



OPERATIONAL SELECTION POLICY OSP13

BRITAIN'S DIPLOMATIC RELATIONS, 1973 -1996

February 2002; Revised November 2005

1 Authority

- 1.1 The National Archives' Acquisition Policy statement announced the Archive's intention of developing, in consultation with departments, Operational Selection Policies across government. These policies would apply the collection themes described in the policy to the records of individual departments and agencies.
- 1.2 Operational Selection Policies are intended to be working tools for those involved in the selection of public records. This policy may, therefore, be reviewed and revised in the light of comments received from the users of the records or from archive professionals, the department's experience of using the policy, or as a result of newly discovered information. There is no formal cycle of review but we would welcome comments at any time. The extent of any review and revision exercise will be determined according to the nature of the comments received.
- 1.3 If you have any comments on this policy, please e-mail records-management@nationalarchives.gov.uk or write to:

Acquisition and Disposition Policy Manager
Records Management Department
The National Archives
Kew
Richmond
Surrey
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2 Scope

- 2.1 Records relating to Britain's diplomatic relations with other states and inter-governmental organisations are produced by the Foreign and Commonwealth Office (FCO), the Cabinet Office, the Prime Minister's Office and the Home Office. This policy relates to the records of the Foreign and Commonwealth Office and the Home Office, those of the Cabinet Office and the Prime Minister's Office being covered by a separate Operational Selection Policy OSP12, *The Central Direction and Oversight of Government Policy and Programmes, 1970 - 2000*. It does not cover other aspects of Britain's external relations (such as aid and development activities, cultural relations, the work of Britain's overseas representatives as recorded in their own files, or scientific contacts with other states). Nor does it cover UK relations with inter-governmental organisations whose work is mainly in areas other than diplomatic ones (such as UNESCO or NATO). These will be covered in future Operational Selection Policies.
- 2.2 This policy does not cover the working relations between other departments and their counterparts overseas on matters of mutual

interest, except where they have a direct relationship to Britain's diplomatic relations; such records will be covered by Operational Selection Policies relating to the work of those departments specifically. It does, however, cover the work of FCO in representing the interests of those departments to other states.

- 2.3 A complete listing of the FCO departments covered by this Operational Selection Policy is included at Annex C. A number of departments that dealt with subjects for the whole world, rather than diplomatic relations on a regional basis (for example, the FCO Oil and Commodities Department) are not covered by this policy, and will be considered in a later Operational Selection Policy. Records produced by Britain's overseas diplomatic posts will also be considered later in a further separate Operational Selection Policy.
- 2.4 At the time of writing, FCO was reviewing for permanent preservation records dating from 1972. This policy will be applied to the review of all records relating to this subject dating from 1973, and will cover records produced up to 1996, by which date an electronic records management system (ARAMIS) had largely superseded manual systems in the FCO. ARAMIS, which managed both paper and electronic documents within a common filing system, was introduced in a phased programme, department by department over the period 1992-1997; all FCO departments covered by this Operational Selection Policy were using ARAMIS by 1996. For each FCO department this policy should be applied for selection of the paper records prior to the introduction of ARAMIS, for some departments therefore only until 1993, 1994 or 1995. FCO records produced after the introduction of ARAMIS will be considered separately in later Operational Selection Policies, as it is unlikely that the appraisal guidance used in this policy on a file subject code basis will be applicable to the records created electronically in a new file system. Records produced electronically before 1993 were printed to paper and registered on paper files. A list of the FCO departments covered by this Operational Selection Policy, including information on the years in which they switched from paper to electronic records management, is included at Annex C. Future Operational Selection Policies will cover FCO's electronic records.
- 2.5 This policy does not cover in detail records of the Prime Minister's Office or the Cabinet, Cabinet Office and Cabinet Secretariat relating to the maintenance of Britain's diplomatic relations. These are described in detail a companion Operational Selection Policy, *The Central Direction and Oversight of Government Policy and Programmes, 1970 to date*, OSP 12. Nor does it deal with the records of the Royal Family and the Royal Household relating to diplomatic relations as such modern records are not public records and fall outside the scope of the Public Records Act. As an international organisation, the records of the Commonwealth Secretariat are also

not public records and fall outside the scope of the Public Records Act: they too are not addressed by this Operational Selection Policy.

- 2.6 The activities of the various government funded organisations (described at section 3.6 below) such the Westminster Foundation for Democracy will be recorded in the correspondence, reports and other records held by the sponsoring body, FCO, in its files. These bodies are therefore excluded from the scope of this policy, and their records will not be considered for permanent preservation in The National Archives, which will instead preserve relevant FCO records.
- 2.7 The Department for International Development (successor to the Overseas Development Administration and the Ministry of Overseas Development) has lead responsibility for development and aid provision and policy; the British Council has responsibility for Britain's cultural and educational relations with other states; the records of both these organisations fall outside of the scope of this Operational Selection Policy.
- 2.8 This Operational Selection Policy provides guidance on the identification of records for permanent preservation. It does not provide guidance on access to selected records.

3 Responsibilities for Diplomatic Relations

3.1 The Queen as Head of State and Head of the Commonwealth

The Queen and other members of the royal family play significant ceremonial roles in the maintenance of British diplomatic relations, receiving visitors who are heads of other states, and paying overseas state visits. The royal household liaises closely with FCO in the organisation and timing of such visits. As Head of the Commonwealth, the Queen is recognised as the symbol of their free association by the 54 member states. She attends and opens Commonwealth summits, Commonwealth Heads of Government Meetings and the Commonwealth Games, and performs other duties, such as making annual Commonwealth Day broadcasts. The Queen is also Head of State of 15 member states of the Commonwealth apart from the United Kingdom. Day-to-day administration of the Commonwealth is undertaken by the Commonwealth Secretariat in liaison with the governments of member states.

3.2 The Prime Minister

The Prime Minister has a direct involvement in Britain's diplomatic relations in many ways. As head of the government, the Prime Minister appoints the Secretary of State for Foreign and Commonwealth Affairs, and gives direction to the Secretary of State in the performance of his functions. The Prime Minister presides over the Cabinet, which takes a close interest in diplomatic affairs;

exercises a general supervision over departments; and settles departmental differences where a reference to the Cabinet may not be required. The Prime Minister communicates directly with heads of other governments, receives visiting heads of government and heads of state, and pays visits as head of the government. The Prime Minister also attends meetings of heads of government of various inter-governmental organisations, such as the Commonwealth Heads of Government Meetings or the European Union Intergovernmental Conferences, and from time-to-time addresses sessions of other inter-governmental organisations.

3.3 The Cabinet

The Cabinet provides the forum for discussion and decision-making that affects more than one department. This is achieved through the full Cabinet and a number of Cabinet committees and sub-committees whose membership reflects the interested government departments. Such committees can be comprised of Ministers or senior civil servants (Officials). Their work is supported by various secretariats, which organise arrangements for the work of the committees. Overseas issues, including diplomatic relations, have been handled since 1973 by the Cabinet, the Defence and Overseas Policy Committee and its various sub-committees, various Commonwealth and dependent territories committees and a Ministerial Committee on European Affairs. The Cabinet Office also contains an international section responsible, among other things, for making arrangements for overseas visitors.

3.4 The Foreign and Commonwealth Office (FCO)

In the 1960s, steps were taken to overhaul the mechanisms managing Britain's relations with other states. A review of the overseas services (diplomatic, consular, cultural, trade and military and labour attachés) conducted by Lord Plowden in 1962-1964 led to the establishment of a unified Diplomatic Service Administration Office (DSAO) in January 1965. The Colonial Office and the Commonwealth Relations Office were merged to form the Commonwealth Office in August 1966 (at which time the DSAO assumed responsibility for colonial service staff). From January 1967, the Commonwealth Office, the Foreign Office and the DSAO operated a common file registry scheme, and took other steps to prepare for merger (such as the formation of joint departments). In October 1968 the three offices were merged to form the FCO. From that time FCO has had responsibility for the conduct of all Britain's diplomatic relations with international organisations, foreign and commonwealth states and UK Overseas Territories. Its role is to provide the means of communication between the British and other governments and international organisations, to alert the government to the implications of developments overseas, to protect British interests and British citizens overseas, to explain British policies to and cultivate friendly

relations with other governments, and to discharge British responsibilities (mostly for defence and international affairs) to the UK Overseas Territories.

Policy on diplomatic relations is established by the FCO in London, as directed by the Secretary of State, taking into account reports made by diplomatic service staff overseas, other relevant information and, as necessary, views of other government departments. The policy is communicated to Britain's representatives overseas (ambassadors, high commissioners, governors general, consuls and their staff, and delegations to international organisations) who then implement it through diplomatic contacts with staff of the host government and diplomats of other states represented there. Within limits, diplomatic service staff have freedom to take the initiative where time does not allow consultation with FCO, or where the matter is of purely local significance. Such matters will be reported back to London retrospectively. Where the United Kingdom has, for whatever reason, no diplomatic representation in a foreign state, there will usually be a British Interests Section in the embassy of a friendly state to represent residual British interests to the host government.

3.5 Other Government Departments

The Home Office is the responsible department for Britain's relations with the Crown Dependencies of the Channel Islands and the Isle of Man. It carries out functions analogous to those of the FCO with UK Overseas Territories in maintaining relations with the islands' governments, and looking after their external relations. This responsibility is in fact exercised through the Privy Council, the organ through which the Crown formally administers the Crown Dependencies, and on which the Home Secretary sits with special responsibility for relations with the Isle of Man and the Channel Islands. All records of significance relating to relations between the Crown Dependencies and Britain are, however, maintained by the Home Office, not the Privy Council.

Other UK government departments from time-to-time need to open contacts with the government of another state or international organisation. While staff of the other department may travel to and have discussions or negotiations with their opposite numbers, this may be done through the offices of or with the assistance of the FCO. Records of such contacts will be generated both in the FCO and in the other government department. There will also be cases where FCO representatives overseas receive reports that are relevant to staff of other government departments, to whom copies will be sent. In both these cases, the decision on which record to preserve (FCO's or the other department's) will depend on which of them had lead responsibility for that subject, and on whether additional diplomatic activity was generated for FCO. For further details on selection, see Annex A.

3.6 Other Government Funded Agencies

A number of bodies supported financially by the government, but operating independently from it, seek to promote contact and understanding between Britain and other parts of the world, and to encourage the development of democratic institutions, through publications, lectures and other means. Of these, the first was the Great Britain-USSR Association, formed in 1959. This became the Britain-Russia Centre in 1992, and the following year the British East-West Centre was formed to maintain links with those parts of the former Soviet Union that had become independent from Russia. In 1967 the Great Britain/East Europe Centre (from 1992 the British Association for Central and Eastern Europe) was established, and in 1974 the Great Britain-China Centre, to pursue similar objectives in central and eastern Europe and China. These three organisations all received part funding from the government to pursue their aims. In 1992, the Westminster Foundation for Democracy, fully funded by the FCO, was established to assist in building and strengthening pluralist democratic institutions in Central and Eastern Europe, the Commonwealth of Independent States and Anglophone Africa. These bodies all had a role in supporting British diplomatic objectives overseas, even if they were at one remove from central government.

4 Relevant Collection Themes in The National Archives' Acquisition Policy

4.1 The Acquisition Policy outlines certain themes, which form the basis of The National Archives' appraisal and selection decisions. Of these themes, the following is of relevance to the maintenance of diplomatic relations:

- 2.2.1 Policy and administrative processes of the state -
 - 2.2.1.3 External relations and defence policy

5 Key Themes within the Foreign and Commonwealth Office

5.1 The maintenance of Britain's diplomatic relations with other states and organisations is the key theme of all the record series produced by the geographical and international organisation departments of the FCO covered by this Operational Selection Policy. The structure of the FCO file system is explained at section 7 below, but the records to be preserved from each of the FCO file subject codes are set out in Annex A (for the period 1976-1996) and Annex B (for 1973-1976).

5.2 The relevant geographical departments of the FCO will contain among their records files relating to the funding, work and policies of the Centres for maintaining links with other states (see section 3.6 above). As FCO files including copies of the minutes of the executive committees and boards of these centres, and correspondence relating

to any major initiatives will be preserved, it is unlikely that any records of these organisations will be found to be worthy of permanent preservation, and there will be no key themes not copied on to FCO. This view was confirmed by an FCO review of records of the Britain-Russia Centre in April 2000.

6 Key Themes within Records of Other Departments dealing with UK Diplomatic Relations

- 6.1 The key themes for records of the Home Office relating to diplomatic relations of the Crown Dependencies will be those areas for which the Dependencies do not exercise responsibility, principally defence and external relations.
- 6.2 The key themes contained within records of the Cabinet Office and the Prime Minister's Office are contained in the companion Operational Selection Policy *The Central Direction and Oversight of Government Policy and Programmes, 1970 to date* (OSP 12).
- 6.3 Other government departments will from time-to-time have an interest in developments overseas, and will make contact with colleagues in sister departments in other states and organisations, and with the FCO, on a particular issue (see section 3.5 of the policy for further details). This policy assumes that in each case the record of the lead department for any contact will be the one to be preserved. So, for example, where a government department passed copies of its dealings with a counterpart department overseas to FCO, it is the records of the lead department, not those of FCO, that should be considered for permanent preservation. Departments must not assume that FCO will preserve copy records of their dealings with other states and organisations overseas.

