

## Populating metadata for redacted born-digital records

1. Redacted files should have the same filename as the unredacted original with '\_R' at the end of the filename.
2. They should have the same date as the unredacted original.
3. They should be placed in the same folder as the unredacted original.
4. Redacted files require an additional metadata column – the original\_identifier column. This column needs to be placed at the end of the metadata csv, to the right of 'held\_by' column.

Now follow these stages to populate the column:

First open the csv file, then using Ctrl + A, highlight the metadata and select **Home/Sort & Filter/Custom Sort**.

	B	C	D	E	F	G	H	I	J	K	L	M	N
4	BBC article file	2014-10-01	0071999d4	0	open				TRUE	open_on_transfer		Crown Co Public Rec The	
5	BIS.JPG file	2014-11-21	c447bdf7a	0	open				TRUE	open_on_transfer		Crown Co Pu	
6	Database1 file	2015-01-10	0ea7899e1	0	open				TRUE	open_on_transfer		Crown Co Pu	
7	delivery-f file	2014-06-11	3c53ff71e	0	open				TRUE	open_on_transfer		Crown Co Pu	
8	Digital Tra file	2016-04-11	c75b7437c	84	2016-04-11	40(2)	2016-04-2		TRUE	closed_for		Crown Co Pu	
9	Digital Tra file	2016-04-11	510831d3f	0	open				TRUE	open_on_transfer		Crown Co Public Rec The Natio	file:/C:/Users
10	Draft DDR file	2015-03-11	30d0510e1	30	2015-03-11	35(1)(a)	2016-04-2		TRUE	closed_for		Crown Co Public Rec The National Archives,	
11	Draft DDR file	2016-04-01	8036a5195	0	open				TRUE	open_on_transfer		Crown Co Public Rec The Natio	file:/C:/Users
12	DTP.docx file	2014-09-11	6b65b629:	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
13	Emergenc folder	2015-08-06	T14:22:20	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
14	Emergenc file	2015-05-21	4747e87ce	70	2015-05-21	40(2)	2016-04-2		TRUE	closed_for		Crown Co Public Rec The National Archives,	
15	Response file	2015-05-21	247004c0b	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
16	Response file	2015-05-21	711198f1a	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
17	Gateways file	2014-07-21	28ac0e92c	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
18	MISMATCI file	2015-05-11	7aef3c6fa	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
19	nord-lead file	2013-09-11	00a375675	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
20	Presentat file	2015-08-01	08f6b021a	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
21	SKOS - Bin file	2014-06-21	ee758a20c	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
22	tech_acq_file	2015-05-01	41d7487d1	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
23	Workflow folder	2016-04-01	T14:57:10	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
24	DTP_Digit file	2015-08-01	ba6c1792c	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
25	DTP_Digit file	2014-09-11	6b65b629:	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
26	DTP_Digit file	2015-08-01	6312ad3af	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
27	DTP_Sens file	2014-12-01	70c73d3e7	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	
28	Remove.d file	2015-05-21	866ad48e7	0	open				TRUE	open_on_transfer		Crown Co Public Rec The National Archives,	

From the drop down menu of 'Sort by' select 'identifier'

The screenshot shows the Microsoft Excel interface with a data table. The 'Sort' dialog box is open, and the 'Sort by' dropdown menu is set to 'Identifier'. A red circle highlights the 'Identifier' option, and a red arrow points from the text above to it.

Identifier	filename	descriptio	folder	date	last	checksum	rights	co	legal	stat	held	by
file:///BT_31/	BT_31	folder		2015-09-01T14:03:27	Crown	co	Public	Rec	The	Natio	Arch	
file:///BT_31/content/	content	folder		2015-09-01T14:03:27	Crown	co	Public	Rec	The	Natio	Arch	
file:///BT_31/content/000D012000X1720.tif	000D012000X1720.tif	Company	file	2001-07-2	bd123d1b	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/000EIAU80092034.tif	000EIAU80092034.tif	Company	file	2002-10-0	4612113b	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001021012570073.tif	001021012570073.tif	Company	file	1995-06-0	c02a93786	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001023526540025.tif	001023526540025.tif	Company	file	1995-03-2	9ea48a37	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001026774960099.tif	001026774960099.tif	Company	file	1995-07-1	ac66011c	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001027217080025.tif	001027217080025.tif	Company	file	1995-03-2	ca40e5b3	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001028614320055.tif	001028614320055.tif	Company	file	1995-05-1	058bb450	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001030367400045.tif	001030367400045.tif	Company	file	1995-04-2	2f9e5a31c	Crown	co	Public	Rec	The	Natio	Arch
file:///BT_31/content/001030367400045.tif	001030367400045.tif	Company	file	1995-04-2	2f9e5a31c	Crown	co	Public	Rec	The	Natio	Arch

