



Ministry
of Defence

TNA User Group

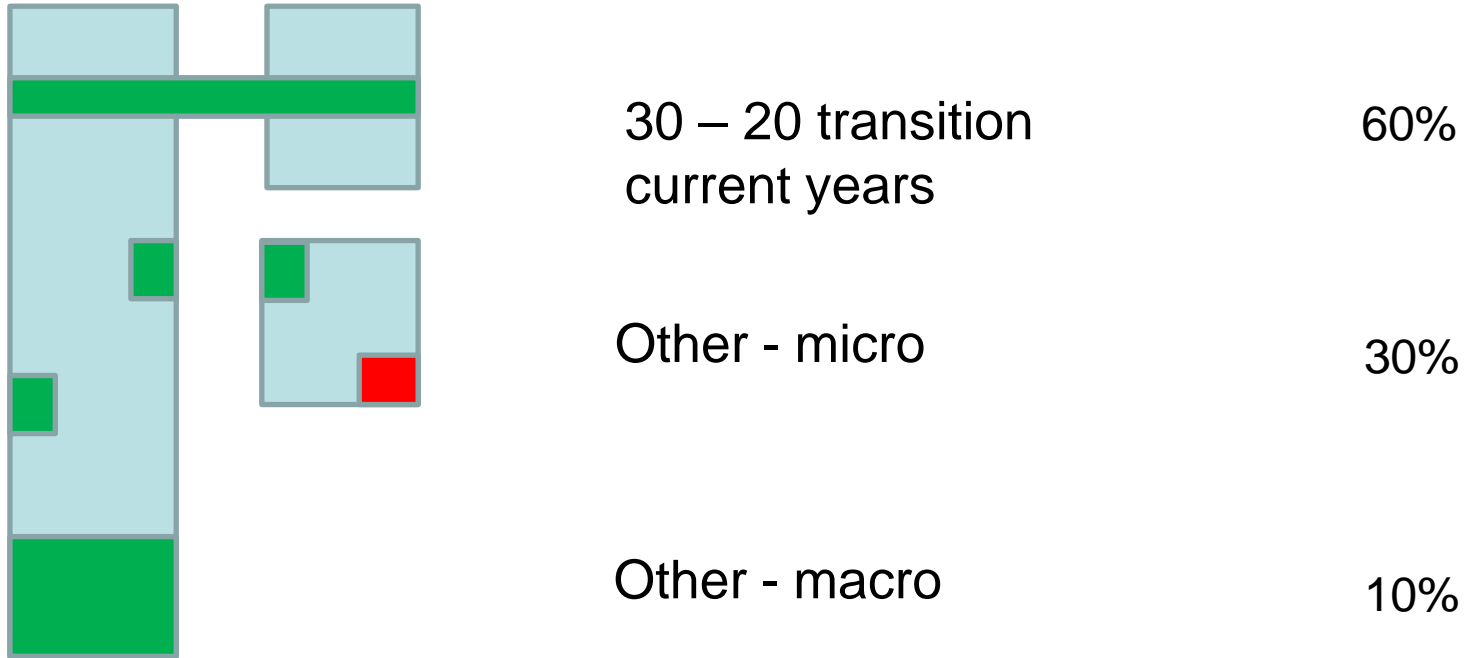
16 Feb 16

Paul Stevenson

Defence Business Services Records

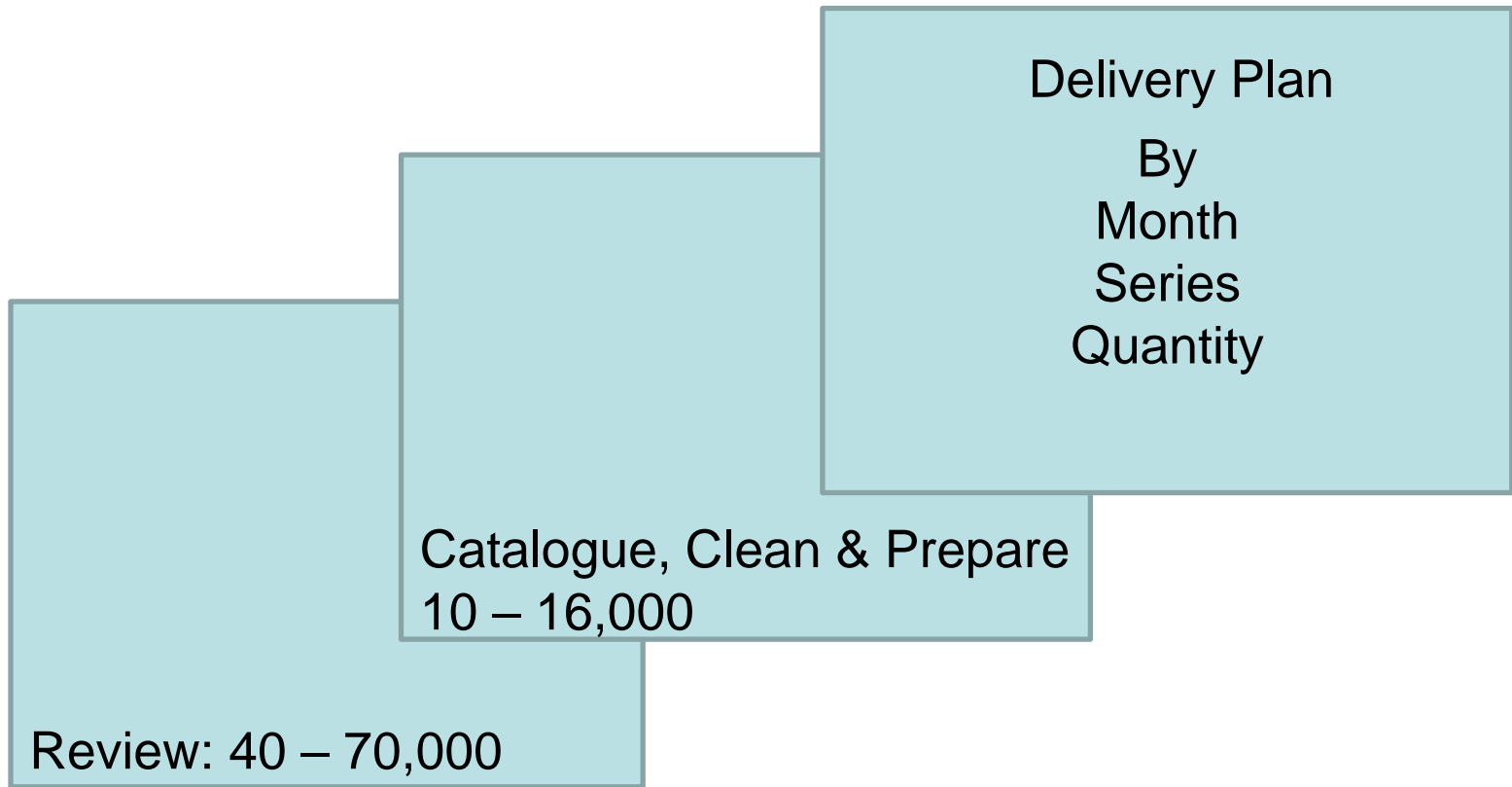
“out of me, into you”

Review programme