7 Structure of Filing Systems and Correlation to Collection Themes: Foreign and Commonwealth Office

- 7.1 From January 1967, the predecessor offices of the Foreign and Commonwealth Office were using a common registry system, under which departments were allocated file series codes. In the geographical departments dealing with diplomatic relations with other states the file series were sub-divided into sets for records dealing with the region generally (for example a Far Eastern Department file on the Far East generally would be registered as FE), and one set for each state (or sometimes groups of smaller states) in the region (for example a file on Japan would be registered as FEJ, one on China FEC). Within each of the sets, the same registry file numbers were used for the same subjects. A document on social matters in the Far East generally would be filed as FE 18; social matters in China as FEC 18; in Japan as FEJ 18, and so on. This system operated over an annual file cycle, so that all files were closed at the end of the year, and new files opened when they were required from the following

January. So the 1973 FEC 18 file would be closed in December 1973, and a new FEC 18 file opened in January 1974.

- 7.2 This predictable format had few variations. In some of the geographical departments, a set was allocated to a relevant international organisation rather than a state (for example the FAC set of files represent work of the South-East Asian Department relating to the Colombo Plan, FAT to work relating to the South East Asia Treaty Organisation - SEATO). A small number of departments dealt with one state only (for example Hong Kong, or Rhodesia); in these cases although subdivisions were used, they represent different aspects of the administration. A table of FCO departments covered by this Operational Selection Policy is at Annex C.
- 7.3 Files on relations with international organisations mostly appear as sub-sets within department files series (either geographical ones, as for SEATO in the South Asian Department, or subject ones, such as the Council of Europe in the Western Organisations Department). However, relations with the most significant organisations were handled by separate FCO departments, such as the United Nations (Political) and the United Nations (Economic and Social) Departments, and these of course have their own departmental file series code. The usual pattern of registry file numbers of files still applies.
- 7.4 The FCO filing guide was revised in January 1976, and the subject codes were altered at that time. The old two figure codes (18 in the example at 7.1 above) were replaced by three figure codes. More detail on the division of subjects between codes can be found in Annexes A and B. Although the new codes were intended to be introduced across the FCO at the same time, the take-up of the new codes was slow in two departments. The Finance Department did not introduce the new code until January 1977 and, more significantly from the point of view of this Operational Selection Policy, the West Africa Department operated throughout 1976 using a registry system which merged aspects of the old and new systems, finally introducing the new system properly in January 1977.
- 7.5 The general arrangement of files in FCO is consistent enough to allow it to be used as the basis for the Acquisition Policy guidance set out in detail in Annexes A and B.

8 Structure of Filing Systems and Correlation to Collection Themes: Home Office

- 8.1 Home Office Channel Island and Isle of Man business was recorded in CIM series files from 1947 to the 1980s, at which point the CIM series was closed and a new ISL series opened. The CIM series originally included records relating to Home Office responsibilities in

Northern Ireland, but these were transferred to the Northern Ireland Office when it was established.

- 8.2 Many of the records in the CIM series relate to the applicability of UK legislation to the Channel Islands and the Isle of Man, and take the form of case files. As the final decision about applicability will be contained in the enacted legislation, there is no need to preserve these case files. Files containing preparatory briefs and records of proceedings for visits to the islands by the Secretary of State will be preserved. Visit files for junior Home Office ministers and senior officials, and officials and ministers of other UK government departments will only be preserved where the files show evidence of significant developments in the relationships between the UK and the islands, or aspects of the management of those relationships from London which will not be found in the island's own records. As the islands are responsible for their own internal administration, there is no need to preserve Home Office files relating to the islands' internal affairs, except where they shed light on developing relations between the islands and the United Kingdom. Home Office files dealing with major developments in the international relations or defence of the islands (for example, Channel Island relations with France and the European Communities), or showing the United Kingdom's role in ensuring good government in the islands, should be preserved, as should records which demonstrate developing island relations with the Home Office or the Privy Council.

9 Implementation of Selection Policy

- 9.1 FCO, Home Office and Cabinet Office registered files, and records of the Prime Minister's Office relating to the conduct of international relations, will be reviewed on a file-by-file basis according to the criteria set down in this Operational Selection Policy.
- 9.2 Records of the various cabinet committees covered by this Operational Selection Policy will be automatically selected for permanent preservation, as part of the usual process of records work undertaken by the Cabinet Office.

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Annex A

Acquisition policy guidance for FCO filing guide 1976-1996

This appendix is arranged by subject codes taken from the FCO filing guide, introduced in all departments covered by this Operational Selection Policy (except West Africa Department) in January 1976, and used by West Africa Department as well from January 1977. For each code, the criteria are set out for the files that will be acquired by The National Archives, and those that are deemed to be not worthy of permanent preservation. A list of FCO departments covered by this Operational Selection Policy can be found at Annex C.

Where both the FCO and another government department have an interest in particular developments overseas (see section 3.5 of the policy for further details), it is assumed throughout this annex that the record held by the lead department will be the one to be preserved. However, where FCO is not the lead department, significant developments in Britain's diplomatic relations may nevertheless result, and so there will be occasions where files produced by FCO, not the lead department for a particular subject, will still merit preservation.

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Subject code 010 Internal Affairs

- Subjects covered:** internal political affairs of the region, state or organisation being covered; reports from overseas representatives to FCO in London about major political developments overseas; FCO's response to developing situations; annual reviews; general reporting on the political situation, including on national and local elections, government appointments and changes; national representation on international organisations and the progress of the work of those organisations; the activities of political figures, parties and groups, including exiled or refugee groups, the military where they had a political role; political protests and demonstrations, disturbances, coups d'état, and demonstrations against British representatives or institutions; assessments of the standing of Britain in the state concerned, and British interests generally; ambassadors' and high commissioners' first impression or valedictory despatches; the political implications of relations/disputes/alliances/conflicts with other states; reports on significant local events (such as deaths of elder statesmen, independence celebrations, visits and activities of heads of state or other leading politicians); any moves toward constitutional reform; the administration of the state or organisation, including the civil service and government agencies or the staffs of international organisations; general impressions of the state as shown in reports of tours by embassy, consular or high commission staff, departmental briefs and so on. **International organisations:** for international organisations, the code also includes files on subjects such as briefs for meetings and UK positions and voting intentions at meetings or conferences and elections to ruling bodies of the organisations. **UK Overseas territories:** files on the internal administration of UK Overseas territories, and on appointments to Executive Councils and senior government posts.
- Records to be preserved:** files that document major political developments in the state, region or organisation concerned, and show the development of Britain's diplomatic relations; all annual report and first impression/valedictory despatch files; briefs for the Secretary of State or ministers on political developments overseas; FCO files of answers to Parliamentary Questions on issues of diplomacy where the content of the file documents policies or attitudes not revealed in the answer given to Parliament, and not evident from other selected files. **International organisations:** files showing important developments of UK policy

towards international organisations will be preserved. **UK Overseas territories:** files showing significant developments of policy for the territory in areas where the UK remained responsible will be preserved.

3. **Records not to be preserved:** files whose contents document minor developments only, or pass on to other departments without significant FCO comment or action copies of local press cuttings, published reports, speeches or broadcasts, proceedings of local parliaments or international organisation papers. Files recording the regularly updated papers on leading personalities of other states, as this information for such prominent personalities will be available from other sources. **International organisations:** where it is clear from the file that the lead in relations with the organisation was being taken by another government department, FCO files showing developments of UK policy towards it will not be preserved. **UK Overseas territories:** files on areas where the territory was responsible for its own internal administration will not be preserved, except where there is significant FCO comment on local developments.

Subject code 020 External Affairs

4. **Subjects covered:** external relations of the state, region or organisation covered, with the UK and UK dependencies, with other states, international and regional organisations; visits by leading individuals of the subject state; visits to the state by leading figures from elsewhere.
5. **Records to be preserved:** files documenting the development of UK relations with the state, region or organisation wherever the file records developments of diplomatic interest to the UK in the relationship between the states, FCO assessment of the relationship, or evidence of FCO activity to manage, improve or protect that relationship; files dealing with the expulsion of diplomats from the UK, or of British diplomats from other states; records dealing with the recognition of states or regimes in states by the United Kingdom; files showing the development of relations between the subject state and another state or organisation will be preserved where they document developing relations that have, or in time come to have, an impact on UK relations with those states (for example, a file showing developments in the relations between Spain and Morocco might merit preservation because of the UK interest in matters relating to the labour supply in Gibraltar); files that demonstrate continuing developments in relations between states where there is no direct UK interest, but where the course of future events is known to be important, will be preserved where they show major developments in relations (for example, files on relations between China and Taiwan); files on visits to and from the subject state or organisation where the visit generated considerable FCO activity; files where there was significant FCO comment and activity relating to visits between representatives of other states; main files relating to visits to or from the UK, planning, briefing and reporting files relating to visits by foreign heads of state, heads of government or foreign ministers or leaders of Commonwealth states or UK Overseas territories to the UK, or by the Queen, the Prime Minister,

the Secretary of State for Foreign and Commonwealth Affairs and other FCO ministers to other states; for visits by other ministers and officials, FCO files will be preserved where they show the visit having a direct impact on UK relations with the other state or organisation, or where there is evidence of significant FCO comment on the outcome of the visit which was not reported to the lead department at the time, or where the outcome of the visit resulted in a change in FCO policy on the conduct of such visits in future; for visits to the UK by other dignitaries (e.g. families of heads of state), or from the UK by other members of the Royal Family or other dignitaries (such as the Lord Mayor of London), files will be preserved where they show developments in the diplomatic relations between the UK and the other state. **International organisations:** For UK relations with international organisations, records showing the development of UK policy, alliances with other members to secure particular policy objectives, and general reporting on the work of the organisation, where it resulted in a high level of FCO activity or comment, will be preserved. The same criteria should be applied for visits to the UK by heads or chief executives of international organisations, and for visits by the Queen, the Prime Minister or FCO ministers to attend and/or address sessions of international organisations as outlined for heads of state visits above. For visits by other officers from international organisations, files will only be selected where they demonstrate a high level of FCO work being undertaken for the visit beyond the normal diplomatic and facilitative arrangements. Monthly or regular update newsletters or reports from UK delegations will be preserved where these serve to show developing UK relations with the organisation. **UK Overseas territories:** where files show significant developments in relations between the subject state and UK Overseas territories, they will be selected using the same criteria as those for UK diplomatic relations.

6. **Records not to be preserved:** files detailing less important aspects of relations (for example ones documenting changes of diplomatic representatives where the change had no impact on the relations between the states, or files showing FCO activity in support of unofficial visits by leading non-political personalities); files showing only the continuance of normal relations between states, causing no significant FCO activity or comment; files on relations between minor states, or where developments were of no lasting significance; files on visits by foreign dignitaries where these did not merit significant activity at FCO; files relating to purely administrative or logistical arrangements for such visits. **International organisations:** Files on the accounts and financing of international organisations will not be preserved, except where the financial position has a notable impact on the organisation's work.

Subject code 030

Local Government

7. **Subjects covered:** reports on local and regional government affairs and administrative arrangements; reports on local elections; international co-operation, exchanges, visits or conferences between local and regional governments.

8. **Records to be preserved:** generally, such matters are not a concern for diplomatic relations between states, and FCO files on these matters will only be kept where they demonstrate that developments in local government had an impact on UK diplomatic relations with the state concerned. **UK Overseas territories:** for matters of local government in remaining UK Overseas territories where the UK retained responsibility for local government, files that show significant FCO consideration of developments, or input to the development of new, or assessment of existing, arrangements for local administration will be preserved.
9. **Records not to be preserved:** matters of international co-operation in the field of local or regional government, (the primary record will be that maintained by the lead UK department at the time, currently the Office of the Deputy Prime Minister); reports of election results and other developments in local government (reports on elections where the results were of diplomatic importance will usually have been registered under subject code 010).

Subject code 040 Territorial Matters

10. **Subjects covered:** all matters relating to territorial rights and disputes (i.e. boundaries, frontiers, sovereignty); national air space and air space contraventions; territorial waters and fishing disputes; the extent of the continental shelf and rights over the sea bed; territorial access agreements.
11. **Records to be preserved:** Where the UK has a direct or indirect interest in the territorial matters recorded on the file (where the matter under discussion relates to territorial rights of the United Kingdom itself, to UK Overseas territories for which the UK retains responsibility for external affairs, to former colonies, dominions, protectorates or mandates where territorial settlements were made at a time when the UK was responsible); where the UK has a live territorial claim, or where the matter of territorial dispute could have a direct impact on the interests of the UK, (especially if proposed settlements could set precedents for the handling of other territorial disputes where there was direct UK interest), then files recording significant developments in and FCO initiatives, input or comment on these territorial disputes will be preserved.
12. **Records not to be preserved:** Where the UK has no interest in these territorial matters, files will only be selected for permanent preservation where they satisfy the criteria established under Subject Code 020 at paragraph 5 above. Files recording stable situations on disputed territories would only be preserved where this in itself had an impact on UK diplomatic relations, or prompted revisions of the FCO position on that particular situation.

Subject code 050 War, Civil Unrest, Rebellion and the Aftermath

13. **Subjects covered:** The UK is a global trading state, whose nationals travel to most parts on the world, on business and pleasure. The FCO has a duty to protect both that trade and those nationals, and therefore takes a close interest in wars, revolutions, rebellions, civil war and unrest and terrorist activity overseas, and in warlike preparations, mobilisations and other military operations, and related espionage and intelligence activities. Where any state is involved in such conflicts, this will inevitably have an impact on diplomatic relations with the UK. Other subjects covered include reparations for damaged property and the administration of enemy property; the treatment of prisoners of war, war crimes and atrocities, and tribunals and enquiries into these.

