Authorities with directly elected Police and Crime Commissioners for each force area within England and Wales (selection criterion 1.1, 1.2, 1.3 and 2.1)
 - Provide details on the introduction of Police and Crime Commissioners
 - Show the analysis of the consultation responses and draft legislation to abolish Police Authorities and introduce directly elected Police and Crime Commissioners
 - Document the development of the Police Reform and Social Responsibility Bill
- Provide detail on the development of schemes aimed at improving police practices (selection criterion 1.1, 1.2, 1.3 and 2.1). Support collaboration between the police and other public services, working with the Ministry of Justice and other government departments (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Records that document the move to remove regulations in order to free up local community safety partnerships
 - Records that document the collaboration with the Ministry of Justice in developing options to provide people with greater protection to prevent crime and apprehend criminals intruders
- Document the Home Office's efforts to help the police, voluntary organisations and local communities to reduce violence against women (selection criterion 1.1, 1.2, 1.4, 1.5, 2.1)
- Document the Home Office's drive to make the actions of the police more transparent (selection criterion 1.1, 1.2, 1.3, 1.4 and 2.1)
 - Show the development of guidance on the holding of regular community 'beat meetings' alongside the Police Reform and Social Responsibility Bill
 - Prepare for publication of 'street-level' crime data, produced every month in an open, standardised and reusable format to provide the public with detailed information about crime in their neighbourhoods

- Documents on the recording of hate crime, and development of a consolidated dataset of hate-related offences to be published
 - Records deriving from meetings between the Home Office and the Ministry of Justice regarding Police and Crime Commissioners, crime levels, sentencing and rehabilitation of offenders
5. Securing UK borders and controlling immigration. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Detail the establishment of a Border Police Command to secure UK borders, as part of the National Crime Agency (selection criterion 1.2, 2.1, 2.2 and 2.7)
 - Detail the efforts made to set an annual limit on the number of non-EU economic migrants admitted to the UK, and drive to reduce annual net migration to the tens of thousands (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Records that document the consultation on how best to operate an annual migration limit
 - Records that describe the measures designed to set annual limits on non-EU economic migrants, following the outcome of the consultation exercise
 - Make changes to visa systems regarding English language requirements for spouses Document the Home Office's drive to prevent abuse and exploitation (selection criterion 1.1, 1.2, 1.3, 1.4, 2.1 and 3.1 and 3.2)
 - Document the development of the Modern Slavery Act
 - Detail the Department's efforts to act upon cases of female genital mutilation
 - Detail the establishment of the Independent Inquiry into Child Sexual Abuse (IICSA)
6. Considering applications to enter and stay in the UK. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Detail the efforts made to speed up the processing of asylum applications (selection criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2)
 - Records that describe the review and development of measures designed to improve the processing of applications
 - Document the implementation changes to processes and systems within the ex-UK Border Agency business areas' (Border Force, Immigration Enforcement and UK Visas and Immigration)
 - Provides detail on the move to end the detention of children for immigration purposes (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5 and 2.1)
 - Detail the move to support e-Borders to help protect the UK against terrorist attack, serious cross-border crime and abuses of the immigration system (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Highlight the formulation of asylum or immigration policies (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)

- Document the Home Office's efforts to ensure those coming to the UK contribute to economic growth (selection criterion 1.1, 1.2 and 1.5)
 - Document the Home Office's planning in relation to the Government's 'Digital by Default' Agenda (selection criteria 1.5)
 - Document the preparation of immigration, emigration or asylum legislation sponsored by the Home Office (selection criterion 1.1, 1.2 and 2.1)
 - Document the minutes, and circulated papers, from high-level meetings between HO and HMRC, other Government departments (selection criterion 2.1)
 - Derive from meetings with EU officials, or officials from other international partners (selection criterion 2.1)
 - Originate from the private offices of Her Majesty's Passport Office, Immigration Enforcement, Border Force and UK Visas and Immigration (selection criterion 2.1)
 - Illustrating the processes behind migration planning conducted by the Home Office (selection criterion 1.1, 1.2 and 2.1)
7. Issuing Passports and Visas. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Detail the efforts made to strengthen the system of granting student visas to reduce abuse and net migration (selection criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2).
 - Records that describe the review the student visa system and proposals to prevent abuse and reduce numbers
 - Detail the efforts made to strengthen the system of granting spouse visas to reduce abuse and support the integration of long-term migrants in local communities (selection criterion 1.1, 1.2, 1.3, 1.4, 1.5, 2.1 and 2.2)
 - Details the development of visa strategies aimed at improving the attractiveness of the UK as a destination to visit, study, work and invest
8. Supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Document the Home Office's drive to reduce bureaucracy for front-line police officers (selection criterion 1.1, and 1.5)
 - Detail the move to simplify institutional structures for the police (selection criterion 1.1, 1.5, 2.7)
 - Consultation documents on proposals to establish the NCA and phase out the National Policing Improvement Agency (NPIA)
 - Records detailing the development of the Organised Crime Strategy (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)
 - Documents that determine the functions and structure of the NCA, including proposals for a Border Police Command responsible for better connecting the police, UK Border Agency, HM Revenue & Customs and others in protecting and policing the border

- Detail the development of proposals for functions previously performed by the NPIA
 - Details the development of legislation to establish the NCA
 - Document the Home Office's drive to improve the efficiency of local policing (selection criterion 1.1, 1.2, 1.3 and 2.1)
 - Records that detail the development of plans to extend the collaboration between police forces and reform police procurement
 - Records that detail the review of the remuneration and conditions of service for police officers and staff
 - Documents that detail proposals for a new set of anti-social behaviour powers and tools
 - Records relating to the consultation on the proposals for anti-social behaviour powers and tools
 - Analyze consultation responses and prepare for legislation
 - Introduce legislation to simplify and improve anti-social behavior powers
9. Fire prevention and rescue. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Depict the development of the Home Office's fire strategies (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)
 - Document the outcomes of the Emergency Services Collaboration consultation (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7).
 - Document machinery of government changes between the Home Office and the Department for Communities and Local Government (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)

2.2 Areas of High-level Operational Work undertaken in the organisation

1. Working on the problems caused by illegal drug use. Records in this category that will be considered for selection under The National Archives' Records Collection Policy include:
- Records that demonstrate cross-organisational workings with:
 - The European Union
 - British Irish Council (BIC) drugs sector
 - Pompidou Group
 - United Nations Office on Drugs and Crime (UNODC) (selection criterion 2.1 and 2.6).
 - Records that detail implementation of drug control strategies (selection criterion 1.1, 1.2 and 1.4)
 - Detail the operations of Border Force (selection criterion 1.4, 2.1 and 2.6)

2. Shaping the alcohol strategy, policy and licensing conditions. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
 - Detail the Home Office's efforts to enforce the Licensing Act 2003 (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)
 - Demonstrate the collaborative efforts with district and borough councils in enforcing licensing laws (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)
 - Demonstrate the collaborative efforts with police forces in enforcing licensing laws (selection criterion 1.1, 1.2, 1.3, 1.5 and 2.7)
 - Detail the Home Office's efforts to streamline license application processes (selection criterion 1.1, 1.2 and 1.4).
 - Detail the Home Office's efforts to support the Proof of Age Standards Scheme (PASS) (selection criterion 1.1, 1.2 and 1.4).

