

Process for sending previously retained pieces or extracts to The National Archives

Version 3, March 2019

Introduction

This guidance is to supplement the chapter on 'Previously retained and previously missing pieces' in the [Preparing records for transfer to The National Archives](#), but also covers the transfer of records where their access information has changed.

If pieces or extracts are to be transferred open

Complete an Access Updates Form (copy available at Annex A) for each series records are in:

- Complete the box stating their previous access status – were the records retained, missing?,
- Complete the box stating that the piece(s)/extract(s) are being transferred open.

- Print the Access Updates Form – this copy will accompany the record when physically transferred

- Save the completed Access Updates Form for your records, and send a copy to The National Archives by email

Check the entries for any pieces on TNA's online catalogue, Discovery, to ensure the cataloguing is sufficient as records may not have been available when a series was transferred. Checks should include the covering dates, scope/content, and former reference.

If any information is incorrect or you would like to supply revisions, the information should be supplied on the Access Updates Form in the 'Catalogue Amendments' box.

Ensure pieces have been cleaned and prepared to The National Archives' standards – they should to be prepared to the same standard as a new accession.

This includes:

- checking that the cover is clearly marked with The National Archives' reference in the correct format,

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- the tag is long enough, and
- the file has a new cover if necessary.

If pieces or extracts are to be transferred closed

Ensure closure has been applied for and approved by the Advisory Council on National Records and Archives.

Complete an Access Updates Form for each series records are in:

- Complete the box stating their previous access status – were the records retained, missing,
- Complete the box stating that the piece(s)/extract(s) are being transferred closed.

- Print the Access Updates Form – this copy will accompany the record when physically transferred

- Save the completed Access Updates Form for your records, and send a copy to The National Archives by email

Check the entries for any pieces on TNA's online catalogue, Discovery, to ensure the catalogue information is sufficient as records may not have been available when a series was transferred. Checks should include the covering dates, scope/content, and former reference. If any information is incorrect or you would like to supply revisions, the information should be supplied on the Transfer Form in the 'Catalogue Amendments' box.

Ensure pieces have been cleaned and prepared to The National Archives' standards – they should to be prepared to the same standard as a new accession.

This includes:

- checking that the cover is clearly marked with The National Archives' reference in the correct format, including item numbers for closed extracts,
- the tag is long enough, and
- the file has a new cover if necessary.

Ensure a Green Closure Label is on the front cover and has the correct opening date on it - this date can be calculated adding the closure period to the end date of the piece, plus one year (for example if the end date of the piece is 1953, and it will be closed for 84 years (1953 + 84 + 1 =2038), therefore it will open on 1 January 2038), and closed extracts have yellow/black 'Closed extract' tape around the cover.

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TNA's online catalogue, Discovery, will be updated to show the closure information once any pieces or extracts have been received and accessioned.

When physically sending the records to The National Archives

Send a copy of the Access Updates Form and expected date of delivery to governmentorders@nationalarchives.gov.uk and accessupdates@nationalarchives.gov.uk. This will ensure we are expecting the pieces.

Attach a printed copy of the Access Updates Form to the pieces/extracts in government pouches and send to:

Government Remote Services
The National Archives
Ruskin Avenue
Kew, Richmond
Surrey
TW9 4DU

Pouches can be obtained from The National Archives' Government Remote Services by emailing government.orders@nationalarchives.gov.uk.

Please pack and send open and closed records in separate sealed pouches/packages. This ensures they are handled accordingly at The National Archives.

If pieces or extracts are being returned closed following re-review, where closure (which was due to expire) has been extended

Ensure closure has been applied for and approved by the Advisory Council on National Records and Archives, and TNA's online catalogue, Discovery, has been updated to show the new closure period.

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Ensure a Green Closure Label is on the front cover and has the correct opening date on it – the date will be on TNA's online catalogue, Discovery, for pieces and extracts that were previously closed, and closed extracts have yellow/black 'Closed extract' tape around the cover.

Return the pieces and extracts according [Ordering and return of documents](#), but include in the 'additional comments/instructions' box that the records are for the attention of the Access Updates Team.

Annex A

Access Updates Form

This form is to be completed for the transfer of public records selected for permanent preservation, which were previously retained in department or missing at transfer

To be completed by the transferring department or agency (**shaded cells are mandatory**)

It should be sent to accessupdates@nationalarchives.gov.uk and government.orders@nationalarchives.gov.uk and a copy attached to the records when they are transferred

TRANSFERRING DEPARTMENT'S REFERENCE:	
DEPARTMENT/AGENCY PROPOSING TRANSFER:	
DATE OF TRANSFER	
DRO or Person authorising Transfer	

DEPARTMENT CODE & SERIES NUMBER			NUMBER OF PIECES	
			NUMBER OF EXTRACTS	
Piece/item	Current access	New access	If closed:	

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number	status: retained, missing, closed	status: open or closed	closure period	FOI Schedule number

Extend table as needed

If closed extract/s from piece (not part of transfer):			If retained extract/s from piece:	
Item number	Closure period	FOI Schedule number	Extract details	Retention status: LCI / RI number, or temporary

Extend table as needed

CATALOGUE AMENDMENTS IF REQUIRED (list pieces and information to be added to Discovery)

Piece/item number	Scope / content (if previously a closed description)	Other catalogue information

Extend table as needed

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PREPARATION ISSUES TO BE NOTED

<p>Pieces or items for documents that may need inspection by TNA Collection Care Department.</p>	
<p>Notifiable substances under the COSHH REGULATIONS 2002 and other legislation, for example: <u>COSHH REGULATIONS 2002</u> substances that have their own regulations: lead, asbestos, radioactive substances, mould, bird poo and pesticide treatment</p>	
<p>ANY FURTHER INFORMATION</p>	