

From: [REDACTED]
Sent: 01 March 2018 13:14
To: Transfer Precirculation
Cc: Standard Transfer Team; Accelerated Transfer Team; Press Office
Subject: Circulation email: MoJ: HO370(54-219) - Acc ID 51371 Target date 04/05/2018
Attachments: The Standard Transfer Team File Preparation Acronyms.docx; Original e-Transfer form HO370(54-219).rtf; HO370(54-219) 20180226 Final.obr

Precirculations,

Please complete the Accessions process for **HO370(54-219)** and make Doris Ready. The edit set has been loaded into PROCAT.

The pieces are located in **5B 418-419** and the closed extracts are located in **5B 419**. The target release date is **04/05/2018**.

After our visit we requested the OGD to make the following preparation amendments, please can you ensure they have been applied?

General Issues

- Boxes labelled in an incorrect way – *It has been agreed with MoJ and [REDACTED] that this is the last time we will be accepting boxes labelled in this way. All future MoJ series will be labelled correctly.*
- Fax paper not photocopied at all. All occurrences highlighted by us (below)

Redacted under FOI
Exemption Sec 40(2)

Specific Piece Issues

Acronyms list attached: Match the acronym to the correction

- 54 – PFP
- 55 – PFP
- 58 – PFP
- 61 – PFP
- 63 – PFP
- 65 – ELM; unable to read PW contents
- 66 – PFP
- 67 – NCL: 2074
- 70 – PFP
- 76 – Newspaper: IPW
- 77 – ELM
- 78 – PFP
- Box containing pieces 79-83: too many files for one box when filled. Split across two boxes.
- 80 – NCL: 2075
- 81 – PFP
- 82 – PFP
- 90 – PFP
- 92 – LT
- 93 – NCL: 2078
- 94 – NCL: 2078
- 96 – Remove Staple
- 101 – PFP
- 101/1 – LT

- 113 – NCL: 2082
- 114 – NCL: 2082
- 115 – NCL: 2082
- 117 – NCL: 2082
- 119 – NCL: 2082
- 124 – PFP
- 125 – PFP
- 126/1 – LT
- 127 – PFP
- 128 – PFP
- 129 – PFP
- 130 – PFP
- 131/1 – NCL: 2051
- 132 – LT
- 155/1-/3 – in future, don't write "PART 1 of 3" etc. on file covers.
- 161 – PFP
- 168 – PFP
- 173 – PFP
- 182 – SP – IPW
- 189 – ELM; LT
- 190 – ELM
- 195 – PFP
- 201 – PFP

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Many thanks,



Transfer Adviser


The National Archives, Kew, Richmond, Surrey TW9 4DU

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[REDACTED]

From: [REDACTED]
Sent: 31 August 2017 12:07
To: [REDACTED]
Cc: Standard Transfer Team
Subject: MoJ: HO 370 (54-219) - comments from [REDACTED]

Hi [REDACTED]

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Exemption Sec 40(2)

I agree some of your points, but not others.

I agree it is not on a proper template. Some columns are missing e.g. where is the Note field and final columns and other columns have wrong headings.

Your points 2 and 5 – I would not alter the structure of the list in this way (at least at this stage). I would keep in “Lord Justice Woolf’s Inquiry into Prison Disturbances:” for the sake of making the scope/contents easily understandable and self-contained (not relying on the series title) and I would not introduce more subseries as this will lead to complications.

Your points 8-10 – I don’t think the closure column needs populating (the pieces and open, only extracts are closed)

Your point 11 – I don’t know if it is solicitors in general or some sort of special Solicitor (see the file)

Other points –

Closed items – It should be Closed extracts: (plural) if more than one page. (Also as you said Page / Pages should be lower case).

Pieces 65, 66, 81, 201 – I don’t understand the phrase “submissions between” – it does not seem right. (It does not seem likely the Inquiry is making submissions to outside bodies).

I would change Her Majesty’s everywhere to HM

111-123 - I would move the surnames bit to the end – like it is in 71-77

123-130 - I would write Prison Service with capitals (as in 132)

174 - Queen’s Counsellor should probably be Queen’s Counsel

194 – change From The to lower case

Redacted under FOI
Exemption Sec 40(2)

From: [Redacted]
Sent: 01 August 2017 11:39
To: [Redacted]
Cc: Standard Transfer Team
Subject: MoJ: HO370(54-219): MSTC Check

Close under section 40(2)

Hi [Redacted]

We have received a new draft listing from MoJ. Below are my comments. Please check.

- 1) Column headings need to match standard TNA catalogue headings (e.g. "D" instead of "L"), and additional columns need to be removed.
- 2) All pieces: Pieces do not need to start "Lord Justice Woolf's Inquiry..." as this is at series level. Remove so that the S/C starts with what is found after "Disturbances:"
- 3) All closed pieces: the "C" should be in the LS column. The exemption schedule number should be in the LN column.
- 4) All closed extracts: Make "Pages" lowercase
- 5) This series has used Subseries in the past – subseries may need to be created (e.g. for "minutes of meetings" or "evidence of inmates")
- 6) Piece 55: make "Preliminary Hearings" lowercase
- 7) Piece 92: populate the First/Last dates
- 8) Piece 96: populate the "Closure" column (if required)
- 9) Piece 107: populate the "Closure" column (if required)
- 10) Piece 122: populate the "Closure" column (if required)
- 11) Piece 168: make "Solicitor" lowercase
- 12) Item 173/1: populate the First/Last dates
- 13) Piece 174: populate the Department column

Many thanks,
[Redacted]

[Redacted]
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<http://www.nationalarchives.gov.uk>

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From: [REDACTED]
Sent: 10 January 2018 09:58
To: [REDACTED]
Cc: Standard Transfer Team
Subject: HO370 - plans

Hi [REDACTED]

During our visit to MoJ yesterday we checked HO370(54-219), "Inquiry into Prison Disturbances (Woolf Inquiry)". Many of these files contained plans. Could you please add a note at the series level of Discovery highlighting that some pieces contain plans?