3. Keeping the UK safe from the threat of terrorism. Records in this category that will be considered for selection under The National Archives' Records Collection Policy include:
 - Records that describe the implementation of initiatives deriving from the Counter-Terrorism and Security Act 2015 (criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2)
 - Records deriving from e-Borders, Semaphore or other advance passenger information (API) schemes (criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2)
 - Redesign of operational commands, support services and governance to improve performance and ensure cohesion of the immigration system (criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2)
 - Records that provide detail on the redesign of operational commands, support services and governance to improve performance and ensure cohesion of the immigration system (criterion 1.1, 1.2, 1.4, 1.5, 2.1 and 2.2)
 - Minutes from meetings between the Home Office and Foreign and Commonwealth Office (criterion 1.1, 1.2, 1.4 and 2.1).
 - Records that detail investment in front line services (criterion 1.4, 1.5 and 2.2).
 - Records that depict the operations of the Police ICT Company (criterion 1.4, 1.5 and 2.2).
 - Minutes from gross-Government meetings on human rights (selection criteria 2.1).
 - Records that demonstrate the Home Office's support to civil emergency organisations in times of crisis, where the records depict the Department's contribution of assistance to civil authorities and Other Government Departments (criterion 1.4, 1.5 and 2.2)..
 - Records that detail the Machinery of Government processed during the transfer of powers to the Department of National Heritage/Department for Culture, Media and Sport (criterion 1.4, 1.5, 2.1 and 2.2).

4. Reducing and preventing crime, and ensuring people feel safe in their communities. Records in this category that will be considered for selection under The National Archives' Records Collection Policy include:

- Records that describe support measures provided by the Home Office to tackle gang culture (criterion 1.4, 1.5, 2.1 and 2.2).
- Records that provide detail on the redesign of operational commands, support services and governance to improve performance and ensure cohesion of the immigration system (criterion 1.4, 1.5, 2.1 and 2.2).
- Minutes from meetings between the Home Office and Foreign and Commonwealth Office (criteria 2.1).
- Records that detail investment in front line services (criterion 1.4, 1.5, 2.1 and 2.2).
- Records that depict the operations of the Police ICT Company (criterion 1.4, 1.5, 2.1 and 2.2).
- Minutes from gross-Government meetings on human rights (criterion 1.4, 1.5, 2.1 and 2.6).
- Records that demonstrate the Home Office's support to civil emergency organisations in times of crisis, where the records depict the Department's contribution of assistance to civil authorities and Other Government Departments (criterion 1.4, 1.5, 2.1 and 2.2).
- Records describing the formulation of cross-Government criminal justice strategies (criterion 1.4, 1.5, 2.1 2.2 and 2.6).
- Minutes from cross-Government meetings on criminal justice matters (criterion 2.1 and 2.6).
- Records that detail the development of the Police Transformation Fund (criterion 1.4, 1.5, 2.1 and 2.2).
- Records that details of the Machinery of Government processed during the transfer of powers to the Department of Constitutional Affairs/Ministry of Justice (criterion 1.4, 1.5, 2.1, 2.2 and 2.6).

5. Securing UK borders and controlling immigration. Records in this category that will be considered for selection under The National Archives' Records Collection Policy include:

- Records that depict the mechanisms to jointly manage migration intelligence and share related data, working with Department for Business, Innovation and Skills and Her Majesty's Revenue and Customs (criterion 1.4, 1.5, 2.1 and 2.2).
- Records deriving from the Schengen agreement (criterion 2.1 and 2.6).
- Records the implementation of asylum and/or migrant control initiatives (selection criteria 1.5 and 2.1).
- Detail the introduction of new products and systems used to bring together passport and immigration services (selection criteria 1.5 and 2.1).
- Minutes from gross-Government meetings on visas and immigration (selection criteria 2.1).

- Records that depict the mechanisms to jointly manage migration intelligence and share related data, working with Department for Business, Innovation and Skills and Her Majesty's Revenue and Customs (selection criteria 1.5 and 2.1).
 - Records deriving from the Schengen agreement (criterion 2.1 and 2.6).
6. Considering applications to stay in the UK. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Records deriving from e-Borders, Semaphore or other advance passenger information (API) schemes (selection criteria 1.4)
 - Redesign of operational commands, support services and governance to improve performance and ensure cohesion of the immigration system (selection criterion 1.4, 1.5, 2.1 and 2.2)
 - Records that show the implementation of asylum and/or migrant control initiatives.
 - Records deriving from the Schengen agreement (selection criteria 1.5 2.1, 2.5 and 2.6).
 - Records that detail the application of the British Nationality Act 1981 (selection criteria 1.5 and 2.1).
 - Records the detail the machinery of government changes affecting UK Visas and Immigration and its previous incarnations (selection criteria 1.5 and 2.1).
 - Records that depict the mechanisms to jointly manage overseas visa applications, working with the Foreign and Commonwealth Office (selection criteria 1.5 and 2.1).
7. Issuing Passports and Visas. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Describe the development and implementation of the digital visa application service (selection criteria 1.5 and 2.1).
 - Detail operational changes made to enforce visa restrictions (selection criteria 1.5 and 2.1).
 - Describe the design changes to British passports (selection criteria 1.4)
 - Detail the implementation of biometric passports (selection criterion 1.4 and 1.5).
 - Detail the tendering process for the production of passports (selection criterion 1.4 and 1.5).
8. Supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime. Records in this category that will be considered for selection under The National Archives' Records Collection Policy include:
- Records that depict police operations (selection criterion 1.1, 1.5 and 2.7).
 - Records that detail the processes involved in the creation of, and the transfer of powers to, the Independent Police Complaints Commission (selection criterion 1.5, 2.2 and 2.7).

- Records that demonstrate how Her Majesty's Inspectorate of Constabulary identifies important policing risks and increases public awareness of police performance.
- Records that depict the decision making process where further powers are granted to Non-Departmental Public Bodies (selection criterion 1.5, 2.2 and 2.7)
- Judicial and investigatory proceedings, primarily Public Inquiries (selection criterion 1.1 2.4). These are selected on a case-by-case basis and will include evidence submitted to the following:
 - Dunblane Inquiry
 - Gosport Inquiry
 - Independent Inquiry into Child Sexual Abuse
 - Pitchford Inquiry (undercover policing)
 - Hilda Murell Inquiry
 - Hillsborough Inquiry
 - Litvinenko Enquiry
 - Stephen Lawrence Inquiry
 - Rotherham Review
 - Waterhouse Inquiry and Macur Review
 - Wanless and Whittam Review
- Records that detail the implementation of recommendations following judicial and investigatory proceedings (selection criteria 1.5)
- Reports on police crime prevention initiatives and their outcomes (selection criteria 1.5)
- Records that depict the operations of Her Majesty's Inspectorate of Constabulary (selection criteria 1.5)
- Records that depict the operation of Police and Crime Commissioners (selection criteria 1.5)
- Records that provide detail on the actions to be implemented by the College of Policing, Police ICT Company, Her Majesty's Inspectorate of Constabulary, Chief Constables and Police and Crime Commissioners (selection criteria 1.5)
- Records that depict improvements to law enforcement capability, intelligence sharing, online crime prevention and international co-operation (selection criterion 1.5 and 2.7)
- Records that describe the Home Office's science and technology strategies, including those that detail the Department's research in police sciences (selection criterion 1.5 and 2.7)
- Records that depict the operations of the National Crime Agency, and its previous incarnations (selection criterion 1.5 and 2.2)
- Records that depict the operations of the College of Policing (selection criterion 1.5 and 2.2)
- Records describing the formulation of cross-Government criminal justice strategies (selection criterion 1.5 and 2.2)