14. **Records to be preserved:** all files where there is substantive reporting of conflicts showing FCO consideration of the implications for UK policy will be preserved. Where the UK is a party to the conflict, however, files reporting third party reactions are likely to have a bearing on UK diplomatic relations, and any such files which show FCO reaction or consideration of the views expressed will be preserved. These same general criteria can be applied to records relating to the working towards, and the achievement of, resolution of conflicts, conferences, treaties and agreements and so on. Where papers originating from military forces (UK or allied) prompt a high level of FCO work, consideration or comment that was not copied at the time to the originating department, the records will be preserved. Records showing FCO input to military planning demonstrating how diplomatic interests were taken into account, or how the UK sought to influence the policy of the multi-national forces in question will be preserved, where the lead FCO department is the geographical department and not the Defence Department, whose records fall outside the scope of this Operational Selection Policy. Where there is any conflict abroad, UK nationals or protected persons in the region, particularly diplomats, may become involved and threatened or harmed as a course of events. Records showing FCO attempts to intervene or negotiate on behalf of threatened UK citizens, or to maintain the integrity of UK diplomatic representation in the region, will be preserved. Where claims made have a direct impact on UK diplomatic relations with the state concerned (for example when procedures for the settlement of claims are being negotiated, or when property owned by UK nationals or companies is seized or nationalised by other states), the records showing that impact will be preserved. In such cases, policy files detailing the development of relations on this issue will be kept. Files that report on war crimes or suspected war crimes will be selected for permanent preservation unless it is clear that these are reports where another department is the lead, and there is no substantive FCO comment. Where conflicts involve third parties, files showing FCO work on these issues, demonstrating an impact on UK diplomatic relations, or showing UK intervention (directly or through relevant international organisations), to exert diplomatic pressure to curb abuses of power, or to press for the establishment of tribunals or enquiries and to secure the co-operation of other states in those processes, will be preserved. Where the UK is a direct party to the conflict, or where UK nationals become involved

in this context, files showing FCO work on UK policy on captured enemy personnel and the treatment of civilians, and UK relations with enquiries and tribunals, will be preserved.

15. **Records not to be preserved:** files that simply convey the latest situation reports on conflicts not directly involving the United Kingdom, and have no FCO comment or input, will not be preserved. Similarly, files reporting the reaction of the subject state to a conflict involving other states in which the UK is not involved will not be preserved, except where they record events which have a direct impact on UK diplomatic relations. Where the UK is a party to a conflict, either directly or as part of multi-national forces, it is likely that some FCO files on the subject will consist entirely of papers originating from military forces (UK or allied). These will not be preserved, as it can be assumed that the originating department will have retained copies of all significant correspondence. FCO policy on claims will usually be found in the records of the Claims Department and its successors, and it will not be necessary to keep geographical department files on claims policy, nor on particular cases. Case files which only show details of the individual assets concerned need not be preserved. For case files where the UK has frozen assets of belligerent states or their nationals, the same criteria will be applied. Generally, files simply reporting the numbers of prisoners of war and containing no substantive FCO comment or work need not be preserved.

Subject code 060

Defence Policy and Planning

16. **Subjects covered:** the records will cover the national defence policy and budget of the subject state, reports on the armed defence and security forces and their bases and facilities, evacuation plans for UK nationals and diplomats, and the exchange of military information. Also, relations with international defence organisations, and any international defence commitments will be covered. For each territory in which the UK is represented, where there are UK interests or UK nationals that would need to be cared for in the event of an emergency, evacuation plans are prepared. On occasion, military information is exchanged between the UK and other friendly states. The transport departments are the lead departments for records concerning the provision of civilian aircraft and shipping for use in emergencies such as evacuations.
17. **Records to be preserved:** Records on national defence policy and budgetary provision of foreign states will only be kept where these have a direct impact on UK diplomatic relations with that state or with other states (for example where developments in one state result in a revision of UK military commitments to a third state) which is recorded on the file. Reports on the state of the armed and defence forces, bases and facilities of foreign states will only be preserved if the files show that these reports caused FCO considerable work in the management of diplomatic relations. However, files on the preparation and updating of emergency evacuation plans where there are diplomatic considerations (for example to secure safe passage across third countries' land or air space) will be

preserved as they document major developments in relations between the UK and other states. In all cases where the relevant evacuation plans had to be carried out, papers recording the effectiveness of the plans, and any lessons learned, will be preserved. Records of exchanges of information need only be kept where matters of policy on exchanges of military information (for example, whether or not to include any given state in exchanges) are discussed, or where exchanges give rise to diplomatic activity. **International organisations:** UK relations with the international defence organisations will be recorded principally on the files of the various defence and western organisation departments, rather than the geographical departments, and these will be preserved where they document the development of Britain's relationship with the organisations and with other members in them. Files detailing the relationship of other states with international defence organisations will be kept where they demonstrate a high level UK diplomatic activity, for example relating to proposed memberships of such organisations, to proposals for appointments to positions in the organisations of nationals of subject states or FCO efforts to secure support for UK candidates, or to real impact on the efficiency and effectiveness of such organisations. **UK Overseas territories:** For UK Overseas territories any assessments of defence policy and expenditure will be of significance to UK relations with that state (this applies too to former colonies where the UK has agreed to continuing military support after independence), and any such records which show substantive FCO action in this field will be preserved.

18. **Records not to be preserved:** Records on the military implications of developments in national defence policies and budgets of other states for the UK will be kept by the Ministry of Defence, and need not be preserved on FCO files. The regular despatches from military attachés copied to the FCO are also primarily the concern of the Ministry of Defence, and FCO files will only be kept where there is record of substantive FCO interest in the Attaché's report. For each territory in which the UK is represented, where there are UK interests or UK nationals that would need to be cared for in the event of an emergency, evacuation plans are prepared. These are mostly routine in nature, and need not be preserved. Records of exercises to test evacuation plans need not be preserved. Records of routine exchanges, for example contacts between UK and other military attachés or messages passed between London and other Commonwealth capitals, need not be preserved. Where these have military significance, the record of these exchanges will be reviewed in the context of the records of the Ministry of Defence. **International organisations:** for international defence organisations where the UK was not a member (e.g. ANZUS) only the most significant papers about relations with those latter organisations need be preserved, where they show direct implications for the UK of developments in those organisations. Files only containing papers of any of the defence organisations will not be preserved, regardless of the subject of the papers. **UK Overseas territories:** Reports on the armed forces and their bases and facilities (in UK Overseas territories) will be the preserve of the Ministry of Defence, and there will only be cause for FCO files to be selected where the files show

that the state of the local defence forces had an impact on UK relations with that state.

Subject code 070 Defence Training and Administration

19. **Subjects covered:** The records registered in this subject code relate to the provision of training to overseas forces, either overseas or in the UK, and to general military relations. Files on military relations cover such matters as the appointment of attachés and their staff, visits of naval vessels and approvals for military overflights, and defence exercises and manoeuvres.
20. **Records to be preserved:** Where the provision of training causes major diplomatic incidents or activity (for example on account of the behaviour of trainees in the UK, or UK personnel or trainers overseas) the records will be preserved where they give detail of UK diplomatic activity. All such files on military relations will usually be routine, and records will only be preserved where they demonstrate the impact of such activities on UK relations with the subject state (for example, analysing the results for UK relations following analysis of military exercises involving armed forces of other states, or the impact, positive or negative, of naval visits).
21. **Records not to be preserved:** Policy on the training of military personnel from other states will usually be found in the records of the defence policy departments, to be covered by a later Operational Selection Policy. Files of the geographical departments relating to military training will usually be routine, and will not be preserved. Records of minor training incidents need not be preserved.

Subject code 080 Defence Arms, Equipment

22. **Subjects covered:** This subject code includes records on the defence arms and equipment policy of subject states, including any international co-operative activities, indigenous defence industries, national policy on nuclear, chemical and biological weaponry and non-proliferation, conventional armaments and equipment, arms sales and promotions (by the UK to the subject state, and by the subject state) and any restrictions on sales of arms or strategic materials. Files concerning the shipment of illegal consignments of arms between or within states will also be registered under this code.
23. **Records to be preserved:** Where files show the local policy having an impact on UK diplomatic relations with the subject state, or other states, they will be preserved. Where significant arms contracts are involved, particularly where FCO is shown to be supporting UK arms contractors, files showing FCO involvement are to be preserved. Equally, files demonstrating FCO blocking, or seeking to block, the sale of arms by UK contractors will be preserved. Files demonstrating significant UK activity to encourage other states to back non-proliferation or the control of chemical and biological weaponry, and diplomatic reports of development

by other states of such weapons, will be preserved. Where reports on illegal arms shipments inform UK relations with states either directly (for example the supply of arms to paramilitary groups active against UK interests) or indirectly (for example where transshipment of arms, supplied legitimately by the UK to one state, may result in those arms being in turn supplied to a state with which the UK would not wish to deal), these records will be preserved.

24. **Records not to be preserved:** routine files documenting regular, small scale arms sales, including FCO consideration of arms export licences, need not be preserved. Records of large scale arms deals between states where the UK was not a bidder, and has little or no strategic interest, need not be preserved. Reports of illicit dealing in arms not supplied or manufactured in the UK between or within states which do not threaten UK interests and in which the UK has no strategic interest need not be preserved.

Subject code 090 Economic Affairs

25. **Subjects covered:** FCO is not directly concerned with the economic affairs of other states, but since developments in foreign economies can have a direct impact on the UK's economy as well as diplomatic relations with other states, an interest is taken in foreign economies. As a result, there is a large amount of reporting of internal and international economic developments, policy, legislation and statistics, from overseas posts to London. Records registered under this subject code will also describe the development of UK economic relations with the subject state and UK and other donor states and international organisation aid and technical assistance activities.

26. **Records to be preserved:** Where economic reporting of developments in subject states, or between two states other than the UK, generates a high level of diplomatic activity, the records will be preserved. Where the records describe major changes (improvements or deteriorations) in UK economic relations, or other developments that trigger significant diplomatic activity, they will be preserved. Where aid activity is shown to have caused a high level of diplomatic activity, or FCO are shown to be taking action to encourage or discourage UK or other aid activity in particular states or regions (this means as a general policy, and should not include routine requests from posts for aid or assistance) the records will be preserved.

27. **Records not to be preserved:** Much of the economic reporting is filed (or passed on to other interested government departments) with little or no FCO comment or action, and such FCO records need not be preserved (they may of course be preserved in the records of the economic and trade departments where there may have been more direct interest in such developments or statistics). Routine correspondence about regular UK economic relations (about trade statistics, revisions of relevant local legislation and so on) will usually not be worthy of preservation. Also filed

under this code are records relating to UK and other donor states and international organisation aid and technical assistance activities. The Department for International Development is the lead department for this activity, and FCO files on these subjects will not be preserved.

Subject code 100 Financial Affairs

28. **Subjects covered:** FCO is not directly concerned with the financial affairs of other states, but of course developments in foreign finances can have an impact on the UK's relations with other states, so an interest is taken in foreign financial management. As a result, there is a large amount of reporting of internal and international financial developments, policy, legislation and statistics, from overseas posts to London. Records registered under this subject code will also describe the development of UK financial relations with the subject state. Also filed under this code are records relating to the work of the Export Credits Guarantee Department (ECGD), which is the lead department for matters of export credit for UK exporters. This subject code may also contain records on claims, debts, bankruptcies and expropriation, exchange controls and taxation where these subjects arise as part of UK bilateral relations, or indeed where such issues between the subject and any other state are reported back to London.
29. **Records to be preserved:** Where financial reporting of developments in subject states, or between two states other than the UK, does generate a high level of diplomatic activity, the records will be preserved. Where the records describe major changes (improvements or deteriorations) in UK financial relations, or other developments that trigger diplomatic activity, they will be preserved. FCO files on ECGD matters will only be selected where decisions either to grant or deny export credit have a direct impact on British diplomatic relations with the state concerned, or are shown to have affected UK commercial interests. Exceptionally, major cases of claims, bankruptcies, debts or expropriation may impact on diplomatic relations, and records of these cases will be preserved. Records of diplomats' dealings on less important cases will only be kept where they shed light on the state of diplomatic relations between the UK and that state.
30. **Records not to be preserved:** Much of the reporting on this subject is filed (or passed on to other interested government departments) with little or no FCO comment or action, and such FCO records need not be preserved. Routine correspondence about regular UK financial relations (financial institutions, insurance, investment, invisible trade or revisions of relevant local legislation and so on) will usually not be worthy of preservation. Where there is correspondence between FCO and ECGD on export credit matters, it will be assumed that ECGD holds the master set of this correspondence for preservation. Where these records relate to individual cases, they will normally not be worthy of preservation. Where action on cases is led by the FCO financial policy departments, then the records of the political departments need only be kept where there is

significant action not copied to the lead department. Where individual cases are taken up by British diplomats, the records of their dealings with the subject state's financial institutions or officials will not normally be worthy of preservation.

Subject code 110 Customs and Duties

31. **Subjects covered:** all matters relating to customs and duties; the establishment, operation or abolition of customs free ports, free zones, or the operation of the duty-free system between the UK and other states
32. **Records to be preserved:** FCO files will only be selected where they show issues relating to customs and duties having an impact on diplomatic relations, or where papers showing that FCO played a prominent role in negotiations with other states have not been copied to the lead department for recording on its files. Exceptionally files on evasion of duty may be preserved where they have an impact on UK diplomatic relations (for example, in cases of smuggling of dutiable goods between a foreign state and a UK overseas territory). Files relating to the establishment, operation or abolition of customs free ports, free zones, or the operation of the duty-free system between the UK and other states will be selected where they show the impact of duty-free trade on UK relations with that state.
33. **Records not to be preserved:** The lead UK department for all matters relating to customs and duties is HM Revenue and Customs, and its files will be considered the record for preservation of all bilateral and multi-lateral agreements and negotiations on customs, excise and duties. FCO is not directly concerned with customs and excise matters. Files containing reports of the present position, or changes to customs regimes in subject states need not be preserved.

