

# GUIDANCE ON USING THE NATIONAL ARCHIVES (PRO) MS WORD CATALOGUING TEMPLATE

## Wd. 1: INTRODUCTION

This is an explanation on how to catalogue records using the National Archives (PRO) MS Word cataloguing template (formerly known as the Word listing template), concentrating on technical issues. The National Archives (PRO) Records Management Executive team can give further assistance on this subject.

Before you begin to list you should read the *Editorial guidance on cataloguing* in full.

Whenever you use the template save it under an appropriate name for the particular series (class) and range of pieces you are working upon - eg HO 401 (1-21) list.

## Wd. 2: THE NAMES OF THE 18 FIELDS

The template has 18 distinct fields, arranged in columns from left to right. Usually entries will only be required in about 7 or 8 of the fields.

The column / field names are:

1. Department [D] – formerly Lettercode [L]
2. Series number [S] – formerly Class number [C]
3. Subseries number [SS] – formerly Header number [H]
4. Subsubseries number [SSS] – formerly Subheader number [S]
5. Piece number [P]
6. Item number [I]
7. First date
8. Last date
9. Scope/content
10. Former reference
11. Closure
12. Note
13. Description visibility [V]
14. LCI series [LS]
15. LCI number [LN]
16. Previous LCI series [PLS]
17. Previous LCI number [PLN]
18. Extracts indicator [Ext]

Recently the names for certain levels of description changed ('lettercode' became 'department' etc), but this has no effect on the working of the template. Templates with their first four columns headed L, C, H and S continue to work. All that is required to bring them up to date is to change L to D, C to S, H to SS and S to SSS.

## **Wd. 3: USING THE 18 FIELDS**

For editorial guidance on the content of each field please refer to the numbered sections of the *Editorial guidance on cataloguing* or follow the links in the sections below.

The technical rules for the use of each field, are as follows. The example of cataloguing at the end of this document (**Wd. 5**) helps to clarify the instructions.

### **Wd. 3.1: DEPARTMENT [D] - formerly LETTERCODE [L]**

Put the department lettercode here on every row used in the template (for example, HO, MEPO, FCO). See also **Ed. 9 – 13: The seven levels of PROCAT and their relevance to listers**

### **Wd 3.2: SERIES NUMBER [S] - formerly CLASS [C]**

Put the series (class) number here on every row used in the template. See also **Ed. 9 - 13: The seven levels of PROCAT and their relevance to listers**

### **Wd. 3.3: SUBSERIES NUMBER [SS] - formerly HEADER NUMBER [H]**

Subseries (headers) should be used with caution and comparatively rarely. See **Ed. 83-91: Supplementary descriptive levels: subseries (header) level.**

When there is no subseries necessary, there is no entry on the template - unlike DRUID there is no requirement to enter 'Untitled'.

When a subseries is used, it must have its own particular subseries number, as stated in the *Editorial guidance on cataloguing* (**Ed. 89**). This number is the means of associating the subseries with the subsubseries, pieces and items which belong to it.

The subseries itself is written in the scope/content and its number is inserted in the subseries number field on the same row. The number is then repeated in the subseries number field on all rows containing details of subsubseries, pieces and items which belong to the subseries.

The subseries numbers within a new series should start at 1. When cataloguing an accrual to an existing series, refer to the list of existing subseries (headers) and subsubseries (subheaders) and their numbers which can be provided by the Records Management Executive team, to discover (a) whether a subseries has already been used and therefore already has a number or (b) the next available number to give a new subseries.

The row containing the subseries itself and its number is called the 'subseries row'. The same subseries row should not appear on a Word template more than once, as this will cause problems when the catalogue is loaded into PROCAT. There may be occasions when there are a number of pieces belonging to a subseries, followed by other pieces unrelated to that subseries, and then a second group of pieces belonging to the subseries. In these cases only insert the subseries row once (before the first group of pieces which belong to the subseries) but then insert the subseries number on every row containing a piece which belongs to the subseries, wherever these rows occur. This will be sufficient to connect all the relevant pieces to the subseries.

### **Wd. 3.4: SUBSUBSERIES NUMBER [SSS] - formerly SUBHEADER NUMBER [S]**

It is very rarely necessary to use subseries (subheaders). See **Ed. 92-94**: Supplementary descriptive levels: subseries (subheader) level.

When there is no subseries necessary, there is no entry on the template - unlike DRUID there is no requirement to enter 'Untitled'.