- Minutes from cross-Government meetings on criminal justice matters (selection criterion 2.1 and 2.6)
 - Records that details of the Machinery of Government processed during the transfer of powers to the Department of Constitutional Affairs/Ministry of Justice (selection criterion 2.1, 2.2 and 2.6)
9. Fire prevention and rescue. Records in this category that will be considered for selection under The National Archives' Records Collection Policy will include those that:
- Document the Home Office's efforts in enabling fire and police services to work more closely together (selection criterion 1.4, 2.1 and 2.6)

2.3 Hybrid or Electronic Datasets / Business Systems

The Home Office publishes a number of datasets in a machine-readable format on data.gov.uk. These include:

- Those datasets collated by key business areas, such as
 - Crime and policing statistics, including datasets deriving from the British Crime Survey.
 - Immigration, citizenship and asylum statistics
 - Datasets relating to passport applications
 - Birth, death, marriage and civil partnership statistics
- Street-level crime, outcome, and stop and search data as published on data.police.uk.
- Those published under the Government's Transparency Agenda on the [gov.uk](https://www.gov.uk) internet website. These datasets will conform to The National Archives' requirements, as these records will be captured by The National Archives as part of their web-archiving programme.
 - Datasets originating from before The National Archive's web-archiving programme appraised in line with departmental retention schedules and, where appropriate, selected for permanent preservation in line with The National Archives' guidance. Data that cannot be published for reasons of sensitivity may still be selected for long-term preservation, until the sensitivity falls away and the data can be published.

As noted in section 1.6 above the Home Office transitioned to electronic records towards the end of 2005, adopting a SharePoint based implementation with a Meridio add-on application that supported record declaration. This was kept in place until 2012, when records were transferred to a Corporate File Plan. Ex-UKBA areas (UKVI, Immigration Enforcement and Border Force) at this time were under UKBA's agency status – thus being out of scope for the Meridio system – and stored records on corporate shared drives. Prior to this, records were almost exclusively paper based.

2014 saw the rollout of SharePoint 2010 based EDRM software procured as a service, with a compliance extender to boost the records management functionality and SyncPoint to enable email integration. This has been adopted as a 'stop gap' solution to improve the Home Office directorates' information and records management performance ahead of the Department's move to a new Office 365 technology platform by 2017/18.

Future transfers will transition from being primarily paper based to hybrid - primarily, but not exclusively, digital.

TECHNICAL REPORT: ANALYSIS OF RECORDS PRODUCED

3.1 Committee structure within the agency or parent department, including statutory committees directing the work of the organisation

Table: Key committees

Name of committee	Terms of reference	Select? Yes/No?	Reasons for selection / non-selection, including comments on the quality of information
<p align="center">Home Office Departmental Board</p>	<p>The Home Office Departmental Board monitors the Department's performance against its business plan. It meets every two months and is chaired by the Home Secretary.</p>	<p>Yes</p>	<p>Published under criteria 2.1</p> <p>High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.</p>
<p align="center">Executive Management Board (EMB)</p>	<p>The EMB discusses and challenges the development of the Home Office's key policies and programmes, focussing thematically on operational, policy and enabling functions.</p>	<p>Yes</p>	<p>Published under criteria 2.1</p> <p>High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.</p>
<p align="center">Audit and risk assurance committee</p>	<p>The Audit and Risk Assurance Committee (ARAC), is responsible for reviewing the comprehensiveness of assurances and the integrity of financial statements.</p>	<p>Yes</p>	<p>Published under criteria 2.1</p> <p>High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.</p>

Immigration Strategy and Performance Board	The Immigration Strategy and Performance Board provides an overview of progress in delivering the Government's immigration agenda	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
Strategic Capabilities Board (SCB)	The SCB provides strategic oversight of the development of strategic capabilities across the three systems for which the Home Office has responsibility: law enforcement, homeland security and border, immigration and citizenship.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
Portfolio and investment committee	Chaired by the Chief Operating Officer. Its role is to i) consider and make investment approval decisions on programme and project business cases; and ii) review the overall Home Office portfolio and, by exception, scrutinise individual programmes and projects during their lifecycle.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
Finance & Workforce Committee	Acts as an advisory group for the development of financial and workforce strategies to ensure the Department's current and future budgets are used effectively to deliver strategic aims for submission to the EMB and Departmental Board for decision making.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.

Senior Leadership Group on Risk	An executive group that identifies and agrees the main risks to the Home Office and ensures mitigations are put in place. It identifies emerging risks and lessons learned from incidents. The group oversees the implementation of the Safety Review and the building of wider intelligence and knowledge on risk and strengthens risk management and assurance across the department. It reports the Executive Management Board on a quarterly basis.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
People Board	Responsible for the strategic oversight of the people agenda across the Home Office and for all decisions related to it including all Home Office people management and leadership issues.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
Senior Talent Board	Oversee senior talent management in the Department with a focus on individuals.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.
Nominations and governance committee	The nominations and governance committee supports the Home Office Departmental Board in its responsibilities in relation to identifying and developing leadership and high potential, scrutinising the incentive structure, succession planning and governance arrangements.	Yes	Published under criteria 2.1 High-level governance records (e.g. agendas, minutes and papers of Cabinet Committees, management boards, key committees, ministerial committees) – see 'OSP 35: Board and Committee records'.

Other Committees and Reports to be selected for transfer to TNA

- Association of Chief Police Officers conferences (including Traffic Committee)
- Central Conference of Chief Constables
- Common Services Central Committee (Central Committee on Common Police Services)
- Public Order and General Purposes Committee of Central Conference
- Committee of the Police Council on Higher Police Training/Police Training Council
- Home Office Standing Conference on Crime Prevention and associated working groups on specific crimes Crime Prevention Committee (or Standing Committee on Crime Prevention)
- Departmental Committee on the Prevention and Detection of Crime
- Ministerial Group on Crime Prevention
- Committee on Ministerial Protection
- Forensic science laboratories: minutes of directors' meetings
- Metropolitan Police: Reports of the Commissioner for the Metropolis
- Police Advisory Board/Police Advisory Committee
- Police College Advisory Committee
- Police College Board of Governors
- Police Communications Conference
- Police Council for Great Britain
- Police Negotiating Board
- Police Scientific Development Committee
- Scientific Advisory Council: Forensic Science Committee
- Working Party on the Tripartite Structure under the Police Act 1964
- Annual reports to the Home Secretary from the Standing Group for Monitoring Royalty Protection will be selected (minutes for individual meetings will not be selected)



3.2 Core / statutory functions and activities

Home Office

Table: Core / statutory functions and activities performed and records created

1	2	3	4	5	6	7
Function / Activity	Record/s that document function / activity	Record creator / owner	Reason for record creation (e.g. statutory requirement)	Information on how records are registered, managed or arranged (volume created each year if known)	Selection (Yes/No)*	Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
Working on the problems caused by illegal drug use	DDA: Dangerous Drugs	Crime, Policing and Fire Group	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre. Electronic records are to be stored on the Corporate File Plan and the SharePoint EDM system.	Yes	<ul style="list-style-type: none"> o Records that show the development of primary legislation where department is the lead o Records that show the development of secondary legislation where department was the lead o Key records that illustrate how legislation was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions o Records of discussions/actions where there was involvement of secretary of state/minister
	DDA: Action Against Drugs Unit	Crime, Policing and Fire Group			Yes	
	DPA: Drug Prevention Advisory Service	Crime, Policing and Fire Group			Yes	
	DPAS: Drug Prevention Advisory Service	Crime, Policing and Fire Group			Yes	
	DPI : Drugs Prevention Initiative	Crime, Policing and Fire Group			Yes	