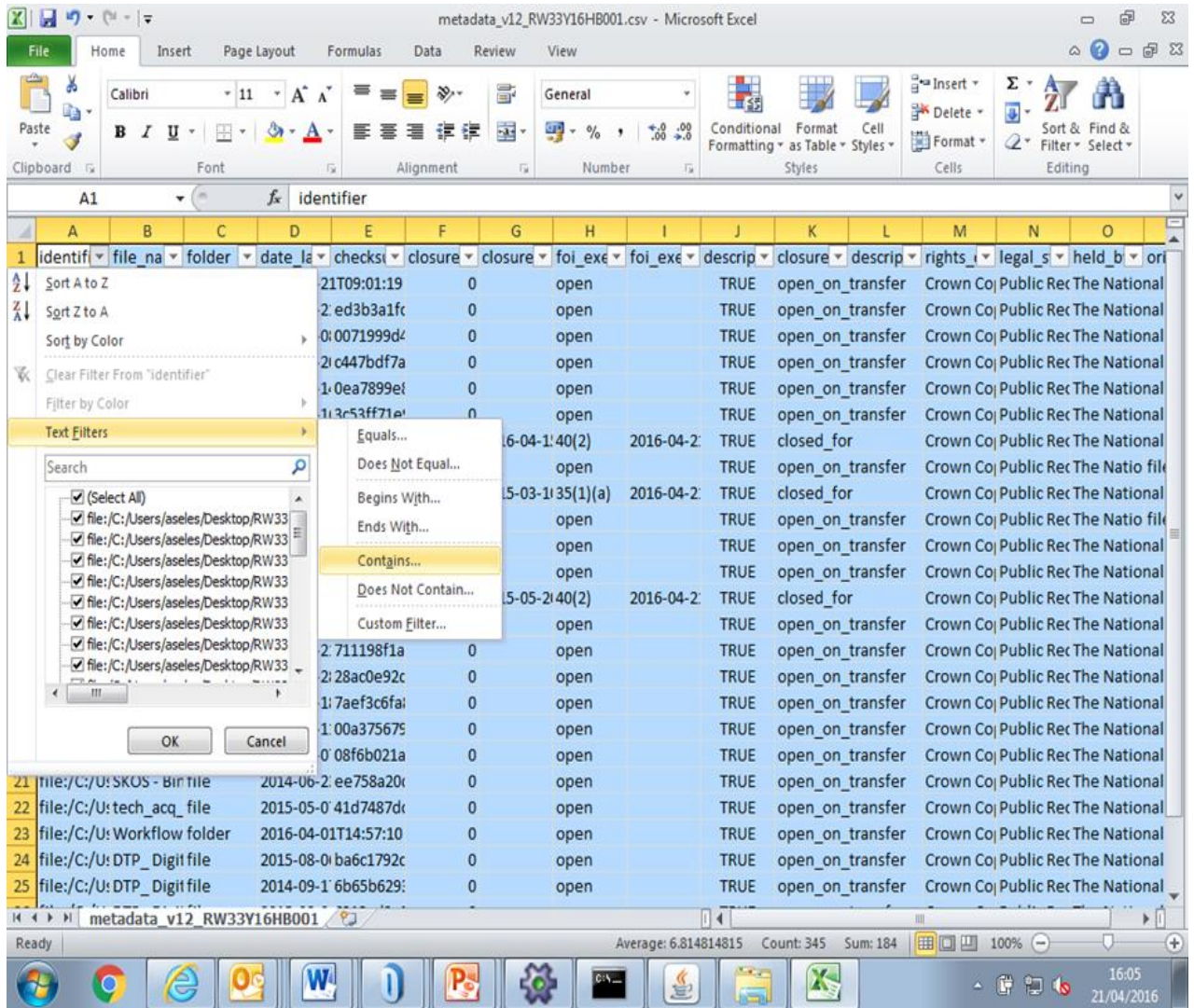
Once you have sorted the identifier column go back to **Sort/Filter** and select the 'Filter' function.