Subject code 120 Trade Matters

34. **Subjects covered:** FCO is not directly concerned with the internal trade situation in other states, but reports on developments in this field were sent to London and recorded under this subject code. This subject code also contains files on charging for commercial work for UK trading companies or organisations undertaken by UK missions overseas. **International organisations:** Several of the international organisations of which the UK is a member have an interest in trade matters. FCO will often lead, or share the lead with another department, in representing British views and interests to those organisations. The organisations ranged in significance from the General Agreement on Tariffs and Trade to smaller multi-lateral bodies such as those that regulate trade on international rivers.
35. **Records to be preserved:** Where reporting of trade developments in subject states, or between two states other than the UK, does generate a high level of diplomatic activity the records will be preserved. FCO files on

subjects such as trade preferences, barriers and tariffs, trade marks, patents, copyright and licensing, standards and consumer protection issues, trade fairs and promotions, and relations of UK Chambers of Commerce, the Confederation of British Industry and other professional trade organisations with foreign states will contain substantial FCO action. Where the records of this action demonstrate major developments in trading relations, and these have not been copied or communicated to the lead department for preservation on its files, then the FCO records will be preserved. Where there are developments in policy on overseas posts charging for commercial work, and it is evident from the files that these have not been communicated to the lead department in FCO, such files will be preserved. **International organisations:** Where it is clear from the record that FCO was the lead department in relations with an organisation, or where another department took the lead but FCO made significant comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with the organisations and policy for future relations.

36. **Records not to be preserved:** Most reports on trade relations will be of little interest and not worthy of permanent preservation, as they are unlikely to impact upon diplomatic relations. Developments (for example in internal trade policy or legislation) that might effect UK trade with the subject state will normally have been copied to the lead department (the Department of Trade and Industry), and need not be preserved in FCO files. Case files on charging will be routine and will not be preserved where they occur in the FCO records. **International organisations:** Files containing no papers of significance other than agendas, reports minutes and correspondence issued by the organisation, regardless of the importance of those papers, will not be preserved, as it is expected that these papers will be preserved in the archives of the organisation.

Subject code 130 Commodities

37. **Subjects covered:** This subject code contains files on traded commodities and minerals (except energy commodities, see subject code 160 below) and related industries, including the fishing industry. The Department of Trade and Industry will again be the lead department for such matters, and most FCO files will not be worthy of permanent preservation as reports from overseas missions will have been copied on by FCO.
38. **Records to be preserved:** Developments such as the discovery of new resources overseas; the development of significant processing capacity or changes in commodity policy in subject states; or developments in consuming industries which result in greater competition for resources in which the UK has an interest will sometimes result in FCO papers, on the impact of these developments on UK relations with the subject state, or

the relative strength of the state which will affect UK diplomatic relations with it. Where there is significant FCO comment not copied on to the lead department, and anywhere where developments in commodities and related industries are shown to have had an impact on UK diplomatic relations, the FCO files will be preserved.

39. **Records not to be preserved:** Where such papers were copied on to the relevant lead department (the Trade and Industry departments and the Ministry of Agriculture, Fisheries and Food being the principal ones), there is no necessity for the FCO records to be preserved. Routine files reporting annual harvests, production and processing figures and prospects for future developments will not be preserved where the reports do not result in FCO diplomatic analysis or activity.

Subject code 140 Agriculture

40. **Subjects covered:** all agricultural, farming, horticultural and forestry developments overseas. This series code also contains records on land usage and exploitation, irrigation and drainage, soil erosion and pest control.
41. **Records to be preserved:** records in this code are unlikely to merit preservation except where they show agricultural developments overseas having a clear impact on UK diplomatic relations (this is most likely where FCO represents or supports UK interests at conferences or in the drafting and implementation of agricultural agreements). Where land use developments overseas have a clear impact on UK diplomatic relations, the records should be preserved.
42. **Records not to be preserved:** The Department of the Environment, Food and Rural Affairs remains the lead department for all agricultural, farming, horticultural and forestry developments overseas. Reporting in the period covered by this policy from overseas missions on these subjects will normally have been passed on or copied to the Ministry of Agriculture, Fisheries and Food, and there will have been little reporting of significance to UK diplomatic relations, and files containing such reporting will normally be destroyed. This series code also contains records on land usage and exploitation (irrigation and drainage, soil erosion and pest control), subjects on which the overseas development departments and their agencies took the lead. It will be expected that significant material will be preserved on Overseas Development Administration/Ministry of Overseas Development files, and FCO files will be destroyed unless they are to be preserved under the criteria outlined at paragraph 41 above.

Subject code 150 Animals

43. **Subjects covered:** correspondence relating to wild and domesticated animals. The code also includes records relating to wild life, marine wildlife, blood sports, zoos and zoology, endangered species and organisations concerned with animal life.

44. **Records to be preserved:** records that show developments overseas having a clear impact on UK diplomatic relations (this is most likely where FCO represents or supports UK interests at conferences or in the drafting and implementation of agreements) will be preserved. From time to time FCO will have considered or taken action to represent UK concerns in this area, either to overseas states or to international organisations, and in such cases it is likely that FCO will have been the lead department. Where the records show that events impacted on UK diplomatic relations with these states or organisations (as is likely, for example, with negotiations for international agreements on endangered species), or where there are reports on animal welfare and protection standards and practice in other states that generated major FCO activity, such records will be preserved.
45. **Records not to be preserved:** The Department of the Environment, Food and Rural Affairs is the lead department for matters relating to the trade in domestic and farm animals, veterinary services and controls against diseases of animals. Reporting from overseas missions on these areas in the period covered by this policy will normally have been passed on or copied to the Ministry of Agriculture, Fisheries and Food, and there will be little reporting of significance to UK diplomatic relations on FCO files, which will normally be destroyed. Generally, correspondence on particular cases will not be worthy of permanent preservation.

Subject code 160 Energy

46. **Subjects covered:** This subject code is used for all matters concerning energy commodities, including nuclear energy, solar and other renewable energies, the internal energy situation of subject states, and also the international energy situation. Whilst the FCO does not have a direct interest in these matters, the lead department being the Department of Energy, later the trade and industry departments, and the environment departments, energy plays such a crucial part in international affairs that FCO has devoted much time to collecting and analysing information and intelligence about energy matters. For a time there were separate FCO oil and commodity departments, later subsumed in economic relations departments, which handled policy matters relating to energy generally, and the records of these departments will be considered under a later Operational Selection Policy. Overseas missions also report back to FCO on the internal energy position of subject states. **International organisations:** The UK is a member of several international organisations which are wholly or partly concerned with energy matters, and FCO will often lead, or share the lead with another department, in representing British views and interests to those organisations.
47. **Records to be preserved:** The majority of FCO correspondence on this subject will be registered on FCO Oil Department files, not covered by this Operational Selection Policy, but where the records show that energy policy was affecting UK diplomatic relations and the correspondence is

not copied to the Oil Department, the FCO geographical department records will be preserved. Sometimes the reporting on internal energy situation will influence diplomatic relations and cause a high level of FCO activity (for example reports of plans by major producers to reduce or expand oil production, significant shifts in energy policy in states which affect UK diplomatic interests, or matters likely to affect the international trade price of coal), and such records will be preserved. **International organisations:** Where FCO was the lead department in relations with an organisation, or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include: the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers; and assessments of UK relations with the organisations and policy for future relations.

48. **Records not to be preserved:** Where records on UK international energy policy are copied to the lead department(s), there is no need for the FCO files to be preserved. Often reports on internal energy situation will be routine (for example, annual statistics of coal production) and the records will not be preserved. **International organisations:** Files containing no papers of significance other than documents issued by the organisation, regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in the archive of the organisation.

Subject code 170 Transport

49. **Subjects covered:** The records registered under this subject code relate to all forms of civilian transport by land, sea and international rivers, including hovercraft, but excluding aviation, and marine pollution. **International organisations:** International transport matters (trans-national roads, railways, bridges, tunnels, waterways, shipping, ports and harbours, the law of the sea, navigation and safety at sea) are however a concern of FCO, regulated as they are by international organisations, protocols and agreements. The transport departments are the lead departments for records of negotiations concerning Channel crossings.
50. **Records to be preserved:** Where the records show that international transport policy was affecting UK diplomatic relations, the FCO records will be preserved. Sometimes the reporting on transport matters will influence diplomatic relations and cause FCO activity (for example where transport developments alter the balance of influence in the region, perhaps by giving a landlocked state an alternative access route to the sea), and such records will be preserved. Records showing FCO involvement as lead department in combating marine pollution and major incidents will be preserved. The subject of water pollution will be covered in more detail in a later Operational Selection Policy *Water Pollution, 1980-1997*. **International organisations:** The Department of Transport and its successors will often have been the lead department on such

issues, (or occasionally the overseas development departments for transport development projects). However, where FCO was the lead department in relations with such organisations or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include: the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers; and assessments of UK relations with the organisations and policy for future relations.

51. **Records not to be preserved:** Except as outlined in paragraph 50 above, the internal development of transport within subject states is not a major concern for FCO, and reports from overseas missions will detail major developments only. Even these will not normally be worthy of permanent preservation, as they will rarely impact on UK diplomatic relations. **International organisations:** Files containing no papers of significance other than documents issued by the organisation, regardless of the importance of those papers, will not be preserved as it is expected that these records will be preserved in the archive of the organisation.

Subject code 180 Aviation

52. **Subjects covered:** Civil aviation is managed by means of international agreements, between states or with the International Civil Aviation Organisation (ICAO), by which routes are allocated and landing rights at key national or hub airports are negotiated. The transport departments and the Civil Aviation Authority have a lead interest in these matters, and are the lead departments for records relating to bilateral air agreements, but FCO is usually closely involved in negotiations as they often impact directly on diplomatic relations. Civil air safety and accident investigations and the appointment of civil air attachés and their staff are also covered in this code.
53. **Records to be preserved:** FCO was involved in moves to support the UK and European civil aircraft industries by promoting foreign sales, and files demonstrating major FCO efforts in this activity will be preserved. Because of the international significance of civil aviation, with most states aiming to have national carriers and to support international routes, the development of internal civil aviation policy overseas, developments in airports and facilities, air traffic control, routes, airlines, freight and cargo handling and so on are sometimes of diplomatic significance, especially where the interests of UK carriers are affected. FCO is often called upon to represent UK interests in civil aviation to other states and to conduct negotiations to secure agreements, and the main policy records of such activity will be preserved. Matters of civil air safety and accident investigations and inquiries are not usually of direct interest to FCO, unless the safety of a UK carrier or manufacturer is involved. The lead interest is taken by the transport departments, the Civil Aviation Authority and the (Air) Accident Investigation Branch (Department of Trade and

Industry, later transport departments), and FCO records relating to air safety will only be preserved where they demonstrate a clear impact on UK diplomatic relations. UK nationals will frequently have been involved in civil air accidents and safety incidents, and records will have been created showing FCO activity to represent those nationals and their relatives in such circumstances, but only the main policy files, and case files of special significance (either because of the individuals concerned or because of the light they shed on diplomatic relations) will be selected. **International organisations:** Where FCO was the lead department in relations with ICAO, or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with ICAO and policy for future relations.

54. **Records not to be preserved:** Individual air safety case files will not be preserved. This subject code also includes files on the appointment of civil air attachés and their staff, which will usually be routine, and will rarely if ever demonstrate an impact on diplomatic relations justifying preservation. The reports made by attachés will have been sent or copied to the lead departments, and FCO files containing such reports need not be preserved. **International organisations:** Files containing no papers of significance other than documents issued by ICAO, regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in ICAO's own archive.

Subject code 190 Telecommunications

55. **Subjects covered:** The records registered under this subject code relate to telephone, telex, radio and cable communications, and matters of codes and ciphers. **International organisations:** International communications (by satellite or undersea cable) are managed by various international organisations of which the UK is a member.
56. **Records to be preserved:** internal development of communication systems files will only be preserved where they show a direct impact on UK diplomatic relations. Where developments in international and internal communications impacted on UK diplomatic relations in the sense of affecting communications between the UK and overseas missions, there may be significant FCO records of those developments which will be kept if they demonstrate changes in the practical operation of maintaining diplomatic relations with subject states (for example, routine disruptions in phone connections between the embassy and remote consulates). **International organisations:** The Post Office/British Telecom and the Department of Trade and Industry have a lead interest in these matters, but FCO is usually closely involved in negotiations as they often impact directly on diplomatic relations. Where FCO was the lead department in relations with these organisations, or where another department took the

lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with those organisations and policy for future relations.

57. **Records not to be preserved:** Policy on FCO communications matters will have been set by the FCO communications departments, whose records will be covered by a later Operational Selection Policy on FCO administrative functions, and policy files worthy of preservation will not normally be found in the geographical departments' records. The internal development of communication systems within subject states is not a major concern for FCO, and reports from overseas missions will detail major developments only. Even these will not normally be worthy of permanent preservation, as they will rarely impact on UK diplomatic relations. FCO political departments records on British ciphering policy and practice will normally be individual case files, and need not be preserved, as policy records will be held by the relevant FCO communications or information departments, to be dealt with in a later Operational Selection Policy, or will be held on the files of the Communications Electronic Security Group of GCHQ. **International organisations:** Files containing no papers of significance other than documents issued by the organisations, regardless of the importance of those papers, will not be preserved as it is expected that these records will be preserved in the archive of the organisation.

Subject code 200 Postal Communications

58. **Subjects covered:** all matters relating to postal communications. This subject code also includes records relating to FCO internal postal communications, i.e. diplomatic bags and bag routes, couriers and the Queen's Messengers. **International organisations:** International postal communications are managed by international agreements and the Universal Postal Union (UPU).
59. **Records to be preserved:** Occasionally postal matters will be of diplomatic significance (for example, the use of certain images (eg of disputed territories) on postage stamps, consideration of applications by non-United Nations members to join UPU, or UK efforts to promote membership of UPU by UK Overseas territories), and in those cases, the main FCO papers will be preserved. Where there is disruption sponsored by another state to UK courier or bag services in breach of conventions, this may generate significant diplomatic activity, and the records will be preserved. **International organisations:** The Post Office and the Department of Trade and Industry had a lead interest in these matters, and FCO is rarely closely involved in them. Where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the

preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with those organisations and policy for future relations.