	DPC: Dangerous Drugs - Personal	Crime, Policing and Fire Group			Yes	
	DSD: UK Anti Drugs Co-Ordination Unit	Crime, Policing and Fire Group			Yes	
	RSDA: Rds Drugs Analysis Research	Home Office Science			Yes	
	STA: Dangerous Drugs Statistics	Crime, Policing and Fire Group			Yes	
	VAR : Various: Drugs Enforcement	Crime, Policing and Fire Group			Yes	
	UKDU: Anti-Drugs Cdntn - Cab Office	Crime, Policing and Fire Group			Yes	
	DDA: Action Against Drugs Unit	Crime, Policing and Fire Group			Yes	
	DR: Action Against Drugs	Crime, Policing and Fire Group			Yes	
Shaping the alcohol strategy, policy and licensing conditions	BGL: Liquor, Gambling & Data Protection	Crime, Policing and Fire Group			Yes	o Records that show the development of primary legislation where department is the lead o Records that show the development of secondary legislation where department was the lead o Key records that illustrate how legislation
	LIQ: Liquor And Gambling	Capability and Resources			Yes	
	RSDA: RDS Drugs & Alcohol	Crime, Policing and Fire Group			Yes	

	Research					<ul style="list-style-type: none"> o was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions o Records of discussions/actions where there was involvement of secretary of state/minister
Keeping the United Kingdom safe from the threat of terrorism	AT: Anti-Terrorism	Office of Security and Counter Terrorism	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre. Secret and Top-Secret files are securely stored within the headquarters.	Yes	<ul style="list-style-type: none"> o Records that show the development of primary legislation where department is the lead o Records that show the development of secondary legislation where department was the lead o Key records that illustrate how legislation was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions o Records of discussions/actions where there was involvement of secretary of state/minister
	CTL: Counter Terrorism Legislation	Office of Security and Counter Terrorism			Yes	
	RAS: Review Of Airport Security	Office of Security and Counter Terrorism			Yes	
	SCOC: Strategic Centre For Organised Crime	Office of Security and Counter Terrorism			Yes	
	SOCA: Serious Organised Crime Agency	Crime, Policing and Fire Group			Yes	
	TPU: Terrorism And Protection Unit	Office of Security and			Yes	

	TPUP: Terrorism And Protection Policy	Counter Terrorism Office of Security and Counter Terrorism			Yes	
Securing the UK border and controlling immigration	IS: Immigration Service Ports	UK Visas and Immigration/Border Force/Immigration Enforcement	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre. Electronic records are to be stored on the Corporate File Plan and on two SharePoint EDRM systems.	Yes	o Records that show the development of primary legislation where department is the lead
	PPAS: Ports Policing And Security	UK Visas and Immigration/Border Force/Immigration Enforcement			Yes	o Records that show the development of secondary legislation where department was the lead
	RAS: Review Of Airport Security	Office of Security and Counter-Terrorism			Yes	o Key records that illustrate how legislation was implemented where department was the lead
	EU: EU And International Unit	International and Immigration Policy Group			Yes	o Records of decisions that affect the way an organisation conducts its core functions
	EXT: Extradition Section	International and Immigration Policy Group			Yes	o Records of discussions/actions where there was involvement of secretary of state/minister
	EIU: European International Unit	International and Immigration Policy Group			Yes	
	TPU: Terrorism And Protection Unit	International and Immigration Policy Group			Yes	

EUD: European & International Unit	International and Immigration Policy Group	Yes
XTN: Extradition And Fugitive	International and Immigration Policy Group	Yes
TPUP: Terrorism And Protection Policy	Office of Security and Counter-Terrorism	Yes
IMG: Immigration - General Matters	UK Visas and Immigration/Border Force/Immigration Enforcement	Yes
PPAS: Ports Policing And Security	UK Visas and Immigration/Border Force/Immigration Enforcement	Yes
IS: Immigration Service Ports	UK Visas and Immigration/Border Force/Immigration Enforcement	Yes
IMO: Immigration: Organisation	UK Visas and Immigration/Border Force/Immigration Enforcement	Yes
IB: Immigration	UK Visas and Immigration/Border Force/Immigration	Yes

		Enforcement				
Reducing and preventing crime, and ensuring people feel safe in their homes and communities	AAC: Action Against Crime	Crime, Policing and Fire Group	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre.	Yes	o Records that show the development of primary legislation where department is the lead
	AACD: Action Against Crime & Disorder	Crime, Policing and Fire Group		Electronic records are to be stored on the Corporate File Plan and on two SharePoint EDRM systems.	Yes	o Records that show the development of secondary legislation where department was the lead
	CCS: Criminal Cases Section	International and Immigration Policy Group			Yes	
	CIS: Criminal Information System	Crime, Policing and Fire Group			Yes	
	CRA: Criminal Rec And Sec Industry	Crime, Policing and Fire Group			Yes	
	CRPE: Crime Reduction Program Evaluation	Crime, Policing and Fire Group			Yes	
	CSS: Correctional Services Finance	Capability and Resources			Yes	

CTTF: Crime Targets Task Force	Crime, Policing and Fire Group	Yes
DC: PNCU Hendon Data Centre	Capability and Resources	Yes
DCR: Conditional Release	Capability and Resources	Yes
DIF: Prison Industries & Farms	Capability and Resources	Yes
DVBT: Domestic Violence Bill Team	Crime, Policing and Fire Group	Yes
DVU: Domestic Violence Unit	Crime, Policing and Fire Group	Yes
FCS: Firearms	Crime, Policing and Fire Group	Yes
FMS: Firearms	Crime, Policing and Fire Group	Yes
FRM: Firearms	Crime, Policing and Fire Group	Yes
MPC: Metropolitan Police Committee	Crime, Policing and Fire Group	Yes
MPS: Metropolitan Police Service	Crime, Policing and Fire Group	Yes
NFIN: National Policing Improvement	Crime, Policing and Fire Group	Yes

Agency			
PCAF: Police Complaints Authority Finance	Crime, Policing and Fire Group		Yes
PCP: Police and Crime Prevention	Crime, Policing and Fire Group		Yes
PCPO: Police Crime Private Office	Private Office		Yes
PCS: Crime Strategy Resources	Crime, Policing and Fire Group		Yes
PF: Police Finance	Crime, Policing and Fire Group		Yes
PG: Police Research Group	Home Office Science		Yes
PNC: Police National Computer	Crime, Policing and Fire Group		Yes
POC: Police Organised Crime	Crime, Policing and Fire Group		Yes
POD: Police	Crime, Policing and Fire Group		Yes
POL: Police Department	Crime, Policing and Fire Group		Yes

PP: Police Personnel Unit	Crime, Policing and Fire Group	Yes
PRBU: Police Reform and Bill Unit	Crime, Policing and Fire Group	Yes
PRC: Police And Reducing Crime	Crime, Policing and Fire Group	Yes
PRC: Policing & Reducing Crime, Rds	Home Office Science	Yes
PRES: Police Resources Unit	Crime, Policing and Fire Group	Yes
PRR: Police Responsibilities	Crime, Policing and Fire Group	Yes
PRU: Police Resources Unit	Crime, Policing and Fire Group	Yes
PS: Police Secretariat	Crime, Policing and Fire Group	Yes
PSD: Police Scientific Development	Home Office Science	Yes
PSR: Police Service Reforms	Crime, Policing and Fire Group	Yes
PSTU: Police Science and Tech	Home Office Science	Yes

