

[Name of organisation] Series Level Appraisal Questionnaire

[Name of organisation] is responsible for producing a detailed analysis of each and every record series/group using the TNA Series Level Appraisal Questionnaire (SLAQ) template. This will detail the scope, the content and details of the records and reasons for selection decisions. [Name of organisation] is responsible for ensuring the accuracy and quality of the content of the data in the SLAQ. Based on this data [Name of organisation] will be making a selection decision on series/groups of records contained within their record collection justifying this selection decision based on historical value and recommending a place of transfer.

Summary

[Name of organisation] Reviewer:			
Number of records for consideration: (estimated/actual number of files or the meterage)	Metre run	Number of files	Date range
a) For this year's review			
b) Total held for this series – if an accruing series			
Physical description of the records: (i.e. A4 paper files, 16mm microfilm etc.)			
Physical condition: (i.e. are they damaged? If so in what way, do they need specialist conservation or are there any issues that may affect the accessibility?)			
Covering dates of the material considered for selection:			
Does [Name of organisation] consider the records to be a public record as defined by the Public Records Act ? If not, why? ¹			

¹ If [name of organisation] believe there to be any question over the Public Record status of the records for consideration, this must be discussed in the first instance with TNA.

[Name of organisation] Series Level Appraisal Questionnaire

Please tick [Name of organisation] recommended selection outcome

	Outcome	✓
A	Select for preservation at TNA (PRA 3.4) records that meet the Records Collection Policy	
B	Do not select for preservation at TNA but advise on repository (a presentation under 3.6 of the PRA if considered appropriate) N.B. this will remove the material from the PRA and the receiving institute can dispose of material or control access without reference back to [Name of organisation] or TNA. Material can only go open status	
C	Select for preservation at appropriate Place of Deposit (PRA 4.1). N.B. material can only go with open status. Should the Place of deposit cease to exist [Name of organisation] may have to resume custody of the material	
D	Do not select for permanent preservation	

Part A: All completed SLAQs must be sent to IMC; where appropriate, these will be discussed at TNA Records Decision Panel

By what method will the series be reviewed? See Best Practice Guide for Appraising and Selecting Public Records for further guidance (✓ as appropriate)	Series level review	
	[Name of organisation] selection criteria and file title	
	Mixed series	
	File by file N.B. if using this method the SLAQ should be accompanied by a file list.	
Please state why this appraisal method is the most appropriate for the series under review:		
If series level review is recommended, what is the recommendation (✓ as appropriate)	Select all	
	Select none	
	Select some files within this series	

[Name of organisation] Series Level Appraisal Questionnaire**[Name of organisation] Selected records for historical review in detail**

Do the records fall within TNA Record Collection Policy ?	
Have [Name of organisation] used an Operational Selection Policy to confirm their record selection decision?	
Does [Name of organisation] consider that the records should be considered for preservation at TNA because they compliment a record series already transferred to The National Archives?	

Determining the context of the records

Where are the records currently located?	
What is the Departmental file title and reference/prefix?	
Is there an existing TNA series and title?	
If the records are recommended for an existing TNA series, does TNA Discovery Series entry require amendment? If yes, provide detail.	
Is the reference/prefix used in any other records already transferred to TNA, or Place of Deposit?	
Who created the records?	
Was [Name of organisation] the lead for this function/s? (Yes/No) If No and files not selected then [Name of organisation] need to inform the lead department.	

[Name of organisation] Series Level Appraisal Questionnaire

<p>Was the business area (within [Name of organisation]) that created this series the lead for this function/s? (Yes/No)</p> <p>If no but [Name of organisation] is still the lead, has this information been passed to the [Name of organisation] reviewer who will be reviewing the records of the business area? (Yes/No)</p>	
<p>Describe the contents of the series; whether it covers policy or operational work, case files or governance records etc.</p> <p>If case files (refer to Operational Selection Policy 48), describe the type of information recorded in the files. Indicate how routine or complex the information is and whether the information is available elsewhere.</p>	
<p>Describe the business function/s reflected in this series.</p>	
<p>Assess the historical value of the series and state whether the files should be selected or not, and why.</p>	

Part B: In-detail analysis (only complete where there is not already an existing series at TNA, or there is significant change to the annual accrual)

<p>Are the covering dates different from the accumulation dates i.e. dates when file series was in use or records were brought together? If so add the dates here.</p>	
<p>Are any records within this selection group missing at selection?</p> <p>Can [Name of organisation] account for the missing records?</p>	
<p>Are the records original records or are they copies of original records?</p>	

[Name of organisation] Series Level Appraisal Questionnaire

If the material in the series consists of copies, where are the originals?	
Does [Name of organisation] have any unpublished finding aids which will need to be cross referenced to these original records? If yes provide details (what are they, and when will they be considered/reviewed).	
Does [Name of organisation] have any related material which will need to be considered when recommending selection decision? (i.e. paper and/or digital?) If yes provide details (what they are and where they are and if and when they will be considered/reviewed).	
Does [Name of organisation] have any Separated material: i.e. Cross-references to separated material (e.g. material re-registered to other file series)	
Administrative/biographical history: Give a brief history of the records creators	
Custodial history: Since the records ceased to accumulate, which other departments, if any, have had custody of them and when?	
Languages: In what language are the records?	

[Name of organisation] Series Level Appraisal Questionnaire**Part C: Access and sensitivity (complete if recommendation is to select records)**

Has this information ever been subject to an FOI request? (Yes/No)	
Has this information ever been used/consulted/seen by anyone other than [Name of organisation] staff? (Yes/No)	
Has this information been cited or consulted as part of an internal [Name of organisation] report or an external publication or article? (Yes/No)	
Are any exemptions to access likely to apply to these records under the Freedom of Information Act 2000? Please specify the exemptions that may apply (if known).	
Do any records need to be retained in department under the Public Records Act 1958, s .3(4)? If so, will [Name of organisation] be using the Security Blanket (LCI 106)?	

Agreement Details

Reviewer agreement	Name		Comments		Date	
TNA agreement	Name		Comments		Date	
Action details					Date	