60. **Records not to be preserved:** Most correspondence of geographical departments relating to such matters will be routine, as policy will be handled in records of the various support services departments. However, where relations are strained and disruption to postal and messenger services becomes a routine occurrence, reports of infringements take on the nature of case files, and need not be preserved. **International organisations:** Files containing no papers of significance other than documents issued by the organisations, regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in UPU's own archive.

Subject code 210 Labour

61. **Subjects covered:** records on the internal labour and trade union situation, policy and laws of the subject state; international labour relations; migrant workers; work permits; working conditions; employer organisations; the professions; relations with the International Labour Organisation (ILO).
62. **Records to be preserved:** main FCO papers on the subject state's union, labour and employment position which have an impact on UK diplomatic relations; major labour disputes. **International organisations:** main papers on the subject state's relations with the ILO will be preserved where the record shows UK consideration of the impact of developments on UK relations either with the state or the ILO. UK relations with ILO were handled by the Employment departments and, for FCO, the United Nations Department. Where the Employment department took a lead in relations with ILO, but FCO was involved and made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with those organisations and policy for future relations. **UK Overseas territories:** the UK has an interest in labour issues in UK Overseas territories, and main files on the labour situation, supplies of migrant labour, union and employer organisations will be preserved.
63. **Records not to be preserved:** The Department of Employment and successors were the lead UK departments for international labour issues, and most papers of significance, including reports from overseas labour attachés, will be held in their records and need not be preserved on FCO files. FCO files on general labour relations overseas will not be preserved nor will case papers on existing or proposed labour legislation. **International organisations:** Files containing no papers of significance other than documents issued by the organisations, regardless of the

importance of those papers, will not be preserved as it is expected that these records will be preserved in ILO's own archive.

Subject code 220 Not Specified Elsewhere

64. **Subjects covered:** social clubs and societies; resident UK communities; youth organisations; matters relating to births, marriages, deaths, wills and estates and adoptions overseas; cemeteries and war graves; religion; celebrations, anniversaries and national days.
65. **Records to be preserved:** significant papers on British communities overseas; exceptional deaths of UK citizens overseas (in unusual circumstances, or of notable individuals, or where the death had an impact on diplomatic relations); main policy files on the maintenance of British cemeteries and war graves overseas, where this relates to developing relations with the host state, rather than routine policy matters handled by the Commonwealth War Graves Commission; reports of religion in the subject state where this impacts on diplomatic relations; celebrations and anniversary events where these reflect on the political and social situation in the subject state and have been extensively reported on by British diplomats, or highlight developing diplomatic relations with the UK; main FCO papers on societies overseas which seek to promote or develop UK relations with the subject state.
66. **Records not to be preserved:** case papers of correspondence relating to births, deaths, marriages and adoptions; routine correspondence and case files on cemeteries and war graves, clubs and societies, British communities, youth organisations, religious issues and anniversaries and celebrations. Records of the registrations of births, deaths and marriages overseas will be covered in a later Operational Selection Policy on the records of overseas registrations.

Subject code 230 Social Services and Welfare

67. **Subjects covered:** assistance to British nationals overseas and foreign nationals in the UK; disasters and disaster relief; social policy and development, pensions, social security etc. in the subject state; welfare and charitable organisations; welfare issues for merchant seamen.
68. **Records to be preserved:** records showing FCO action to assist with relief for major disasters as part of maintaining diplomatic relations; records of developments in social policy overseas which have an impact on UK diplomatic relations; main records of negotiations and agreements on bilateral provision of social services to foreign nationals where either FCO took the lead in the negotiations, or made a significant contribution to such activities that were not passed on to the lead department; records demonstrating major difficulties experienced by British (or major international) aid or welfare organisations in operating in the subject state which required UK diplomatic action.

69. **Records not to be preserved:** case papers dealing with assistance to distressed nationals, including merchant seamen; papers on processing of UK disaster relief aid (for which the overseas development departments took the lead); routine reports on the social services and welfare position in subject states; routine papers on the operation of welfare and aid organisations overseas.

Subject code 240 Human, Civil and Equal Rights

70. **Subjects covered:** all matters relating to human rights, including the internal civil rights situation; status of women; race relations and the protection of minorities; refugees and displaced persons; freedom of speech, expression and worship; freedom of information and open government; international human rights matters. **International organisations:** there are various international organisations with an interest in human rights, and this subject code includes registered papers dealing with the activities and workings of those organisations.

71. **Records to be preserved:** records which demonstrate FCO action or concern about the human rights situation in the subject state, or where the developing situation impacted on UK diplomatic relations; substantive papers on cases of human rights abuses involving UK or Commonwealth citizens overseas where FCO intervened, and on cases involving non-UK or Commonwealth citizens where there was an impact on diplomatic relations. **International organisations:** Files of FCO geographical departments recording the relations of subject states with these organisations will be preserved where they show those relations having an impact on UK diplomatic relations with the state or the organisation. For UK relations with the United Nations, the Council of Europe, the European Court of Human Rights and other human rights organisations, records showing the development of UK policy, alliances with other members to secure particular policy objectives, and general reporting on the work of the organisation, where it results in a high level of FCO activity or comment, will be preserved. This will include the preparation of briefing material for the meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with those organisations and policy for future relations. **UK Overseas territories and Commonwealth states:** the UK has a more direct interest in human rights issues in UK Overseas territories and Commonwealth states than in foreign states. Records that demonstrate FCO concern at human rights developments in UK Overseas territories, or show UK efforts to influence the development of human rights policy, will be preserved. Where the right of appeal to the Judicial Committee of the Privy Council is retained by Commonwealth states, substantive records showing the impact on diplomatic relations of appeals to the Judicial Committee, and records detailing the attitude of the subject state to the Judicial Committee will be preserved.

72. **Records not to be preserved:** routine reports of the human rights situation in the subject state; case papers relating to individual human

rights situations where FCO was not involved and there were no implications for diplomatic relations; petitions for UK action from Amnesty International and similar pressure groups where there was no FCO action recorded on file. **International organisations:** Regular files recording the day-to-day activity of relations with the organisations need not be preserved. Files containing no papers of significance other than documents issued by the organisations, regardless of the importance of those papers, will not be preserved as it is expected that these records will be preserved in the archive of the organisation. **UK Overseas territories and Commonwealth states:** Copies of records produced by the Judicial Committee in FCO files need not be preserved. Nor will regular correspondence about the appointment of members of the Judicial Committee from overseas be preserved, except where this impacts on UK diplomatic relations.

Subject code 250 Health

73. **Subjects covered:** health services and organisations in the subject state, and related public services; international health matters; medical personnel; supplies, equipment and treatment; epidemics and protective measures against epidemics; disability matters, health and safety.
74. **Records to be preserved:** Where serious epidemics result in significant UK diplomatic activity, perhaps to restrict or place conditions on free movement between the UK and a subject state, or to assist with aid for coping with epidemics, then the main FCO policy files will be preserved. Where FCO takes a lead role in negotiating bilateral agreements on provision of health services to visiting nationals, the main FCO files will be preserved where these record the agreement having an impact on UK diplomatic relations. **International organisations:** the Department of Health has the lead role in UK relations with international organisations dealing with health matters (the World Health Organisation, the European Union), and FCO files will only be preserved where they demonstrate a high level of FCO activity to promote UK diplomatic interests in these organisations (for example, to secure the election of particular candidates for executive posts, or to promote the membership of UK Overseas territories). FCO files dealing with the operations of charitable health organisations overseas will only be preserved where they show a high level of FCO activity to support or promote their work, or to safeguard staff working in threatening conditions. **UK Overseas territories:** FCO plays a significant role in the promotion and development of health services and health and safety regimes in the UK Overseas territories where this function has not been passed to designated local representative bodies or organisations. FCO files reporting on the state of local health services, or demonstrating major steps to promote the development of these services, will be preserved.
75. **Records not to be preserved:** The Department of Health is the lead department for all overseas or international health matters, and the Health and Safety Executive is the lead department for all health and safety

matters. The Department for International Development is the lead department for the provision of assisted medical personnel working overseas. Reporting from overseas missions on these areas will normally have been passed on or copied to the relevant department, and there will be little reporting of significance to UK diplomatic relations. It should be expected that with the exception of material mentioned in paragraph 74 above, all material worthy of preservation will be kept on Department of Health, Health and Safety Executive or Department for International Development files, and FCO files will be destroyed. Case files on health and safety issues for UK overseas missions will be destroyed. **International organisations:** Files containing no papers of significance other than documents issued by the organisations, regardless of the importance of those papers, will not be preserved as it is expected that these records will be preserved in the archive of the organisation.

Subject code 260 Environment

76. **Subjects covered:** internal policy and legislation on all issues relating to the environment and pollution not dealt with under separate subject codes; international environmental matters; pollution; population; conservation; town and country planning, national parks and open spaces; climate change.
77. **Records to be preserved:** where pollution issues cross national boundaries and have the potential to affect the UK or UK Overseas territory environment, there is likely to be considerable FCO interest in the policies of foreign states to control pollution, or of the reaction of foreign states to UK pollution controls. Matters of marine pollution are most likely to be registered under subject code 170 above, but airborne pollution and contamination will be recorded here. Files demonstrating FCO involvement as the lead department, or in partnership with the environment departments, in efforts to influence the environmental and pollution policies of neighbouring state because of feared impact on the UK environment, or the FCO role in defending UK policy to neighbouring states, will be preserved. Where FCO is the lead department, substantive records of UK involvement in the principal international environmental or conservation protocols and agreements (e.g. CITES, Kyoto) will be preserved. Files reporting the impact of major environmental incidents or polluting activity on the host state and on other states which have a cross-national aspect will be preserved. **UK Overseas territories:** where the UK retains responsibility for environmental and pollution matters in UK Overseas territories, main papers on major environmental issues for the territories, particularly those which impact on the economy of the territory such as fishing stock depletion in the Falkland Islands, or the impact of climate change in the British Indian Ocean Territory, will be preserved.
78. **Records not to be preserved:** FCO is not normally directly concerned with environment and pollution issues in other states, but reports on developments in this field will sometimes be sent to London and recorded under this subject code. Where the UK does become involved in

environmental issues other than those outlined at 77 above, FCO will almost certainly not be the lead department, and FCO records need not be preserved. Reports of individual overseas cases (establishment of parks, changes to planning law etc) need not be preserved.

Subject code 270 Science and Technology

79. **Subjects covered:** local policy, programmes and legislation on science and technology; international scientific co-operation; scientific organisations; tours, exchanges and visits, including polar exploration; outer space; developments in the sciences; international calendar, time, measures and weights issues; scientific appointments. **International organisations:** UK and other states' relations with UNESCO.
80. **Records to be preserved:** other government departments take the lead in UK scientific relations with other states, and there is a separate FCO Scientific Relations Department, whose records will be covered by a later Operational Selection Policy, which is the lead for FCO policy on this subject. There will therefore be few files created by geographical departments worthy of permanent preservation, and files will only be preserved where they demonstrate that scientific events had an impact on UK diplomatic relations. Examples would be main files on UK relations with international scientific organisations; moves by other states to exploit polar resources or outer space; bilateral or multilateral agreements on scientific collaboration between the UK and other states. **International organisations:** UNESCO has a direct interest in scientific matters, and FCO will often lead, or share the lead with another department, in representing British views and interests to it. Where FCO was the lead department in relations with UNESCO, or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with the organisations and policy for future relations. **UK Overseas territories:** where the UK retains responsibility for scientific matters in UK Overseas territories and the geographical department, rather than the Scientific Relations Department has the lead role, the main files on scientific developments will be preserved. Files demonstrating UK diplomatic support for scientific development in the UK Overseas territories, including membership of relevant international organisations, will be preserved. Files on significant developments in local scientific policy or legislation will be preserved.
81. **Records not to be preserved:** the issue of scientific relations is not a prime concern of the FCO geographical departments, and except for those identified in paragraph 80, all records under this code, including case files on visits and tours, need not be preserved. **International organisations:** Files containing no papers of significance other than agendas, reports, minutes and correspondence issued by UNESCO,

regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in UNESCO's own archive. **UK Overseas territories:** Case files of tours and visits and particular local developments need not be kept.

Subject code 280 Education

82. **Subjects covered:** internal education policy and legislation; international educational matters; universities and other educational institutions; academic liaison; scholarships and awards; students and student welfare; FCO and other training courses; language training. **International organisations:** Several of the international organisations of which the UK is a member, particularly UNESCO, have an interest in educational matters, and FCO will often lead, or share the lead with another department, in representing British views and interests to those organisations.

83. **Records to be preserved:** whilst the internal educational policy of other states is not a key issue for the FCO, the provision of training in the UK, either via established scholarship schemes or on a one-off basis, can make a contribution to diplomatic relations, by encouraging a sympathetic view of the UK among influential figures overseas. Policy on these matters is settled by the FCO Cultural Relations Department, but there may be significant geographical department files on the importance of this type of activity in given territories, and such files will be preserved. Case files on students (for example, members of ruling families being educated in the UK) will be preserved where these record an impact on diplomatic relations. **International organisations:** Where FCO was the lead department in relations with an organisation, or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, the records of that involvement will be preserved. This will include the preparation of briefing material for meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with the organisations and policy for future relations. **UK Overseas territories:** where the UK retains responsibility for education in UK Overseas territories, main files on educational developments will be preserved where the geographical department, rather than the Cultural Relations Department has the lead rôle for FCO.