	Unit					
	PSU: Police Standards Unit	Crime, Policing and Fire Group			Yes	
	ROA: Football Restrictions Orders	Crime, Policing and Fire Group			Yes	
	SCAT: Street Crime Action Team	Crime, Policing and Fire Group			Yes	
	SCL: Police Scientific Development	Home Office Science			Yes	
	SOCA: Serious Organised Crime Agency	Crime, Policing and Fire Group			Yes	
	UKFP: UK Football Policing Unit	Crime, Policing and Fire Group			Yes	
	VCS: Violent Crime Section	Crime, Policing and Fire Group			Yes	
Considering applications to enter and stay in the UK	EXT: Extradition Section	International and Immigration Policy Group	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre.	Yes	o Records that show the development of primary legislation where department is the lead
	XTN: Extradition & Fugitive Orders	International and Immigration Policy Group		Electronic records are to be stored on the Corporate File Plan and on two SharePoint EDRM	Yes	o Records that show the development of secondary legislation where department was

			systems.		
	UKP: UK Residency	International and Immigration Policy Group		Yes	the lead
	HUR: Human Rights	Capability and Resources		Yes	
	IB: Immigration	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	o Key records that illustrate how legislation was implemented where department was the lead
	IMG: Immigration - General Matters	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	o Records of decisions that affect the way an organisation conducts its core functions
	IMO: Immigration: Organisation	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	o Records of discussions/actions where there was involvement of secretary of state/minister
	IMP: Immigration Personal Files	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	
	LNO: Liverpool Nationality Office	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	
	NY: Nationality	UK Visas and Immigration/Border Force/Immigration Enforcement		Yes	

	RSIR: Rds Immigration And Community	Home Office Science			Yes	
Issuing passports and visas	PC: Passport Policy	HM Passport Office	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre. Electronic records are to be stored on the Corporate File Plan and on two SharePoint EDRM systems.	Yes	o Records that show the development of primary legislation where department is the lead
	HMPO: Her Majesty's Passport Office	HM Passport Office			Yes	o Records that show the development of secondary legislation where department was the lead
	PB: Peterborough Passports	HM Passport Office				o Key records that illustrate how legislation was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions
Supporting visible, responsible and accountable policing by empowering the public and freeing up the police to fight crime	CAU: National Police Training	Crime, Policing and Fire Group	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre.	Yes	o Records that show the development of primary legislation where department is the lead

PRR: Police Responsibilities	Crime, Policing and Fire Group	Electronic records are to be stored on the Corporate File Plan and on two SharePoint EDRM systems.	Yes	<ul style="list-style-type: none"> o Records that show the development of secondary legislation where department was the lead o Key records that illustrate how legislation was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions o Records of discussions/actions where there was involvement of secretary of state/minister
PSR: Police Service Reforms	Crime, Policing and Fire Group		Yes	
PSU: Police Standards Unit	Crime, Policing and Fire Group		Yes	
CAU: National Police Training	Crime, Policing and Fire Group		Yes	
PCAF: Police Complaints Authority Fin	Crime, Policing and Fire Group		Yes	
PL: Police Liaison	Crime, Policing and Fire Group		Yes	
PLP: Police Leadership And Powers	Crime, Policing and Fire Group		Yes	
PLPU: Police Leadership And Powers	Crime, Policing and Fire Group		Yes	
PSY: Police Efficiency Scrutiny	Home Office Science		Yes	

	NFIN: National Policing Improvement Agency	Crime, Policing and Fire Group			Yes	
Fire prevention and rescue	FC: Fire Precautions	Crime, Policing and Fire Group	Statutory, policy and operational	Hybrid. Paper files are stored off-site, registered and managed by the Information Service Centre.	Yes	o Records that show the development of primary legislation where department is the lead
	FIR: Fire Service Department	Crime, Policing and Fire Group			Yes	o Records that show the development of secondary legislation where department was the lead o Key records that illustrate how legislation was implemented where department was the lead o Records of decisions that affect the way an organisation conducts its core functions

*whilst these files will be considered in the selection process, not necessarily all will be selected.

3.3 Information in Special formats and systems

Table: Special formats

1. Description	2. Owner / Creator of series	3. Format of record (include how record / series is being managed)	4. Volume of series (current size and volume generated each year)	5. Selection Yes/ No	6. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
Cassettes	Crime, Policing and Fire Group	Physical	13 (VHS and Umatic formats).	TBC – cassettes of police/inquiry interviews may be held long term by the department.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known
Maps	Various	Physical	Due to operational tempo, it is not possible to determine the volume generated each year with any accuracy.	Yes	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was

					the lead
Books/Booklets	Crime, Policing and Fire Group	Physical	The size of current holdings are unknown. These items may form part of larger file.	No	6.8 Non public records
Photographs	Crime, Policing and Fire Group Immigration Enforcement UK Visas and Immigration	Physical	The size of current holdings are unknown. These items may form part of larger file.	Some (photos relating to case files not transferrable)	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known

3.4 Publications

As part of the Government's Transparency agenda, the Home Office has made a number of its unpublished publications available on the GOV.UK website. These publications will conform to The National Archives' requirements, as these records will be captured by The National Archives as part of their web archiving programme (Selection criteria 6.12).

3.5 Scientific and research records

Records in this category include the records of departments responsible for scientific research including but not limited to scientific, electronic, materials, chemical, nuclear and animal research, analysis and decision support. These files are either stored locally with the originating unit or at the Home Office's main archive facilities until their disposition is determined.

Home Office Science has created the bulk of scientific records selected for permanent preservation in this category. These records cover a wide range of subjects, are usually quite in depth and will detail all aspects of research as well as conclusions and recommendations. The current archive holdings contain records relating to:

- The Police Advisory Board for Forensic Pathology and evaluation of various trials and research.
- Home Office input to legislation on animal welfare and conservation issues.
- Licences for premises and individuals under the Animals (Scientific Procedures) Act 1986.
- Statistical/monitoring files related to Home Office input to legislation on the use of animals in scientific research, consideration of the scope of the Animals (Scientific Procedures) Act 1986 and possible breaches of it, allocation of grants, general finance and correspondence files.
- Home Office input to the updating of the Cruelty to Animals Act 1876, and the Animal Scientific Procedures Act 1986.
- Policy development relating to forensics including footprints, fingerprints and DNA samples.
- Forensic Pathology papers deriving from the Forensic Science Service and Police Advisory Board (PAB).
- The management of the Forensic Science Service.
- DNA profiling, contributions to the Home Affairs Select Committee, seminars, training, workshops and administrative material.
- The development of technology for the police, including personal protective equipment and traffic safety systems.
- Radio equipment, emergency services communications, systems infrastructure and integration, and liaison with other organisations on radio system standards.
- Chemical, fire and nuclear Scientific Advisors.

- Civil defence/major incident contingency planning, improvements to the fire service, computerisation of various Home Office sectors, contracts/procurement and finance and administrative files.
- Statistical research, dealing mainly with criminal proceedings and drug statistics, probation and after-care statistics and social statistics. These records covers numerous topics including minutes and papers of the Criminal Statistics Committee and the Drugs Statistics Committee, input to crime and drugs policy, surveys and statistical research and statistical advice to other parts of the Home Office and wider government, administrative records and publications.