Many thanks,

[REDACTED]
Transfer Adviser

[REDACTED]
The National Archives, Kew, Richmond, Surrey TW9 4DU
<http://www.nationalarchives.gov.uk>

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[Redacted]

From: [Redacted]
Sent: 26 February 2018 16:22
To: [Redacted]
Cc: Standard Transfer Team
Subject: MoJ: HO370(54-219) - Acc ID 51371, Target date 04/05/2018

Redacted under FOI
Exemption Sec 40(2)

Hi [Redacted]

Please can you review HO370(54-219).

Many thanks,

[Redacted]
[Redacted]
Transfer Adviser

[Redacted]
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<http://www.nationalarchives.gov.uk>

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From: [REDACTED]
Sent: 01 August 2017 11:39
To: [REDACTED]
Cc: Standard Transfer Team
Subject: MoJ: HO370(54-219): MSTC Check
Attachments: HO370(54-219) 20170508 Draft.obr

Hi [REDACTED]

We have received a new draft listing from MoJ. Below are my comments. Please check.

- 1) Column headings need to match standard TNA catalogue headings (e.g. "D" instead of "L"), and additional columns need to be removed.
- 2) All pieces: Pieces do not need to start "Lord Justice Woolf's Inquiry..." as this is at series level. Remove so that the S/C starts with what is found after "Disturbances:"
- 3) All closed pieces: the "C" should be in the LS column. The exemption schedule number should be in the LN column.
- 4) All closed extracts: Make "Pages" lowercase
- 5) This series has used Subseries in the past – subseries may need to be created (e.g. for "minutes of meetings" or "evidence of inmates")
- 6) Piece 55: make "Preliminary Hearings" lowercase
- 7) Piece 92: populate the First/Last dates
- 8) Piece 96: populate the "Closure" column (if required)
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- 11) Piece 168: make "Solicitor" lowercase
- 12) Item 173/1: populate the First/Last dates
- 13) Piece 174: populate the Department column

Many thanks,

[REDACTED]
[REDACTED] [close under section 40\(2\)](#)

Transfer Adviser
[REDACTED]

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The Standard Transfer Team File Preparation Acronyms

These are used during visits to government departments and written on catalogue listings in order to save space and time. This list can be supplied to departments to assist them in understanding our handwritten notes on the listings. We will usually put post-it notes in the file at the point where the issue occurs and write the acronym on there too.

Acronym	Explanation	Further notes
AFE	Acid Free Envelope	Used for storing loose larger material often made up many parts/pages. Example: folded maps, charts, plans etc.
DP	Damaged Page	This needs to be highlighted in the listing 'Notes' column 'Damaged page page' and on the AA2.
ELM	Endorse Loose Material	Material in a polyester wallet or an acid-free envelope requires TNA Reference written on.
FP	Fragile Page	This needs to be highlighted on the listing only if it needs putting in a polyester wallet (FP - IPW).
GP	Glued Page	This needs to be highlighted in the listing 'Notes' column 'Glued page' and on the AA2.
IAFE	Insert into Acid Free Envelope	Material requires placing in an acid-free envelope. Must be endorsed and available to remove.
IPW	Into Polyester Wallet	Material requires placing in a polyester wallet.
LP	Loose Page	Page/document is loose in the file and needs tagging back in.
LT	Longer Tag required	The current tag is too short and will damage the record. Replace with a longer tag. If in doubt always use a longer tag.
NCL	New Closure Label	A new closure label is required on the file or extract. This could be because the opening year is wrong or it is not clear or it could peel off.
NFC	New File Cover	File needs to be placed in a new four-flap folder and endorsed in the correct manner.
NT	Not Tagged	The file has no tag. Requires tag through all the contents and into the back cover.
PFP	Photocopy Fax Paper	Fax (shiny) paper in file that has not been copied.
PIN	Post-It Note	Post-It note in file. Will be combined with other acronym. Usually to endorse and/or IPW.
PNT	Papers Not Tagged	Papers loose in file and require tagging in.
PW	Polyester Wallet	Used for storing damaged or glued/sellotaped material, photographs etc. If removable must be endorsed.
RDC	Replace Dummy Card	Usually required when information is incorrect on the card or wrong option chosen
RFC	Re-endorse File Cover	The TNA reference needs to be rewritten to make clear.
RLM	Re-endorse Loose Material	Material in a polyester wallet or acid-free envelope requires a clearer writing of the TNA reference.
SF	Split File	File is too large or unwieldy and needs to be split into two items. Update listing to reflect this.
SP	Sellotaped Page	This needs to be highlighted in the listing Notes

		column as 'Sellotaped page' and on the AA2.
STET	Ignore Correction	Leave as before and ignore crossed out correction by TNA.
TIF	Tag Into File	Loose material in polyester wallet or Acid-Free Envelope should be tagged into the file.