84. **Records not to be preserved:** case files on individual students and their welfare, in the UK and overseas, except where identified in paragraph 83. Reports on developments in educational policy in the subject state. **International organisations:** Files containing no papers of significance other than agendas, reports minutes and correspondence issued by the organisation, regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in the archive of the organisation.

Subject code 290 Culture, Cultural Relations

85. **Subjects covered:** international cultural affairs, exchanges, visits and prizes; local cultural policy; cultural societies and organisations; the arts, museums, antiquities and monuments; sports; lectures and lecture tours. **International organisations:** UNESCO has a direct interest in cultural matters, and FCO will often lead, or share the lead with another department, in representing British views and interests to it.
86. **Records to be preserved:** the British Council is the lead department for UK cultural relations with other states and UK Overseas territories, and there is a separate FCO Cultural Relations Department, whose records will be covered by a later Operational Selection Policy, which is the lead for FCO policy on this subject. There will therefore be few files created by geographical departments worthy of permanent preservation, and files will only be preserved where they demonstrate that sporting or cultural events had an impact on UK diplomatic relations. Examples might include reports on the British presence, performance and reception at overseas international sporting events such as the Olympics, major football tournaments, or British sporting boycotts; the behaviour of British crowds at international events; bilateral cultural agreements; issues relating to the repatriation of cultural artefacts. **International organisations:** Where FCO was the lead department in relations with UNESCO, or where another department took the lead but FCO made a high level of comment on proceedings or outcomes that was not communicated to the lead department, then the records of that involvement will be preserved. This will include the preparation of briefing material for meetings and reports of proceedings for attending officials or ministers, and assessments of UK relations with the organisations and policy for future relations.
87. **Records not to be preserved:** the issue of cultural relations is not a prime concern of the FCO geographical departments, and except for any examples identified in paragraph 86 records under this code need not be preserved. **International organisations:** Files containing no papers of significance other than agendas, reports, minutes and correspondence issued by the organisation, regardless of the importance of those papers, will not be preserved, as it is expected that these records will be preserved in UNESCO's own archive.

Subject code 300

Media

88. **Subjects covered:** local news and reference media, correspondents and journalists; publicity and propaganda; broadcasting services and tapes; photography, cinema; display material.
89. **Records to be preserved:** major case files where local media coverage gave rise to FCO diplomatic activity to correct media portrayals or influence future representations of British policy; reports on local media legislation and control and state publicity or propaganda where this is of significance for UK diplomatic relations; main files on diplomatically

significant foreign publicity or media initiatives in the UK; main files on the treatment of British journalists overseas.

90. **Records not to be preserved:** media policy is settled by other FCO departments that will be covered in a later Operational Selection Policy, so most files created by geographical departments will concern particular cases, which need not be preserved except as indicated in the preceding paragraph.

Subject code 310 Information Work

91. **Subjects covered:** information policy, reports, budgets, training, visits and tours; international and regional UK information services.
92. **Records to be preserved:** main files where FCO information work has an impact on diplomatic relations, for example substantive reports by British diplomats on the effectiveness of the UK information effort in particular states.
93. **Records not to be preserved:** information policy is settled by other FCO departments that will be covered in a later Operational Selection Policy, so most files created by geographical departments will concern particular cases, which need not be preserved except as indicated in the preceding paragraph.

Subject code 320 Books

94. **Subjects covered:** libraries, including local library administration and policy; books, including gifts and presentations; vetting and manuscripts.
95. **Records to be preserved:** main records relating to any literary or publishing issues which achieve a status of diplomatic significance. These are likely to be rare, though there are cases where the publication of memoirs or other writing by political figures will generate FCO activity, and the cases of Salman Rushdie and Peter Wright stand out as ones likely to generate significant FCO records of diplomatic relations with other states worthy of permanent preservation. These are, however, as likely to be registered under code 020 above, and in all probability there will be few records in this code worthy of permanent preservation.
96. **Records not to be preserved:** the issue of books and libraries is not a prime concern of the FCO (the British Council or the Development departments taking the lead for the UK), and except for any examples identified in paragraph 95, records under this code need not be preserved.

Subject code 330 Records

97. **Subjects covered:** Files in this subject code relate principally to the administration of the records generated by posts overseas, including

registry and review procedures, and the impact of UK legislation on the management of FCO headquarters files. FCO policy in these areas was handled by Departments to be covered by a later Operational Selection Policy. Records relating to records and archives of the subject state will usually be found under subject code 290 (Culture).

98. **Records not to be preserved:** the lead on all records issues in FCO was taken in the period of this policy by the Library and Records Department, and no geographical department records from this subject code will be preserved.

Subject code 340 Nationality and Migration Matters

99. **Subjects covered:** all matters relating to nationality, immigration and emigration, passports and identification documents, visas and entry policy, naturalisation, registration; policy and legislation in the subject state, and bilateral relations with the UK.

100. **Records to be preserved:** records on changes or developments in nationality and related matters where these had an impact on UK diplomatic relations and where the lead was not taken by the FCO specialist departments (for example, expulsions of nationals with UK residence rights from other states, or changes in visa policy causing difficulties to British visitors to that state); main files on bilateral or multilateral negotiations on entry policy between the UK and other states. **UK Overseas territories:** where the UK retains responsibility for nationality, visa and migration in UK Overseas territories, main files on the development of local policy and relations with other states will be preserved.

101. **Records not to be preserved:** policy on nationality and migration issues is settled by other FCO departments the records of which will be covered in a later Operational Selection Policy, so most files created by geographical departments will concern particular cases, which need not be preserved except as indicated in the preceding paragraph. Files reporting routine changes to nationality legislation in other states will not be preserved where they have no impact on UK diplomatic interests. **UK Overseas territories:** Individual case papers need not be preserved unless they generate reviews of existing policy or the development of new policy in the UK Overseas territories.

Subject code 350 Tourism and Travel

102. **Subjects covered:** international tourism matters and national policy and legislation; facilities; private and unofficial visits; staff travel and duty tours.

103. **Records to be preserved:** main files on negotiations for international agreements on tourism where the FCO is the lead UK department or FCO comment is not copied to the lead department; main files on national

policy in subject states where the development of tourism has implications for UK consular representation in tourist areas. **UK Overseas territories:** main files on the development of state-sponsored tourism, or facilities to assist it (for example, airport or harbour improvements) in UK Overseas territories where the UK retains responsibility for tourism or development, and where tourism does, or is planned to, contribute significantly to the local economy, will be preserved.

104. **Records not to be preserved:** case papers relating to individual tour operators, or to tourists in distressed circumstances overseas; routine reporting on the development of the tourist industry; all files on staff unofficial visits. **UK Overseas territories:** Records on private development of tourism need not be preserved unless they have implications for local facilities or the economy requiring official action.

Subject code 360 Land, Buildings and Accommodation

105. **Subjects covered:** national policy on land and buildings; land development; international co-operation in this field; office and residential accommodation; property and location of international organisations. The Department for Transport, Local Government and the Regions and its predecessors were the lead departments for matters relating to land on the formation, expansion and disbandment of UK overseas bases.

106. **Records to be preserved:** main files showing major diplomatic implications for UK embassy, high commission and consular accommodation overseas, or of foreign representation in the UK; records relating to land holding practice and legislation where this is a significant local issue and the developments are of diplomatic significance to the UK (for example, in East and Central Africa). **International organisations:** where the location of international organisations' headquarters takes on diplomatic significance, then FCO files on the negotiations and lobbying undertaken to secure the placement in a particular state will be preserved. **UK Overseas territories:** where the UK remains responsible for land and accommodation matters, major records on the development of policy and legislation in the UK Overseas territories will be preserved.

107. **Records not to be preserved:** project and planning files on new FCO diplomatic accommodation overseas (the main files will be held by FCO accommodation departments, whose records will be covered in a later Operational Selection Policy); records relating to land legislation overseas or particular cases; routine files relating to diplomatic accommodation matters; visits from UK officials to overseas territories on accommodation issues.

Subject code 370 Legal Matters

108. **Subjects covered:** criminal and civil legal systems overseas; law reform; international legal conventions; relations with international courts;

legal and judicial practitioners and appointments; treaty registration procedures; enforcement; official enquiries and tribunals.

109. **Records to be preserved:** papers relating to changes in legal systems overseas which have a direct impact on UK diplomatic relations with that state; records showing FCO concern at political interference in overseas judicial systems; reports on developing relations between other states and international courts; court hearings for cases in which the UK has an interest; any enforcements of judgements which impact on UK diplomatic relations with the foreign state (eg against UK nationals, or against UK trading or commercial interests, where the legal proceedings affected UK diplomatic relations with the other state); FCO reports on the proceedings of enquiries or tribunals in which the UK had a direct interest. **International organisations:** papers detailing developments of cases at the international courts in which the UK was either directly involved, or in which there was significant UK interest will be preserved, as will policy files on the development of UK relations with the courts. **UK Overseas territories:** Records of major legal developments in UK Overseas territories where the UK retains responsibility for these matters will be preserved. Capital and other major cases in UK Overseas territories or Commonwealth states which are referred on appeal to the Judicial Committee of the Privy Council, or where leave to appeal was refused, are also likely to produce numbers of files worthy of permanent preservation.
110. **Records not to be preserved:** routine reporting on the operation of foreign legal systems where there was no impact on UK diplomatic relations; case papers relating to judicial or legal appointments overseas; reports of relations between the international courts and foreign states which are routine, or which were of no direct relevance to the UK; legal case reports; published reports of enquiries or tribunals. **UK Overseas territories:** Routine case papers will not be preserved.

Subject code 380 Crime

111. **Subjects covered:** all matter relating to crime, trials, sentencing and punishment, especially drugs offences and trafficking; police and law enforcement; international co-operation; prisons and prisoners; extradition and deportation.
112. **Records to be preserved:** main papers on notorious cases, especially where these had an impact on UK diplomatic relations, e.g. deportation cases against prominent individuals from the UK, or UK efforts to secure the extradition of major criminals to the UK; the main files relating to the agreement and operation of bilateral extradition cases; records of FCO involvement in UK co-operation with other states to thwart international crime, particularly relating to narcotics. **International organisations:** records relating to developments in crime, punishment, police and law enforcement systems in European Union partner states where these developments have an impact on UK provisions, and there is evidence of

FCO involvement in negotiations not copied to the relevant lead department; significant records of UK relations with Interpol where FCO is the lead department or these are not copied on to the relevant UK department. **UK Overseas territories:** Records of policy developments in crime, punishment, police and law enforcement in UK Overseas territories where the UK retains responsibility for these matters will be preserved. Records relating to significant criminal activity (especially that impacting on relations between the Overseas territory and its neighbours) and major developments in policing, punishment and law enforcement will be preserved. Capital cases in UK Overseas territories or Commonwealth states which are referred on appeal to the Judicial Committee of the Privy Council are likely to produce numbers of files worthy of permanent preservation.

113. **Records not to be preserved:** routine cases, and reports on developments in crime, punishment, police and law enforcement systems overseas. **UK Overseas territories:** Routine case papers will not be preserved.

Subject code 390 Royalty

114. **Subjects covered:** matters relating to royal family matters (births, deaths, accessions, marriages); relations between royal families; royal property; royal patents, grants, charters, coats of arms etc; press and publicity; royal visits; honours and awards.
115. **Records to be preserved:** papers on the standing, influence and significance of foreign royal families where this is of importance for UK diplomatic relations; main papers for foreign royal visits to the UK and visits of the core British royal family overseas, or visits made by minor members of the royal family which were of diplomatic significance; questions relating to presentation of honours where these have an impact on UK diplomatic relations. Matters of royal protocol where they impact on UK diplomatic relations. **Commonwealth and UK Overseas territories:** records demonstrating the standing, influence and position of the British royal family in the Commonwealth, especially those states where the Queen remains head of state, and the influence of royalty on the conduct of diplomatic relations by and with those states, will be preserved.
116. **Records not to be preserved:** where the royal family of a foreign state is of diplomatic importance to the UK, major papers on royal diplomatic relations will generally be entered under code 010, and papers entered here will usually not be worthy of permanent preservation. Papers on overseas visits by minor members of the royal family; reporting births, deaths, the use of charters and patents, and uncontroversial honours and awards need not be preserved.

Subject code 400 Protocol, Diplomats

117. **Subjects covered:** all matters relating to the administration of diplomatic and consular relations in or with overseas states, including the diplomatic and consular corps; conventions, privileges and immunities; protocol; precedence; the protection of staff and properties; the establishment and closure of missions; diplomatic and foreign service gifts and presents; general administrative arrangements.
118. **Records to be preserved:** main files on the establishment or closure of UK missions overseas, or foreign missions in the UK, where these have an impact on diplomatic relations (policy matters for UK missions will be found in FCO Protocol Department files, to be covered in a later Operational Selection Policy); individual cases of major breaches of conventions, protocol or diplomatic procedure where these have an impact on UK diplomatic relations, including expulsions of diplomats.
119. **Records not to be preserved:** routine correspondence on the administration of diplomatic and consular relations where these had no impact on UK diplomatic relations.

Subject code 410 Management, Policy and Planning

120. **Subjects covered:** office management; establishment matters; Diplomatic Service procedures; office automation; inspections of overseas posts and home departments.
121. **Records to be preserved:** Inspection reports that show notable shortcomings and improvements needed in overseas posts or home departments, and files showing steps taken to implement such recommendations; where these relate to the conduct of diplomatic relations (rather than just internal office procedures).
122. **Records not to be preserved:** all inspection report files except those mentioned at paragraph 121 above; all other case files and routine correspondence. FCO policy on these matters is set in administrative departments, whose records are to be covered in a later Operational Selection Policy.

