



The National Archives

Archival integrity of records held in the archive

Request for information about a) the transfer process for files deposited in the archive and b) the possible removal of documents from a file

Information provided:

Files selected for permanent preservation at The National Archives are prepared for transfer by the transferring government department. Once deposited at The National Archives all files are preserved intact in perpetuity in order to maintain their archival integrity. Public records chosen for permanent preservation at The National Archives may only be removed or destroyed for the purposes of section 6 of the Public Record Act with the approval of the Lord Chancellor and the Minister responsible for those records.

Transferring departments are responsible for preparing files for transfer to The National Archives. Files are usually transferred to The National Archives in batches. As part of this process transferring departments are required to send The National Archives a list of file titles (or archival descriptions) that can be used by researchers as a finding aid -- such titles are now all available on The National Archives' online Catalogue. These titles do not provide an index to the documents contained within a file. Such detailed indexes listing each document contained within a record are not usually provided as part of the transfer process.

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