The screenshot shows the Microsoft Excel interface with the 'Sort/Filter' dropdown menu open. The 'Filter' option is selected. The data table is visible in the background.

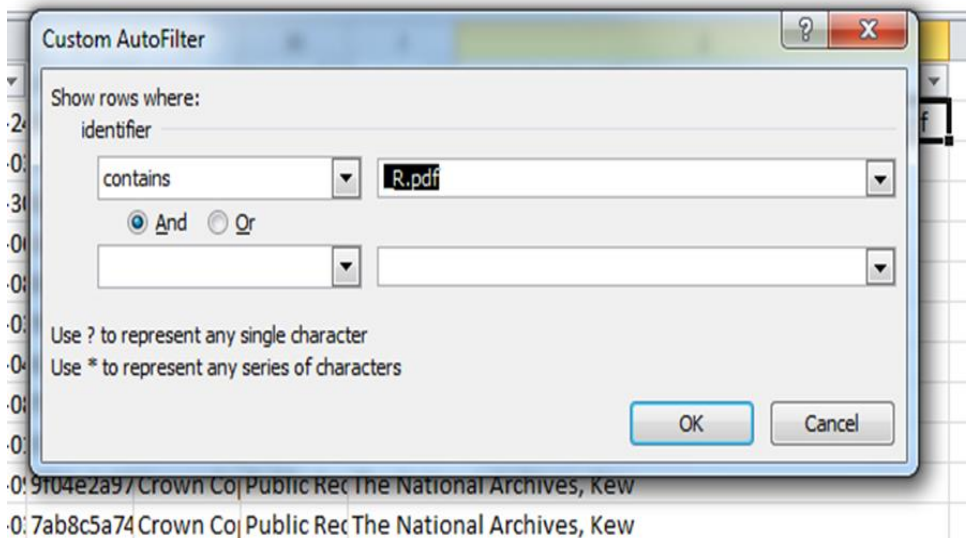
Identifier	B	C	D	E	G	H	I	J	K	L	M	N
BBC articl	file		2014-10-0	0071999d	0	open		TRUE	open_on_transfer	Crown	Co	Public
BIS.JPG	file		2014-11-2	c447bdf7a	0	open		TRUE	open_on_transfer	Crown	Co	Public
Database	file		2015-01-1	0ea7899e	0	open		TRUE	open_on_transfer	Crown	Co	Public
delivery-f	file		2014-06-1	3c53ff71e	0	open		TRUE	open_on_transfer	Crown	Co	Public
Digital Tra	file		2016-04-1	c75b7437c	84	2016-04-1:40(2)	2016-04-2:	TRUE	open_on_transfer	Crown	Co	Public
Digital Tra	file		2016-04-1	510831d3f	0	open		TRUE	open_on_transfer	Crown	Co	Public
Draft DDR	file		2015-03-1	30d0510e	30	2015-03-1:35(1)(a)	2016-04-2:	TRUE	open_on_transfer	Crown	Co	Public
Draft DDR	file		2016-04-0	8036a5195	0	open		TRUE	open_on_transfer	Crown	Co	Public
DTP.docx	file		2014-09-1	6b65b629:	0	open		TRUE	open_on_transfer	Crown	Co	Public
Emergenc	folder		2015-08-06	T14:22:20	0	open		TRUE	open_on_transfer	Crown	Co	Public
Emergenc	file		2015-05-2	4747e87ce	70	2015-05-2:40(2)	2016-04-2:	TRUE	open_on_transfer	Crown	Co	Public
Response	file		2015-05-2	247004c0b	0	open		TRUE	open_on_transfer	Crown	Co	Public
Response	file		2015-05-2	711198f1a	0	open		TRUE	open_on_transfer	Crown	Co	Public
Gateways	file		2014-07-2	28ac0e92c	0	open		TRUE	open_on_transfer	Crown	Co	Public
MISMATCH	file		2015-05-1	7aef3c6fai	0	open		TRUE	open_on_transfer	Crown	Co	Public
nord-lead	file		2013-09-1	00a375675	0	open		TRUE	open_on_transfer	Crown	Co	Public
Presentat	file		2015-08-0	08f6b021a	0	open		TRUE	open_on_transfer	Crown	Co	Public
SKOS - Bir	file		2014-06-2	ee758a20d	0	open		TRUE	open_on_transfer	Crown	Co	Public
tech_acq	file		2015-05-0	41d7487d	0	open		TRUE	open_on_transfer	Crown	Co	Public
Workflow	folder		2016-04-01	T14:57:10	0	open		TRUE	open_on_transfer	Crown	Co	Public
DTP_Digit	file		2015-08-0	ba6c1792c	0	open		TRUE	open_on_transfer	Crown	Co	Public
DTP_Digit	file		2014-09-1	6b65b629:	0	open		TRUE	open_on_transfer	Crown	Co	Public
DTP_Digit	file		2015-08-0	6312ad3ac	0	open		TRUE	open_on_transfer	Crown	Co	Public
DTP_Sens	file		2014-12-0	70c73d3e	0	open		TRUE	open_on_transfer	Crown	Co	Public
Remove.c	file		2015-05-2	866ad48e	0	open		TRUE	open_on_transfer	Crown	Co	Public

