

Archives Appraisal and Selection Policy

Archives Appraisal and Selection Policy v1

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2. Introduction

This policy is about how the Pension Protection Fund (PPF) will meet its statutory obligation as a public records body to select records for permanent preservation under the Public Records Act 1958. The PPF became subject to the Public Records Act when it was formed in 2005, by virtue of Schedule 12 of the Pensions Act 2004.

The Public Records Act requires us to:

- Ensure the safekeeping of our records.
- Select records for permanent preservation.
- Transfer records selected for preservation to The National Archives (TNA) or an approved place of deposit by the due date, to be made available for public access.
- Dispose of records not selected for preservation by the due date, via destruction or transfer to another organisation's responsibility.
- Submit formal applications for extended retention and/or access closure periods to The Advisory Council on National Archives and Records.

3. History of the PPF

The PPF was set up in April 2005 by the Pensions Act 2004. It was set up as a statutory public corporation to provide people with a UK defined benefit (DB) pension with financial security if their employer fails. We're run by an independent Board and we report to Parliament through the Secretary of State for Work and Pensions. We are funded through an annual levy charged to all eligible pension schemes we protect, income from our investments, assets of schemes that are transferred into us, and recoveries from the insolvent employers of the schemes we take on.

The PPF also manages the Fraud Compensation Fund (FCF), which funds compensation for members of eligible work-based pension schemes, where the employer is insolvent and whose schemes have lost out financially as a result of fraud. And in 2009, we took on management of the Financial Assistance Scheme (FAS) on behalf of the Department for Work and Pensions (DWP).

In 2006, the first pension scheme was transferred to the PPF. In its first 5 years, the PPF took on 113 schemes and was looking after over 34,000 members. We transferred our 500th scheme in 2012, and our 1,000th scheme in 2016. By April 2025, we had taken on over 2,000 schemes and were looking after 430,000 PPF and FAS members.

4. Our Approach to Appraisal and Selection

The PPF appraises and selects records for permanent preservation in line with [The National Archives Records Collection Policy](#). The records we select are those that have long term historical value, that show the significance of the functions and activities of the PPF, and that are of enduring public interest.

Appraisal and selection decisions are made at the highest possible level (i.e. made at the business function or activity level), and then at a record series / information asset level.

Decisions about permanent preservation are made at the earliest possible opportunity, with all PPF employees being responsible for identifying and preserving records that have long term historical value.

5. Selection of Records for Permanent Preservation

5.1 Our records

The PPF's records are organised and managed according to our business functions, which include the following:

- Commercial resource management
- Communications and liaison
- Corporate management
- Financial management
- Governance
- Human resource management
- Information technology (IT) management
- Knowledge and information management
- Levy management
- Member services
- Office management
- Risk and incident management
- Scheme management

5.2 Records we select for permanent preservation

We select records for permanent preservation that document or evidence:

- the principal policies and actions of UK central government and English and Welsh governments¹;
- our structures and decision-making processes;
- our interactions with the lives of UK citizens;
- our interactions with the physical environment.

¹ Strategic policy for the regulation of pensions is managed and captured by our parent body, Department for Work and Pensions (DWP). It is expected therefore that these records are held and will be selected by DWP for permanent preservation. In practice this means that the PPF will not transfer these records to TNA where this would cause duplication.

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Selection is primarily from the following business functions:

Communications and liaison	Communications to the public and PPF publications, such as the Annual Report and Accounts, Purple Book and PPF 7800 index.
Corporate management	Records showing the PPF's corporate social responsibility work; and high-profile projects that set precedent/significantly impact the pensions landscape or that are of public interest.
Governance	Records showing changes to the high-level structure of the PPF and its responsibilities; PPF strategies; and decisions made at senior levels of the PPF, such as its Board.
Levy management	Records showing how the PPF levy was set.

Our websites have been captured by TNA since 2006, as part of the UK Government Web Archive. This includes the following sites:

Website 'Name'	Website URL	Years Website Was Captured
Pension Protection Fund (PPF)	https://www.pensionprotectionfund.org.uk/ https://www.ppf.co.uk/	2006 & 2009 – 2018 2019 – present
Pension Protection Fund (PPF) Members Website	https://www.ppfonline.org.uk/web.chi/ppfstatic.html https://www.ppfmembers.org.uk/	2009 – 2010 2019 – present
Pension Protection Fund (PPF) site for British Steel Pension Scheme (BSPS) Members	https://www.ppfmembers.org.uk/BritishSteel/	2019 – 2020
Financial Assistance Scheme Members Website	http://fasmembers.org.uk/	2019 – present
Fraud Compensation Fund	http://fraudcompensationfund.co.uk	2025 – present

TNA has also captured the PPF's [YouTube channel](#) and [Twitter/X feed](#) as part of the UK Government Web Archive.

5.3 Records we do not select for permanent preservation

Records that have no enduring historical value or public interest, and that fall outside of the scope of TNA's Records Collection Policy, are not selected for transfer to TNA or another approved place of deposit. This means that records from the following functions will not usually be selected for permanent preservation:

- commercial resource management
- financial management
- human resource management
- IT management

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- knowledge and information management
- member services
- office management
- risk and incident management
- scheme management

High level information from some of these functions will be published in our annual reports. These are publicly available on the PPF's website, and are permanently preserved via the UK Government Web Archive.

6. Glossary

appraisal	The process of reviewing and evaluating records, to identify those of continuing value which therefore need to be kept and maintained.
DWP	Department for Work and Pensions. The PPF's parent body.
FAS	Financial Assistance Scheme. Provides financial assistance to members of defined benefit pension schemes who lost all or part of their pension, following their scheme coming to an end between 1 January 1997 and 5 April 2005.
permanent preservation	Ongoing managed activities that ensure records and information are kept, maintained and remain accessible forever.
PPF 7800 index	An official statistic produced in accordance with the UK Statistics Authority Code, that gives the estimated funding position for all eligible defined benefit pension schemes.
PPF levy	Eligible pension schemes have to pay the PPF a levy. The amount of levy each scheme pays is primarily based on the risk of its sponsoring employer becoming insolvent.
Purple Book	Also known as The Pensions Universe Risk Profile. It contains comprehensive data and analysis of the UK's defined benefit pension landscape.
record series / information asset	A grouping of records/information that form part of the same activity, get managed as one, and has recognisable value for the organisation.
TNA	The National Archives (UK).