3.6 Significant issues and events

Year	Description	Selection Criteria
1953	Derek Bentley Hanged	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1954	The Television Act 1954 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1955	Ruth Ellis Hanged	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1957	The Homicide Act 1957 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1957	Wolfenden Report is published	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
1960	The Betting and Gaming Act 1960 gains Royal Assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1960	The Indecency with Children Act 1960 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or

		international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1961	The Suicide Act 1961 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1962	The Commonwealth Immigrants Act 1962 gains Royal assent, tightening immigration regulations.	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1964	The Drugs (Prevention of Misuse) Act 1964 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1965	The Race Relations Act 1965 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1965	The Murder (Abolition of Death Penalty) Act 1965 gains Royal Assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1966	Moors murderers found guilty	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1967	Sexual Offences Act 1967 gains Royal assent, decriminalising homosexuality	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1967	Abortion Bill 1967 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions

		where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1968	The Race Relations Act 1968 gains Royal assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1968	Mary Bell found Guilty	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1971	First British soldier killed in Northern Ireland troubles	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1972	'Bloody Sunday' massacre took place – 14 civilians killed	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1973	Britain joins the EEC	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1976	Kingsmill Massacre	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1978-79	'Winter of Discontent' – strikes, violent protests and picketing	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1979	Lord Mountbatten Killed by the IRA	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1981	Brixton Riots	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1984	IRA bomb at Conservative Party Conference – 5 killed	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is

		already known.
1984-1985	Miners Strike	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1985	Bradford City football fire	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1985	Brixton, Toxteth and Broadwater Farm riots following the shooting of Cherry Groce.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1987	Death of private investigator Daniel Morgan	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1987	The Hungerford Massacre	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1989	Hillsborough Stadium disaster. 95 fans are killed, with 300 injured, in a crush during the FA Cup semi-final.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1989-1990	A public inquiry, headed by Lord Justice Taylor of Gosforth, begins into the Hillsborough disaster. The report is published in 1990.	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
1990	Poll Tax riots	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1990	The Official Secrets Act 1989 comes into force	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
1990	Strangeways Prison Riot Begins	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1991	Birmingham Six convictions overturned	3.2 Records that illustrate a significant event/person/group which lead to a

		change in policy, set a precedent or caused controversy and add to what is already known.
1991	An inquest in Sheffield into the Hillsborough disaster records a verdict of accidental death on the 95 people who died.	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
1991	Riots break out in Oxford, Cardiff, Dudley, Leeds and Newcastle upon Tyne.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1992	Alison Halford, Britain's most senior policewoman, is suspended from duty for a second time following a police authority meeting	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1992	Rachel Nickell murdered in Wimbledon (Colin Stagg was falsely charged and acquitted)	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1993	Body of James Bulger found	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1993	Stephen Lawrence is stabbed to death in London	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1993	Jon Venables and Robert Thompson are convicted of abducting and murdering James Bulger.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1994	Criminal Justice and Public Order Act receives Royal Assent.	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead. 1.4 Key records that illustrate how legislation was implemented where department was the lead.
1995	Fred West found hanged in prison	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1995	Rose West Sentenced	3.2 Records that illustrate a significant event/person/group which lead to a

		change in policy, set a precedent or caused controversy and add to what is already known.
1995	Riots break out in Brixton after the death of Wayne Douglas whilst in police custody.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1996	The Dunblane Shootings	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1996	Manchester City centre is bombed by the IRA	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1997	Law lords declare that former Home Secretary, Michael Howard, acted illegally in raising the minimum sentence of the Bulger killers.	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1997-1999	An inquiry into the death of Stephen Lawrence (Macpherson Inquiry)	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
1997	Diana, Princess of Wales, dies in a car crash	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1998	Inquiry into the Bloody Sunday/Bogside Massacre is announced	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
1998	Human Rights Act receives Royal Assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead. 1.4 Key records that illustrate how legislation was implemented where department was the lead.
1998	Crime and Disorder Act receives Royal Assent.	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead

		1.4 Key records that illustrate how legislation was implemented where department was the lead.
1999	Soho pub bombing	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
1999	An inquiry into hunting with dogs in England and Wales (Burns Inquiry) is announced by Jack Straw	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2000	Inquiry announced into the death of Victoria Climbié	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2001	Sexual Offences (Amendment) Act 2000 comes into effect	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead.
2003-2004	Inquest into the death of Dr David Kelly (Hutton inquiry)	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2003	Ian Huntley found Guilty of Soham Murders	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2003	An inquiry into the Soham murders (Richard inquiry) is announced	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2004	An inquest into the death of Billy Wright is announced	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2005	Four terrorists explode bombs on London Transport system	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2005	Death of Jean Charles de Menezes	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.

2005	The Civil Partnership Act comes into force in Britain	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead 1.4 Key records that illustrate how legislation was implemented where department was the lead.
2006	Death of Alexander Litvinenko	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2007	Terror Attack on Glasgow Airport	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2009-2014	Al-Sweady public inquiry	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2010-2013	Inquest into the death of Azelle Rodney	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2010	Cumbria shootings	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2012	London 2012 Opening Ceremony	1.6 Records of projects that were particularly innovative, or were significant from the perspective of cost, risk or impact
2012	Met Police launches Operation Yewtree - a formal criminal investigation into historic allegations of child sexual abuse by Jimmy Savile and others, over four decades.	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, 2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2012 – 2016	Second inquest into the Hillsborough disaster	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2013	An inquiry is announced looking into the police handling of the unsolved murder of private investigator Daniel Morgan	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a

		significant impact on policy or process.
2013	Murder of Lee Rigby	3.2 Records that illustrate a significant event/person/group which lead to a change in policy, set a precedent or caused controversy and add to what is already known.
2013	Marriage (Same Sex Couples) Act Gains Royal Assent	1.1 Records of policy decisions that had a significant impact on UK or international events and conditions where department was the lead. 1.2 Records that show the development of primary legislation where department is the lead 1.4 Key records that illustrate how legislation was implemented where department was the lead.
2014	The Stephen Lawrence Independent Review is presented to parliament	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2014	An independent, non-statutory Inquiry into Child Sexual Abuse is launched by Theresa May. Both its chairs resigned shortly after their appointments.	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2014	Inquiry into death of Alexander Litvinenko announced by Theresa May	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.
2015	The Independent Inquiry into Child Sexual Abuse and background, a statutory Inquiry chaired by Prof Alexis Jay, which formally opened in July 2015.	2.4 Records (e.g. evidence, transcripts, reports) of tribunals, commissions, inquiries or inquests that were of particular public interest or had a significant impact on policy or process.

3.7 Internal Administration

Several Operational Selection Policies are potentially relevant as follows:

- OSP 6 Records created by and relating to coroners 1970-2000
- OSP 16 Probation records
- OSP 24 Records relating to the machinery of government and the management of the civil service March 1974-2000
- OSP 27 UK central government websites
- OSP 29 Metropolitan Police Service (MPS) records
- OSP 30 Government and people: the interaction of the state with the citizen
- OSP 35 Board and Committee Records
- OSP 38 Records for Internal Administration
- OSP 42 Records of Departmental Legal Branches
- OSP 48 Case files: Ordinary passport and immigration case files are generally only

selected for permanent preservation where they have created legal or policy precedent (Selection criteria 6.3)

ADDITIONAL INFORMATION AND FOLLOW-UP

4.1 Additional Checks

The Home Office Review Team will use The National Archives selection criteria as a guide to selecting documents for transfer. The National Archives has worked closely with the Home Office to support the Department with the selection of records, and this is expected to continue through the lifecycle of this document.