Subject code 420 Office Services, Equipment

123. **Subjects covered:** general office services and equipment; stationery; uniforms; translations and interpreters; official transport.
124. **Records not to be preserved:** No files on this subject will be preserved from geographical departments' records, as the matters discussed will be routine case files and will not be worthy of permanent preservation. FCO policy on these matters is set in administrative departments, whose records are to be covered in a later Operational Selection Policy.

Subject code 430 Staffing, Pay and Conditions of Service

125. **Subjects covered:** The files registered under this code concern subjects such as pay and conditions of service policy, recruitment, postings and transfers, grading issues, promotion and career planning, service allowances, conduct and discipline, superannuation and pensions, staff freight, and claims and compensation. While there will be files on these subjects produced in the political departments, policy on these issues will be settled in records created by administrative departments which will be the subject of a later Operational Selection Policy.
126. **Records to be preserved:** The only occasions where files in this code covered by this Policy will be selected are those where, exceptionally, staffing issues had a direct impact on the conduct of diplomatic relations.
127. **Records not to be preserved:** All other files are likely to be routine in nature, and need not be kept.

Subject code 440 Security

128. **Subjects covered:** Records registered under this code include general FCO security matters (vetting, security inspections, equipment, physical, technical, document and personnel security). This code also includes records on the internal security of subject states, and international security co-operation.
129. **Records to be preserved:** Files will only be preserved where security issues on file are shown to have significantly affected UK diplomatic relations. Records on internal security matters will only be preserved where they demonstrate a considerable effect on UK diplomatic relations. Where FCO represented the UK position on security at international conferences or to international organisations, the main policy records will be preserved.
130. **Records not to be preserved:** any case papers that might be found among the records of the political departments will not normally be worthy of permanent preservation, whilst policy papers will be found among the records of the FCO Security Department, which will be dealt with by a later Operational Selection Policy.

Subject code 450 Accounts, Budgets

131. **Subjects covered:** The files registered under this code concern subjects such as official estimates and accounts, local budgets overseas, mission and entertainment funds and miscellaneous budgetary matters, such as postal accounts.
132. **Records to be preserved:** Where files show that budgetary constraints had an impact on UK diplomatic activity, or where consideration of budgetary constraints was rejected because of the impact this would have on diplomatic activity, they will be considered for

preservation. Such matters would normally be recorded on files of the lead central departments, such as the Financial Policy Department, which are outside the scope of this Operational Selection Policy. However, where such records appear in geographical department files, and it is clear that the discussions were not copied to the lead department, they may be preserved. Files recording investigation of major frauds or suspected frauds against budgets, particularly overseas budgets, will be preserved.

133. **Records not to be preserved:** It will be rare for any files under this subject code to be selected for permanent preservation. Files that simply record the routine process of formulating budgets, bidding for funds, and monitoring and auditing accounts will not be preserved. Files which record the use of overseas entertainment funds need not be preserved as they are case files, and policy on this will be handled by FCO departments to be covered by a later Operational Selection Policy.

Subject code 999 Ephemera

134. **Records not to be preserved:** Files registered under this subject code are unlikely to have survived to be reviewed, and may of course be on a wide range of subjects. No files registered under this code will be preserved.

Annex B

Acquisition policy guidance for FCO filing guide 1973-1976

This appendix is arranged by Subject Groups taken from the FCO filing guide which was in use in 1973 and was used by all departments covered this OSP until the new filing guide was introduced in 1976, with the exception of West Africa Department which for one year used an amalgamation of the old and the new systems. For each Group, this Annex identifies the relevant series code or codes in Annex A where the selection criteria to be used are set down. A list of FCO departments covered by this Operational Selection Policy can be found in Annex C.

Subject group 1 Political and Administrative Affairs (internal)

1. Subject codes in Annex A to be used to identify selection criteria for this subject group: **010; 030**

Subject group 2 Political Affairs (external); General and Multilateral

2. Subject code in Annex A to be used to identify selection criteria for this subject group: **020**

Subject group 3 Political Affairs (external); Bilateral

3. Subject code in Annex A to be used to identify selection criteria for this subject group: **020**

Subject group 4 Territorial (boundaries, sovereignty, territorial waters)

4. Subject code in Annex A to be used to identify selection criteria for this subject group: **040**

Subject group 5 Economic Affairs (internal)

5. Subject code in Annex A to be used to identify selection criteria for this subject group: **090; 100**

Subject group 6 Economic Affairs (external)

6. Subject codes in Annex A to be used to identify selection criteria for this subject group: **090; 100**

Subject group 7 Agriculture, Fisheries, Food, Forestry and Animal Life

7. Subject codes in Annex A to be used to identify selection criteria for this subject group: **140; 150**

Subject group 8 Communications (other than transport)

8. Subject codes in Annex A to be used to identify selection criteria for this subject group: **190; 200**

Subject group 9 Culture and Education

9. Subject codes in Annex A to be used to identify selection criteria for this subject group: **280; 290**

Subject group 10 Defence, War and Belligerency

10. Subject codes in Annex A to be used to identify selection criteria for this subject group: **050; 060; 070; 080**

Subject group 11 Disasters and Relief

11. Subject code in Annex A to be used to identify selection criteria for this subject group: **230**

Subject group 12 Fuel and Power

12. Subject code in Annex A to be used to identify selection criteria for this subject group: **160**

Subject group 13 Information, Press, Publishing and Propaganda

13. Subject codes in Annex A to be used to identify selection criteria for this subject group: **300; 310; 320**

Subject group 14 Legal Affairs

14. Subject codes in Annex A to be used to identify selection criteria for this subject group: **370; 380**

Subject group 15 Manufacturing Industries and Natural Resources

15. Subject codes in Annex A to be used to identify selection criteria for this subject group: **120; 130; 210; 260**

Subject group 16 Property

16. Subject code in Annex A to be used to identify selection criteria for this subject group: **120** (for intellectual property rights); **360**

Subject group 17 Science and Technology

17. Subject code in Annex A to be used to identify selection criteria for this subject group: **270**

Subject group 18 Social Matters

18. Subject codes in Annex A to be used to identify selection criteria for this subject group: **210; 220; 230; 240**

Subject group 19 Medical Matters

19. Subject code in Annex A to be used to identify selection criteria for this subject group: **250**

Subject group 20 Taxation and Customs

20. Subject codes in Annex A to be used to identify selection criteria for this subject group: **100; 110**

Subject group 21 Transport

21. Subject codes in Annex A to be used to identify selection criteria for this subject group: **170; 180**

Subject group 22 Travel and Travel Documents

22. Subject codes in Annex A to be used to identify selection criteria for this subject group: **340; 350**

Subject group 23 Unallocated group

Subject group 24 Unallocated group

Subject group 25 Diplomatic and Foreign Services

23. Subject codes in Annex A to be used to identify selection criteria for this subject group: **330; 400; 410; 420; 430; 440; 450**

Subject group 26 Royal Matters

24. Subject code in Annex A to be used to identify selection criteria for this subject group: **390**

Annex C

1. Foreign and Commonwealth Office Departments covered by this Operational Selection Policy, 1973-1996

Africa Department (Equatorial), 1992-1996

Department responsible for UK relations with the Benin, British Indian Ocean Territory, Burkina Faso, Burundi, Cameroon, Cape Verde Islands, the Central African Republic, Chad, the Comoro Islands, Congo, Ethiopia, Djibouti, Equatorial Guinea, Gabon, the Gambia, Ghana, Guinea, Guinea Bissau, the Ivory Coast, Kenya, Liberia, Madagascar, Mali, Mauritius, Niger, Nigeria, Réunion, Rwanda, the Seychelles, Sierra Leone, Somalia, Tanzania, Togo, Uganda, Zaïre, the Organisation of African Unity.

Department changed from paper to electronic filing, 1994.

Caribbean Department, 1973-1977

Department responsible for UK relations with the Bahamas, Barbados, Bermuda, Grenada, Guyana, Jamaica, Trinidad and Tobago, the Associated States (Antigua, Dominica, St Kitts/Nevis/Anguilla, St Lucia and St Vincent), French and Dutch territories in the Caribbean, and Commonwealth Caribbean regional matters. Replaced by the Mexico and Caribbean Department in 1977.

Central African Department, 1979-1990

Department responsible for UK relations with Angola, Burundi, Malawi, Mozambique, Rwanda, Zaïre and Zambia, and from 1980, Sao Tomé and Príncipe and Zimbabwe. Replaced in 1990 by Central and Southern African Department.

Central and Southern Africa Department, 1973-1979

Department responsible for UK relations with Angola, Botswana, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Reunion and the Comoro Islands, South Africa, Swaziland and Zambia. Responsibilities split between the Central African Department and the Southern African Department.

Central and Southern Africa Department, 1990-1992

Africa Department (Southern), 1992-1996

Department responsible for UK relations with Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, Sao Tomé and Príncipe, South Africa, Swaziland, Zambia and Zimbabwe. Replaced in 1992 by the Africa Department (Southern).

Department changed from paper to electronic filing, 1994.

Common Foreign and Security Policy Unit, 1992-1996

Common Foreign and Security Policy Department, 1996

Unit responsible for planning for the introduction of common European Union foreign and security policy, and Department responsible for implementation. European political co-operation generally.

Department changed from paper to electronic filing, 1994.

Commonwealth Co-ordination Department, 1973-1996

Department responsible for constitutional and policy questions affecting the Commonwealth, heads of government meetings and relations with the Commonwealth Secretariat, and Commonwealth organizations not allocated to other FCO departments on a subject basis.

Department changed from paper to electronic filing, 1994.

Conference on Security and Co-operation in Europe Unit, 1986-1995

Organisation for Security and Co-operation in Europe Unit, 1995-1996

Organisation for Security and Co-operation in Europe and the Council of Europe Department, 1996

Unit responsible for planning UK position on the Conference on Security and Co-operation in Europe, and for work relating to the establishment of OSCE. From 1996 Department formed, taking over responsibility for relations with the Council of Europe from the Western European Department.

Department changed from paper to electronic filing, 1995.

East African Department, 1973-1992

Department responsible for UK relations with Burundi, the Comoro Islands, Ethiopia, French Territory of the Affars and Issas (later Djibouti), Kenya, Madagascar, Mauritius, Rwanda, Somalia, Tanzania, Uganda, Zaïre, the East African Community and the Organisation of African Unity, and from 1976, British Indian Ocean Territory, Réunion and the Seychelles. From 1979 responsibility for Burundi, Rwanda and Zaïre passed to the Central African Department. Replaced by the Africa Department (Equatorial) in 1992.

Eastern Department, 1991-1996

Department responsible for UK relations with Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan. Responsibility for Estonia, Latvia and Lithuania passed to the Central European Department in 1995.

Department changed from paper to electronic filing, 1995.

Eastern Adriatic Unit, 1992-1996

Unit responsible for UK relations with Albania, Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia and Slovenia. From 1995 responsibility for Slovenia passed to the Central European Department.

Department changed from paper to electronic filing, 1994.

Eastern European and Soviet Union Department, 1973-1983

Department responsible for UK relations with Albania, Bulgaria, Czechoslovakia, Hungary, Poland, Romania, the Soviet Union and Yugoslavia, and matters relating to the Conference on Security and Co-operation in Europe. Replaced by Eastern European Department and Soviet Department.

Eastern European Department, 1983-1991**Central European Department, 1991-1996**

Department responsible for UK relations with Albania, Bulgaria, Czechoslovakia (later the Czech Republic and Slovakia), Hungary, Poland, Romania and Yugoslavia. In 1992 responsibility for relations with Albania and the former Yugoslav Republics passed to the Eastern Adriatic Unit. In 1995 responsibility for Estonia, Latvia, Lithuania and Slovenia were added.

Department changed from paper to electronic filing, 1994.

European Integration Department, 1973

Department responsible for questions relating to European Community relations with third countries, European political co-operation, internal working and development of the European Community and Parliamentary and legal aspect of Community membership. Replaced in 1973 by European Integration (Internal) and European Integration (External) Departments.

European Integration Department (External), 1973-1980**European Community Department (External), 1980-1994****European Union Department (External), 1994-1996**

Department responsible for questions relating to European Community/Union relations with third countries, European political co-operation.

Department changed from paper to electronic filing, 1994.

European Integration Department (Internal), 1973-1980**European Community Department (Internal), 1980-1994****European Union Department (Internal), 1994-1996**

Department responsible for questions relating to internal working and development of the European Community/Union and Parliamentary and legal aspects of Community membership.

Department changed from paper to electronic filing, 1994.

Falkland Islands Department, 1982-1990

Department responsible for UK relations with Argentina, the Falkland Islands and Falkland Island dependencies. Responsibilities split between Latin America Department and South Atlantic and Antarctic Department in 1990.

Far Eastern Department, 1973-1994

Department responsible for UK relations with China, Japan, Korea, Macao, Mongolia and Taiwan. Replaced by Far Eastern and Pacific Department in 1994.

Far Eastern and Pacific Department, 1994-1996

Department responsible for UK relations with Australia, China, the Cook Islands, Fiji, Japan, Kiribati, Korea, Macao, Mongolia, Nauru, New Zealand, Niue, Papua New Guinea, Pitcairn, Solomon Islands, Taiwan, Tonga, Tuvalu, Vanuatu and Western Samoa, and French and US territories in the South Pacific.

Department changed from paper to electronic filing, 1994.

Gibraltar and General Department, 1973-1977

Joint FCO/Overseas Development Administration-Ministry of Overseas Development Department. FCO side responsible for the internal administration of Gibraltar and Gibraltar's relations with the UK and the European Community, general questions of interest to all dependent territories and staffing matters in dependent territories. Replaced by the Hong Kong and General Department in 1977, with responsibility for Gibraltar passing to the Southern European Department.

Hong Kong Department, 1976-1977

Joint FCO/Ministry of Overseas Development Department. FCO side responsible for internal administration and external relations of Hong Kong. Replaced by the Hong Kong and General Department in 1977.