compliance, priority

Delivery to TNA



2016 – 17 Delivery Plan will be published on the internet

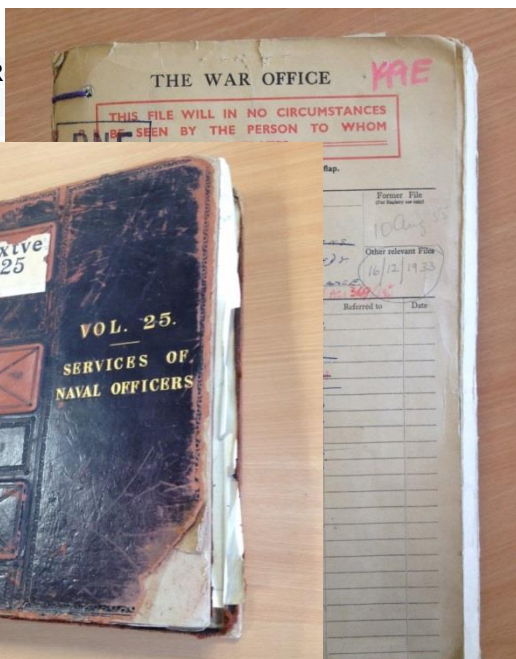


Service Record Study

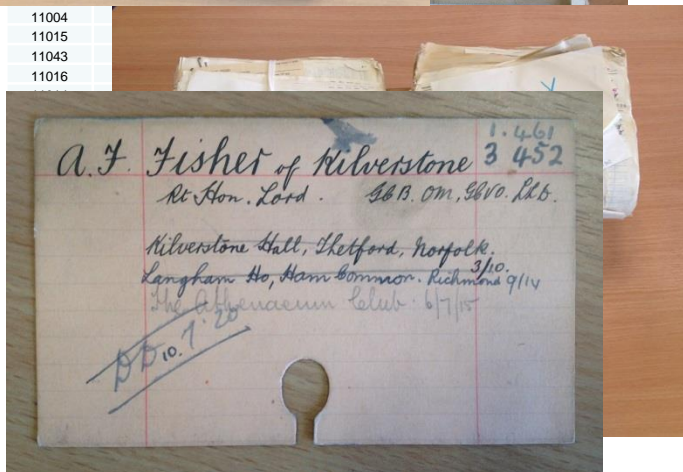
“maximising public access”

