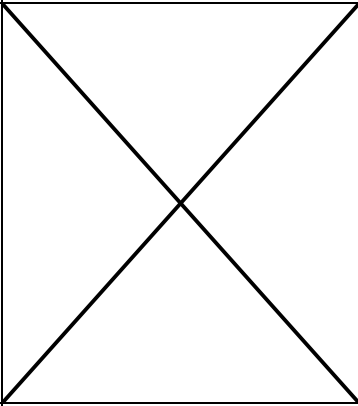


THE	
NATIONAL	
ARCHIVES	

DEPARTMENT/SERIES:	Date and sign
PIECE/ITEM: (one piece/item number)	
Extract details:	
CLOSED UNDER FOI EXEMPTION:	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

- Use black or blue pen to complete form.
- Use the card for one piece or for each extract removed from a different place within a piece.
- Enter the department and series, e.g. HO 405, J 82.
- Enter the piece and item references, e.g. 28, 1079, 84/1, 107/3
- Enter extract details if it is an extract rather than a whole piece.
- This should be an indication of what the extract is, e.g. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995.
- Do not enter details of why the extract is sensitive.
- If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, e.g. 27(1), 40(2).
- Sign and date next to the reason why the record is not available to the public (only select one i.e. Closed under FOI exemption or Retained under section 3(4) of the Public Records Act 1958 or Temporarily retained or Missing at transfer or Number not used).