Hong Kong Department, 1983-1996

Department responsible for internal administration and external relations of Hong Kong, and planning for the handover of Hong Kong to China. Department changed from paper to electronic filing, 1994.

Hong Kong and General Department, 1977-1983

Joint FCO/Ministry of Overseas Development-Overseas Development Administration Department. FCO side responsible for internal administration and external relations of Hong Kong, and general policy of interest to all dependent territories and staffing matters in dependent territories. Replaced by Hong Kong Department.

Hong Kong and Indian Ocean Department, 1973-1976

Joint FCO/Overseas Development Administration Department. FCO side responsible for UK relations with and internal administration of the British Indian Ocean Territory, Hong Kong and the Seychelles. Replaced in 1976 by the Hong Kong Department, with responsibility for the Indian Ocean territories passing to the East African Department.

Latin America Department, 1973-1977

Department responsible for UK relations with Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela, Antarctica, Latin American regional organizations and external relations of the Falkland Islands. Replaced by the Mexico and Caribbean Department and the South America Department in 1977.

Latin America Department, 1990-1996

Department responsible for UK relations with Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, the Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela and Latin American regional organizations.

Department changed from paper to electronic filing, 1994.

Mexico and Caribbean Department, 1977-1982

Department responsible for UK relations with the Bahamas, Barbados, Costa Rica, Cuba, the Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Surinam and Trinidad and Tobago, and for regional economic and political matters for Belize and French Guiana. Replaced by a Mexico and Central America Department, with responsibility for the Bahamas, Barbados, Grenada, French Guiana, Guyana, Jamaica, Surinam and Trinidad and Tobago territories passing to the West Indian and Atlantic Department

Mexico and Central America Department, 1982-1990

Department responsible for UK relations with Belize, Costa Rica, Cuba, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua and Panama. Replaced by Latin America Department in 1990.

Middle East Department, 1973-1996

Department responsible for UK relations with Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, the United Arab Emirates, the People's Democratic Republic of the Yemen and the Yemen Arab Republic (later combined as the Republic of Yemen) and the Central Treaty Organisation. Department changed from paper to electronic filing, 1995.

Near East and North Africa Department, 1973-1996

Department responsible for UK relations with Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Sudan, Syria, Tunisia, Palestinian organizations and the United Nations agencies in the region. Western Sahara from 1980, Mauritania from 1990.

Department changed from paper to electronic filing, 1995.

North America Department, 1973-1996

Department responsible for UK relations with Canada, the United States of America, outlying regions under US administration and Arctic questions.

Department changed from paper to electronic filing, 1993.

Pacific Dependent Territories Department, 1973-1979

Joint FCO/Overseas Development Administration-Ministry of Overseas Development Department. FCO side responsible for UK relations with and internal administration of the Gilbert Islands, the New Hebrides, Pitcairn, Solomon Islands, Ellice Islands (later Tuvalu) and the South Pacific Commission. Replaced in 1979 by the South Pacific Department.

Republic of Ireland Department, 1973-1996

Department responsible for UK relations with Ireland, and Northern Ireland questions affecting relations with the Republic of Ireland and other countries.

Department changed from paper to electronic filing, 1994.

Rhodesia Department, 1973-1980

Department responsible for UK relations with Rhodesia. Responsibility for relations with Zimbabwe assumed by the Central African Department in 1980.

South America Department, 1977-1990

Department responsible for UK relations with Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela, Antarctica, Latin American regional organizations and external relations of the Falkland Islands. Responsibility for Argentina and the Falkland Islands passed to the Falkland Island Department in 1982. Replaced by the Latin America Department in 1990.

South Asian Department, 1973-1996

Department responsible for UK relations with Afghanistan, Bangladesh, Bhutan, Ceylon (later Sri Lanka), India, the Maldives, Nepal and Pakistan. Department changed from paper to electronic filing, 1993.

South Atlantic and Antarctic Department, 1990-1996

Department responsible for internal administration and external relations of Ascension Island, the British Antarctic Territory, the Falkland Islands and dependencies, St Helena and Tristan da Cunha, Antarctic matters generally and relations with Argentina on South Atlantic matters.

Department changed from paper to electronic filing, 1994.

South East Asian Department, 1973-1996

Department responsible for UK relations with Burma (later Myanmar), Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Vietnam and Vietnamese refugees in Hong Kong, the International Control Commission in Indo China, the South East Asia Treaty Organisation and the Association of South East Asian States. Brunei from 1976.

Department changed from paper to electronic filing, 1994.

South East European Department, 1974-1975

Department responsible for UK relations with Cyprus, Greece and Turkey. Replaced in 1975 by the Southern European Department.

South Pacific Department, 1979-1994

Joint FCO/Overseas Development Administration Department. FCO side responsible for UK relations with Australia, the Cook Islands, Fiji, Kiribati, Nauru, the New Hebrides (later Vanuatu), New Zealand, Niue, Papua New Guinea, Pitcairn, Solomon Islands, Tonga, Tuvalu and Western Samoa, French and US territories in the South Pacific (from 1986). Replaced by Far Eastern and Pacific Department.

South West European Department, 1974-1975

Department responsible for UK relations with Andorra, Portugal and Spain, and external relations of Gibraltar. Replaced in 1975 by the Southern European Department.

South West Pacific Department, 1973-1979

Department responsible for UK relations with Australia, Brunei (to 1976), Fiji, Nauru, New Zealand, Papua New Guinea, Tonga and Western Samoa. Replaced in 1979 by the South Pacific Department.

Southern African Department, 1979-1990

Department responsible for UK relations with Botswana, Lesotho, Malawi, Namibia, South Africa and Swaziland. Replaced by Central and Southern Africa Department.

Southern European Department, 1973-1974 and 1975-1996

Department responsible for UK relations with Andorra, Cyprus, Greece, Malta, Portugal, Spain and Turkey, and the external relations of Gibraltar (from 1977, internal administration of Gibraltar as well). In 1974-5, the Department was split in two, South East and South West European Departments.

Department changed from paper to electronic filing, 1994.

Soviet Department, 1983-1991

Department responsible for UK relations with the Soviet Union, and general East-West relations. Replaced by the Eastern Department.

United Nations Department, 1973-1996

Department responsible for formulation and co-ordination of UK policy towards the United Nations and its specialized agencies.

Department changed from paper to electronic filing, 1996.

West African Department, 1973-1992

Department responsible for UK relations with Cameroon, Cape Verde Islands, the Central African Republic, Chad, Congo, Dahomey (later Benin), Equatorial Guinea, Gabon, the Gambia, Ghana, Guinea, Guinea Bissau, the Ivory Coast, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tomé and Príncipe, Senegal, Sierra Leone, the Spanish (later Western) Sahara, Togo, Upper Volta (later Burkina Faso) and general African questions. Responsibility for Western Sahara and Mauritania passed to the Near East and North Africa Department in 1980 and 1990 respectively, and responsibility for Sao Tomé and Príncipe to the Central African Department in 1980. Replaced by the Africa Department (Equatorial) in 1992.

At the introduction of the new file registration system in January 1976, the Department did not entirely abandon the old system, but combined elements of the old and the new system until January 1977, when the new system was properly introduced.

West Indian and Atlantic Department, 1973-1996

Joint FCO/Overseas Development Administration-Ministry of Overseas Development Department. FCO side responsible for UK relations with and internal administration and external relations of Anguilla, Ascension Island, Belize, Bermuda, the British Virgin Islands, the Cayman Islands, the Falkland Islands, Montserrat, St Helena, Tristan da Cunha and the Turks and Caicos Islands, and from 1982 Bahamas, Barbados, Grenada, French Guiana, Guyana, Jamaica, the Netherlands Antilles, St Lucia, St Vincent, Surinam and Trinidad and Tobago. Responsibility for Belize passed to the Mexico and Central America Department in 1982, and for the Falkland Islands to the Falkland Island Department in the same year.

Department changed from paper to electronic filing, 1994.

Western European Department, 1973-1996

Department responsible for UK relations with Austria, Belgium, Berlin, Denmark, East Germany, Finland, France, Iceland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, San Marino, Sweden, Switzerland, West Germany and the Vatican, and from 1975 the Western European Union and the Council of Europe, Responsibility for the Council of Europe passed to the OECD and Council of Europe Department in 1996.

Department changed from paper to electronic filing, 1994.

Western Organisations Department, 1973-1975

Department responsible for UK relations with the North Atlantic Treaty Organisation, the Western European Union and the Council of Europe, and general European security and defence matters. Department abolished in 1975, functions split between Defence Department (which is outside the scope of this Operational Selection Policy) and, for relations with the Council of Europe and the Western European Union, the Western European Department.

2. Foreign and Commonwealth Office Departments to be covered in later Operational Selection Policies

The following FCO departments and other units, 1974-1996, are not covered by this Operational Selection Policy, and the selection criteria for their records will be addressed by later policies. Departments where no end-date is given continued on beyond the end of 1996. The selection criteria for all FCO departments after 1996, when the ARAMIS electronic records management system was introduced across FCO, will also be addressed in later policies.

Departments

Accommodation and Services Department, 1974-1982

*Aid Policy and Resources Department, 1995-

*Aid Policy Department, 1980-1995

Arms Control and Disarmament Department and Research Unit, 1974-1994

Aviation and Maritime Department, 1990-

Claims Department, 1974-1990

Commercial Management and Exports Department, 1988-1992

Communications Administration Department, 1974-1990

Communications Engineering Department, 1974-1990

Communications Operations Department, 1974-1990

Communications Planning Staff, 1974-1990

Communications Technical Services Department, 1974-1988

Conference Department, 1996-

1977 Conferences Unit, 1976-1977

Consular Department/Division, 1974/96-

Counter Terrorism Policy Department, 1996-

Cultural Exchange Department, 1974-1977

Cultural Relations Department, 1974-

Defence Department, 1974-1990

Drugs and International Crime Department, 1993-1995; 1996
 Drugs, International Crime and Terrorism Department, 1995-1996
 *Economic Advisers, 1984-
 Economists Department, 1974-1980
 *Economic Relations Department, 1980-
 Economic Service (International) Division, 1980-1984
 Energy Department, 1974-1977
 Energy Science and Space Department, 1977-1989
 Engineering Services Department/Department Business Unit, 1994/96-
 Environment, Science and Energy Department, 1990-
 Finance Department, 1974-1992
 Financial Compliance Unit, 1995-
 Financial Policy Department, 1996
 Financial Relations Department, 1974-1980
 Government Hospitality Fund, 1974-
 Guidance and Information Policy Department, 1974-1977
 Home Estate(s) Department, 1994-
 Home Estate and Services Department, 1990-1994
 Honours Unit/Department, 1992/6-
 Human Rights Policy Unit/Department, 1992/3-
 Information Department, 1980-
 Information Administration Department, 1974-1977
 Information Policy Department, 1977-1980
 Information Research Department, 1974-1977
 Information Systems Department, 1996-
 Information Systems Division (Operations), 1990-1996
 Information Systems Division (Projects), 1990-1996
 Information Systems Division (Resources), 1990-1994
 Information Systems Division (Services), 1990-1994
 Information Technology Department, 1983-1990
 Inspectorate, 1974-1985
 *Internal Audit Unit, 1986-
 *Joint Assistance Unit, 1992-1994
 *Joint Assistance Unit-Central Europe, 1994-
 *Joint Assistance Unit-Eastern Europe, 1994-
 **Joint Directorate, 1992-1994
 **Joint Export Promotion Directorate, 1994-
 Library and Records Department, 1974-
 Management Consultancy and Inspection Department, 1996-
 *Management Review Staff, 1985-1996
 Marine and Transport Department, 1974-1977
 Maritime, Aviation and Environment Department, 1977-1990
 *Medical and Staff Welfare Unit/Department, 1989/93-1994
 *Medical and Welfare Department, 1994-
 Migration and Visa Department, 1974-
 Narcotics Control and Aids Department, 1987-1993
 Nationality and Treaty Department, 1974-1990
 Nationality, Treaty and Claims Department, 1990-1996
 News Department, 1974-
 Non-Proliferation and Defence Department, 1990-1994

Non-Proliferation Department, 1994
 Nuclear Energy Department, 1982-1989
 Office Services and Transport Unit/Department, 1982/4-1990
 Overseas Estate Department, 1982-
 Overseas Information Department, 1977-1980
 Overseas Inspectorate, 1985-1996
 Permanent Under-Secretary's Department, 1974-
 Personnel Operations Department, 1974-1992
 Personnel Management Department, 1992-
 Personnel Policy Department/Unit, 1974/95-
 Personnel Services Department, 1974-
 Planning Staff, 1974-1987
 Policy Planning Staff, 1987-
 Protocol and Conference Department, 1974-1983
 Protocol Department, 1983-
 Purchasing Directorate, 1996-
 Research Analysts, 1996-
 Research and Analysis Department, 1990-1996
 Research Department, 1974-1990
 Resource and Finance Department, 1992-1993; 1994-1996
 Resource Management Department, 1989-1992; 1993-1994
 Resource Planning Department, 1996-
 Royal Matters Unit/Department, 1992/6-
 Science and Technology Department, 1974-1977
 Science, Energy and Nuclear Energy Department, 1989-1990
 *Security Department, 1974-
 Security Co-ordination Department, 1986-1990
 Security Policy Department, 1987-
 Services Planning and Resources Department, 1994-
 Support Services Department, 1993-
 Technical Security Department, 1988-1994
 Trade Relations and Exports Department, 1974-1988
 Training Department, 1974-

Wilton Park Executive Agency, 1992-

FCO Overseas Posts (Embassies, High Commissions, Consulates and Delegations)

Key

* = joint FCO/Overseas Development Administration departments

** = joint FCO/Department of Trade and Industry departments