4.2 Implications of this report for the selection of records held in related departments / agencies

The arms length bodies and non-ministerial departments associated to the Home Office have responsibility for the selection and ongoing preservation of their records. As this report does not refer to their records, the report should have no effect on their existing processes in place for the review and selection of paper records held by these organisations. Although some of the ALBs and NMDs are not mature enough to be considered for transfer under the 20 Year Rule, they will individually be responsible for complying with the Public Records Act.

4.3 Implications of the report for the review and selection of paper records relating to the functions covered here

This report will have no significant effect on the existing processes in place for the review and selection of paper records. The Home Office began its transition to digital records storage in 2005. As it is not expected that digital records will be transferred in earnest before 2025, this document focuses on paper record holdings. It should be noted, however, that inquiry work is often required to be transferred earlier than the 20 year rule, sometimes shortly after completion. As a result, there is some ad-hoc transfer of digital records due to take place as early as 2017, for which the appropriate preparations are underway.

4.4 Follow-up

This appraisal report will be reviewed, updated and republished every five years or following significant machinery of Government changes. In the interim, the Home Office's Departmental Records Officer will ensure that this document is updated internally to reflect any changes to the Home Office's organisation, its core functions, or the datasets it produces.

ATTACHMENTS

Annex A

The table below shows the non-HO TNA file series that contain records created by the Home Office

Citable Reference	Title	Start Date	End Date
AT 81	Department of the Environment and Predecessors: Inner City Development and Successors; Registered Files (ICD, ICR and EC series).	1968	1968
AT 102	Office of the Deputy Prime Minister and Predecessors: Emergency Fire Service	1990	1990
BD 24	Home Office, and Ministry of Housing and Local Government, Welsh Office: Registered Files (WAL and WA Series)	1949	1949
BN 28	Home Office and Department of Health and Social Security: Children's Division and predecessors: Case Papers and Administrative School Records (CHN Symbol series)	1939	1980
BN 29	Home Office and Department of Health and Social Security: Children (CHN Symbol Series) Files	1935	1992
BN 61	Home Office: Children (CHN Symbol Series) Reports and Papers: Local Authorities and NSPCC	1945	1971
BN 62	Home Office and Department of Health and Social Security: Approved Schools and Remand and Voluntary Homes: Files (CHR Symbol Series)	1897	1990
BS 18	Joint Committee for Refugees from Vietnam (Peterson Committee): Minutes Papers and Correspondence	1978	1978
BS 27	Inquiry into the Circumstances Surrounding the Convictions Arising out of the Bomb Attacks in Guildford and Woolwich in 1974 (May Inquiry): Transcripts of Inquiry and Reports	1964	1964
BT 223	Home Office: Consumer Safety Unit: Files	1929	1929

BV	Records of the Parole Board. Annual reports of the Board: BV 1. Parole Board: Policy and Operational Files: BV 3	1968	2000
CJ 1	Home Office: Six Figure Files	1924	1958
CJ 3	Home Office and Northern Ireland Office: Registered Files (CIM Series)	1958	1973
CJ 4	Home Office and Northern Ireland Office: Registered Files (NI Series)	1930	1985
CLG 18	Fire Service College Website	2000	2000
CO 5	Board of Trade and Secretaries of State: America and West Indies, Original Correspondence	1606	1822
CO 65	Home Office: Corsica, Entry Books	1794	1796
DSIR 48	Department of Scientific and Industrial Research and Fire Offices' Committee: Joint Fire Research Organisation: Registered Files (F Series)	1951	1951
EF Division 1 (EF 1 to EF 5)	Records of the Home Office, Explosives Inspectorate.	1786	1974
FO 3	Foreign Office and predecessors: Political and Other Departments: General Correspondence before 1906, Algiers	1760	1760
FO 20	Home Office: General Correspondence before 1906, Corsica	1783	1783
FO 52	Foreign Office and predecessors: Political and Other Departments: General Correspondence before 1906, Morocco, Series I	1761	1761
FO 76	Foreign Office and predecessors: Political and Other Departments: General Correspondence before 1906, Tripoli, Series I	1756	1756
FO 77	Foreign Office and predecessor: Political and Other Departments: General Correspondence before 1906, Tunis, Series I	1770	1770
FV 87	Department of Industry and predecessors: Posts and Telecommunications Division and predecessors: Registered Files (TFB Series)	1965	1965
GUK 20	Home Office - Inside Government - GOV.UK Website	2012	2012

GUK 139	Home Office Digital - GOV.UK Blog Website	2015	2015
HLG 1	Local Government Board and predecessors and successor: Local Authorities, Registered Files (O Series)	1905	1927
HLG 137	Ministry of Housing and Local Government: Slaughterhouses, Registered Files (91018 Series)	1955	1961
HLG 15	Ministry of Health and predecessors: General Instruments and Consents Relating to Financial Transactions	1905	1925
HLG 19	Ministry of Health and predecessors: Miscellaneous Instruments and Consents	1905	1952
HLG 32	Home Office and successors: Taxation Branch and successors: Local Government Financial Statistics	1905	1974
HLG 45	Ministry of Health and predecessors and successors: Burial Grounds, Registered Files	1905	1973
HLG 46	Local Government Board and predecessors and successor: General Policy and Procedure, Registered Files (O Series)	1905	1927
IR 95	This series contains the certificates of capital value issued by the Land Commissioners under the Extraordinary Tithe Acts 1886 and 1897. Certificates of capital value were made in respect of some 500 tithe districts in sixteen counties.	1905	1922
LAB 14	Health and Safety Executive and predecessors: Safety, Health and Welfare Registered Files	1905	1981
LAB 15	Home Office and Ministry of Labour and successors: Factory Department and Inspectorate: Registered Files and other records	1836	1975
LAB 46	Government Wool Disinfecting Station	1897	1956
LAB 55	Inter-Departmental Working Party on the Gowers Committee Report	1949	1952
LAB 56	Home Office and Ministry of Labour and National Service and successors: Factory Inspectorate and Factory Department: Registers of Lead, etc, Poisoning and Anthrax Cases	1900	1951
LAB 59	Home Office: Explosives Inspectorate: Annual Reports	1875	1974
LAB 62	HM Factory Inspectorate: Occupational Hygiene Laboratories	1923	1977

LAB 67	Records from HM Factory Inspectorate's South Western regional office, including annual reports, accident returns, companies' files, conference minutes, legal papers, monthly circulars and other records, illustrating the routine work of the Inspectorate.	1903	1974
MH 102	Home Office: Children's Department: Registered Files (Six Figure Series)	01/01/1850	1971
MH 109	Home Office, Children's Department, and Department of Health and Social Security, Children's Division: Circulars	1909	1973
MH 13	General Board of Health and Home Office, Local Government Act Office: Correspondence	1846	1871
MH 51	Lunacy Commission and Board of Control: Correspondence and Papers	1798	1971
MH 80	Department of Health and Social Security and predecessors: Bill Papers	1885	1973
NL	Contains records of the Independent Commission on the Voting System relating to the consideration of electoral reform.	1998	1998
NT	The records of the Stephen Lawrence Inquiry. Transcripts to Part 1 of the Inquiry, in NT 2. Submissions to Part 2 of the Inquiry, in NT 1. Administrative Papers of the Inquiry, in NT 3.	1989	1999
PCOM 13	Home Office and Prison Commission: Treasury Authorities for Expenditure	1849	1946
PCOM 14	Prison Commission and Home Office, Prison Department: Board of Prison Commissioners and Prisons Board: Minutes and Papers	1879	1978
PCOM 15	Prison Commission and Home Office, Prison Department: Voluntary Advisory Nursing Board: Minutes	1956	1970
PCOM 17	Prison Commission: Notes Section: Precedent Books	1938	1964
PCOM 2	Home Office and Prison Commission: Prisons Records, Series 1	1770	1951
PCOM 3	Home Office and Prison Commission: Male Licences	1853	1887