Apply filters, and then filter the identifier column using Text Filters and Contains.





Then type '\_R.pdf'.



Then click on the first data cell in the original\_identifier column and enter **+An** with **n** being the number of the cell above the first filtered identifier cell i.e. the cell that would contain the original identifier for the first redacted file (see example below)

	A	B	D	E	F	G	H	I	J	K
1	identifier	file_na	folder	date_le	checks	rights	legal_s	held_b	original identifier	
5	file:/I:/JA418/content/AID001035V001/1B_R.pdf	1B_R.pdf	file	1994-08-2	85a67014e	Crown Co	Public Rec	The Natio	file:/I:/JA418/content/AID001035V001/1B.pdf	
7	file:/I:/JA418/content/AIDB001018V001/1_R.pdf	1_R.pdf	file	1991-07-0	7ccd4aa89	Crown Co	Public Rec	The National Archives, Kew		
11	file:/I:/JA418/content/AIDB002010V006/6_R.pdf	6_R.pdf	file	1993-07-3	82a4b517f	Crown Co	Public Rec	The National Archives, Kew		
13	file:/I:/JA418/content/AIDB002010V007/7_R.pdf	7_R.pdf	file	1995-03-0	348e5e74	Crown Co	Public Rec	The National Archives, Kew		
15	file:/I:/JA418/content/AIDB002010V008/8_R.pdf	8_R.pdf	file	1996-05-0	0d94d876f	Crown Co	Public Rec	The National Archives, Kew		
17	file:/I:/JA418/content/BHC002V001/1_R.pdf	1_R.pdf	file	1988-11-0	98ccd903c	Crown Co	Public Rec	The National Archives, Kew		
20	file:/I:/JA418/content/BLO005V001/1_R.pdf	1_R.pdf	file	1992-11-0	623728e9c	Crown Co	Public Rec	The National Archives, Kew		
23	file:/I:/JA418/content/BLO005V003/3_R.pdf	3_R.pdf	file	1998-05-0	f5e8f2fd3	Crown Co	Public Rec	The National Archives, Kew		
36	file:/I:/JA418/content/CBL008V005/5_R.pdf	5_R.pdf	file	1992-01-0	07f5c7889	Crown Co	Public Rec	The National Archives, Kew		
41	file:/I:/JA418/content/CBL008V016/16_R.pdf	16_R.pdf	file	1993-03-0	9f04e2a97	Crown Co	Public Rec	The National Archives, Kew		
44	file:/I:/JA418/content/CBL022V001/1_R.pdf	1_R.pdf	file	1988-10-0	7ab8c5a74	Crown Co	Public Rec	The National Archives, Kew		
47	file:/I:/JA418/content/CBL022V004/4_R.pdf	4_R.pdf	file	1990-05-2	46aec77c	Crown Co	Public Rec	The National Archives, Kew		
49	file:/I:/JA418/content/CBL022V005/5_R.pdf	5_R.pdf	file	1990-06-2	6fd437918	Crown Co	Public Rec	The National Archives, Kew		
51	file:/I:/JA418/content/CBL022V006/6_R.pdf	6_R.pdf	file	1990-09-1	67b99765f	Crown Co	Public Rec	The National Archives, Kew		
54	file:/I:/JA418/content/CBL022V008/8_R.pdf	8_R.pdf	file	1992-03-1	fb2b74401	Crown Co	Public Rec	The National Archives, Kew		

Drag down from the first cell so that every filtered row is populated with an original identifier.

Clear the filter from the identifier column by copying the original identifier and paste values back in the same column (to get rid of the 'formula').

Now remove all filters by selecting sort/filter and then selecting the **clear filters** option.