Service R

Collation
12011

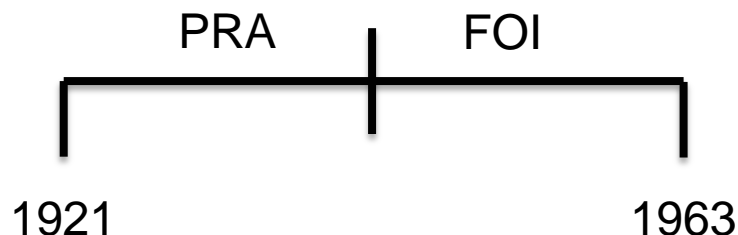


11004
11015
11043
11016



Record Set

- all services
- both access regimes



- types
 - files
 - bundles
 - Registers / related records
- indexing
 - name, dob, service number
 - ranges

(search internet on MOD main archive collation)

! - Scale

S R
e e
r c
v o
i r
c d
e s

6,923,423 items

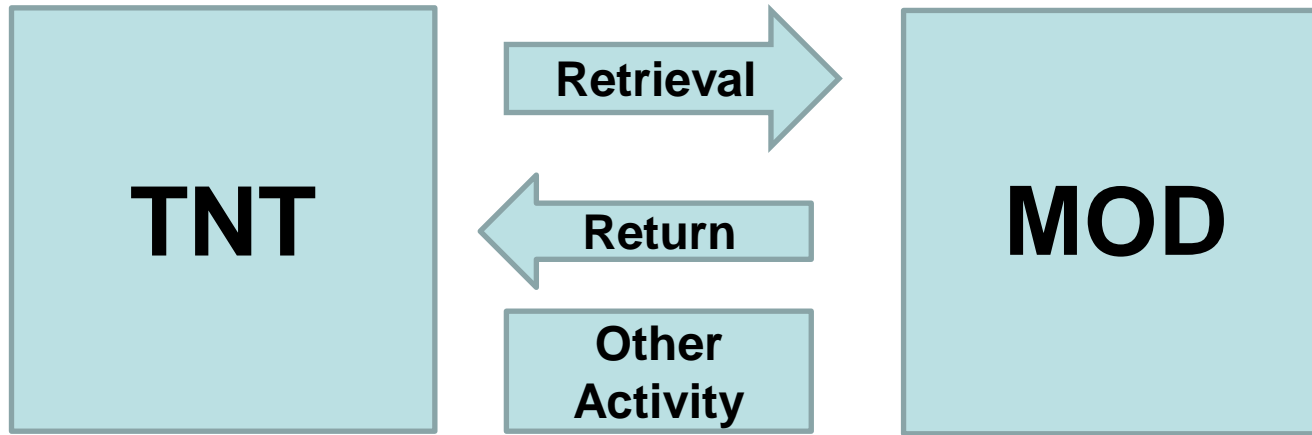
21,000,000 pages

350,000 1.454 cubic feet boxes

1,050,000 TNA archive boxes

WO 363

Current Storage : commercial arrangements



£
£
£
£



Service Record Study Issues for discussion

Service Record Issues – User Groups

Access is currently given on 1:1 basis; individuals request a service record and that request is met. Individuals may apply for more than 1 service record through submitting multiple requests. Views are sought on:

- whether multiple access is required; for example to see many records at once for unit, geographic or age analysis;

- whether types of access other than to the whole service record is required; for example a requirement to capture data from the record without necessarily seeing the physical record.

Service Record Issues – Indexed data

Where the format of the record relates to one individual then the index currently held by the MOD will typically include name, initials, service number, date of birth and sometimes unit. The capture of any additional data would require the retrieval and re-index of the record which would incur a cost. Views are sought on:

if current indexed data will suffice in meeting user needs; or
what additional indexed data is required or desirable.

Service Record Issues – Digitisation

It is currently assumed that records would be accessioned (from the MOD to TNA) in digital format. Digitisation increases accessibility. Access to records can also be provided through retrieval and return to remote storage facilities. Views are sought on:

a “mixed economy”, whereby some records are accessible in digital format and others accessible on demand in hard copy;

for those accessible in hard copy, the acceptable time from customer request to availability of the document.

Service Record Issues – Cost

Neither MOD nor TNA currently has the funding to pay for the digitisation of this record set. Funding requirements are typically met by commercial providers. Views are sought on:

the appetite of users to pay for digitisation of records subsequently made available to the general public;

digitisation of part of each record only, for example attestation papers;

digitisation of only parts of the record set (for example records where the individual has WW1 and/or WW2 service).

Service Records – finally

Comments to DBS KI-RecordsPubEnqTeam@mod.uk

or come and talk Who Do You Think You Are Live 7 – 9 Apr 16