PCOM 4	Home Office and Prison Commission: Female Licences	1853	1887
PCOM 5	Home Office: Old Captions and Transfer Papers	1843	1871
PCOM 6	Home Office and Prison Commission: Registers and Indexes	1824	1949
PCOM 7	Home Office and Prison Commission: Registered Papers, Series 1	1838	1938
PCOM 9	Prison Commission and Home Office, Prison Department: Registered Papers: Series 2	1901	1973
PIN 11	Home Office: Workmen's Compensation Bill Papers	1906	1906
PIN 12	Home Office and Ministry of National Insurance and successors: Workmen's' Compensation, Correspondence and Papers	1900	1900
PIN 900	Ministry of Pensions and National Insurance and predecessors: Specimens of Series of Documents Destroyed	1912	1912

POWE Division 1	<p>Records reflecting the creating bodies' responsibilities in relation to the coal industry.</p> <p>Correspondence and papers of the Coal Division are in POWE 16, POWE 17 (emergency services, price control, supply and demand for anthracite, retail coal distribution), POWE 18 (fuel and lighting), POWE 19 (house coal emergency schemes), POWE 20 (labour and labour relations), POWE 21 (Mines Department War Book control arrangements), POWE 22 (drainage schemes: mining subsidence, mining rights, mineral royalties, financial assistance, Reid Committee reports), and POWE 26. Up to 1942, these are records inherited or created by the Mines Department, and include records relating to wartime controls. Subjects included amongst these cover various aspects of coal mining. Some early papers in these series originated in the Home Office.</p> <p>Finance files are in POWE 39. Records of the Directorate of Opencast Mining are in POWE 40. Records of the Coal Distribution Costs Committee (1956-1958) are in POWE 47.</p> <p>The main registered file series of the Coal Division post-dating nationalisation are in POWE 37 (B Series), POWE 52 (COAL Series) and POWE 53 (C Series). The main series of the Coal Division files dealing with international matters are in POWE 41 (OB Files).</p>	1883	1973
POWE Division 16	<p>Records reflecting the creating bodies' responsibilities in relation to safety, health and welfare in mines and quarries, including enquiries into mine disasters.</p> <p>Annual reports of the Inspectors of Mines are in POWE 7. Home Office, mines and quarries out-letters are in POWE 4, with registered files in POWE 6</p>	1850	1968
POWE Division 17 (POWE 23 only)	<p>Records relating to the administration and conduct of mining examinations.</p> <p>Minutes of the Board are in POWE 23</p>	1919	1949
PRO 30/45	1779-1854. Misc. correspondence from the Sec. of State for the Home Dept.	1779	1905

PRO 30/45 (same ref. as above but different item)	Joseph Hatton: Collection of Home Office Criminal Papers	1779	1854
RG	<p>Records of the General Register Office, , Office of National Statistics, Government Social Survey Department, and Office of Population Censuses and Surveys relating to the registration of births, marriages and deaths and the collection of information about the population by means of census and survey.</p> <p>Registration of Births, Deaths and Marriage before 1837 Various series of non-parochial registers deposited in the General Register Office since 1840 are in RG 4, RG 6, RG 7 and RG 8. Birth certificates from the Presbyterian, Independent and Baptist Registry and from the Wesleyan Methodist Metropolitan Registry are in RG 5.</p> <p>General Register Office Maps of superintendent registrars' districts, RG 18. Establishment and accounts, RG 20 and RG 55. Administration of local registration, RG 21. National Health Service Central Register, RG 22. Royal Commission on Population (1944-1949), RG 24. Inter-Departmental Committee on Social and Economic Research, RG 25. Population and medical statistics, RG 26 and RG 47. National Registration, RG 28 and RG 101. Entry books of letters to and from the Treasury and the Local Government Board, RG 29. Returns of registered places of worship of protestant dissenters and Roman Catholics, 1852, RG 31. Non-statutory records of births, marriages and deaths of British subjects abroad, RG 32, RG 33, RG 34, RG 35 and RG 36, with indexes in RG 43. Registers of persons authorised under the Marriage Act 1898, RG 42. Copies of records relating to the removal of graves or tombstones are in RG 37. Circulars issued by the office on vital and health statistics (from 1910) and registration (from 1909), RG 41.</p>	1567	2015

Records relating to the registration of births, marriages and deaths, RG 48.
Records of the Certificate application section, RG 49.
Private office papers, RG 50.
Photographs, RG 54.
Seals of Letters Patent, RG 80.
Smallpox vaccination returns, RG 56.
Returns of death from cancer, RG 58.
Minutes and papers of the Departmental Whitley Council, RG 59.
Population estimates 1891-1929, RG 60.
Inspectorate reports on Registration Officers, RG 61.
Registration Officers' handbooks, RG 64.
Schedules of the Family Census (1946), RG 67.
Original finding aids, RG 68.
Certificates issued under the Places of Religious Worship Certifying Act 1852 and Places of Worship Registration Act 1855, RG 70.
Registered files of the Business Statistics Office, RG 75.
Specimen documents relating to national registration in both world wars, RG 900.

Government Social Survey Department and predecessors

Registered files of the surveys are in RG 40 with reports and papers in RG 23.

Office of Population Censuses and Surveys
Original returns of the General Household Survey are in RG 38, and machine-readable records of the survey are in RG 39.

Coloured School Leavers' Employment Survey, RG 51, and the Labour Force Survey, RG 53.

Quarterly copies of birth, marriage and death registrations are in RG 44, RG 45 and RG 46 respectively.

Reports of the Registration Division are in RG 57 and of the Computer Division in RG 65.

Cause (of death) coding manuals, RG 63.

Establishment Division files, RG 20.

Vital Statistics Branch reports, RG 62.

Censuses of Population

- Correspondence and papers relating to censuses are in RG 19.

- Enumerators' returns for 1861 to 1901 are in RG 9, RG 10, RG 11, RG 12, RG 13, RG 14, RG 15, RG 16 and RG 17.

	<ul style="list-style-type: none"> • Specimen census returns forms, 1841 to 1951, are in RG 27. • A partial set of published census reports and population abstracts is in RG 30. • Census process plans are in RG 66. • The database of 1961 census statistics is in RG 72, of the 1966 census in RG 73 and of the 1971 census in RG 74. The database of 1961 census statistics are in RG 72 of the 1966 census in RG 73 and of the 1971 census in RG 74. • Maps of superintendent registrars' districts and sub-districts are in RG 18. <p>Datasets of the Office of National Statistics and Predecessors</p> <ul style="list-style-type: none"> • Historic Deaths dataset, RG 69. • Primary Births datasets, RG 71. • Retail Prices Index (RPI) and Consumer Prices Index (CPI) datasets, RG 77. • Scientific Research and Development Survey dataset, RG 79. • Company Accounts Analysis dataset, RG 81. • Annual Census of Production (ACOP) dataset, RG 91 <p>For series created for regularly archived websites, please see the separate Websites Division.</p>		
SO 1	Signet Office and Home Office: Sign Manual Letter Books Largely Relating to Ireland	1627	1627
SO 2	Signet Office and Home Office: Indexes to Sign Manual Letter Books Largely Relating to Ireland.	1643	1643
SO 3	Signet Office and Home Office: Docquet Books and Letters Recommendatory	1585	1585
SO 5	Signet Office and Home Office: Miscellaneous Books	1660	1660