When a subseries is used, it must have its own particular subseries number within its series, as stated in the *Editorial guidance on cataloguing* (**Ed. 93**). This number is the means of associating the subseries with the pieces and items which belong to it.

The subseries itself is written in the scope/content and its number is inserted in the subseries number field on the same row. The number is then repeated in the subseries number field on all rows containing details of pieces and items which belong to the subseries.

The subseries numbers within a new series should start at 1. When cataloguing an accrual to an existing series, refer to the list of existing series (headers) and subseries (subheaders) and their numbers which can be provided by the Records Management Executive team, to discover (a) whether the subseries has already been used and therefore already has a number or (b) the next available number to give a new subseries.

The row containing the subseries itself and its number is called the 'subseries row'. The same subseries row should not appear on a Word template more than once, as this will cause problems when the catalogue is loaded into PROCAT. There may be occasions when there are a number of pieces belonging to a subseries, followed by other pieces unrelated to that subseries, and then a second group of pieces belonging to the subseries. In these cases only insert the subseries row once (before the first group of pieces which belong to the series) but then insert the subseries number on every row containing a piece which belongs to the subseries, wherever these rows occur. This will be sufficient to connect all the relevant pieces to the subseries.

### **Wd. 3.5: PIECE NUMBER [P]**

Put the piece number here. The piece number should be repeated on any rows containing items belonging to the piece.

Check with the Records Management Executive team before entering the next piece number for the series (class) unless it has previously been agreed that this is unnecessary. You will usually be listing in former reference order unless you have agreed a more appropriate order for a particular series with your RME.

See also **Ed. 14 - 21**: *Piece level description: order of pieces*.

### **Wd. 3.6: ITEM NUMBER [I]**

Put the item number here, when applicable.

There are three occasions when items are used:

- when a file is exceptionally thick and unwieldy and it is necessary to split it for conservation reasons;

- when it is particularly useful to describe individual reports or sub-files within a single piece, thus adding extra descriptive detail;
- when an extract subject to extended closure or retention has been removed from a parent piece.

Always consult with the Records Management Executive team before adopting the second of these uses, as such a detailed level of description is not usually necessary.

See also **Ed. 95 - 103**: *Supplementary descriptive levels: item level*.

### **Wd. 3.7: FIRST DATE**

Put the date of the earliest papers in the record here (for example 01/01/1971).

Be aware that the earliest date may not necessarily occur on the first page of a file. Usually it is sufficient to date records to the year (eg 01/01/1971) rather than the specific month or day (14/02/1971). The first date should always be written in dd/mm/yyyy format. In rare instances where it cannot be estimated, 'Undated' should be put. Pieces marked as 'Undated' will be assumed to be open.

Items used for split files have the same date as the parent piece; otherwise items have their own particular dates.

See also **Ed. 22 - 27**: *Piece level description: dates*.

### **Wd. 3.8: LAST DATE**

Put the date of the latest papers in the record here (for example 31/12/1980).

Be aware that the latest date may not necessarily occur on the last page of a file. Usually it is sufficient to date records to the year (eg 31/12/1980) rather than the specific month or day (27/09/1980). The last date should always be written in dd/mm/yyyy format. In rare instances where it cannot be estimated, 'Undated' should be put. Pieces marked as 'Undated' will be assumed to be open.

See also **Ed. 22 - 27**: *Piece level description: dates*.

### **Wd. 3.9: SCOPE/CONTENT**

Put subseries, subsubseries, and scope/content of pieces and items here.

See also **Ed. 28 - 33**: *scope/content of policy files*  
**Ed. 34 - 37**: *scope/content of other records*

**Ed. 38 - 49**: *general style*

**Ed. 50 - 52**: *acronyms and abbreviations*

**Ed. 53 - 54**: *place names*

**Ed. 66 - 69**: *data protection compliance and offensive language*

**Ed. 83 - 91:** *subseries*  
**Ed. 92 - 94:** *subsubseries*

**Ed. 95 – 103:** *items.*

Note it is essential to maintain the very strictest consistency in the wording of series and subsubseries each time they are used, or else problems will occur in loading the list into PROCAT.

### **Wd. 3.10: FORMER REFERENCE**

Put the former reference for the piece or item here.

See also **Ed. 70 - 73:** *Piece level description: former references.*

### **Wd. 3.11: CLOSURE**

Put the closure status for the piece here, unless it is subject to the standard 30 year closure in which case the field should be left blank.

There are four options for this field –

- A number between 1 and 100 indicating the number of years for which the piece is closed.
- S - to indicate the piece is retained by department under Section 3(4) of the Public Records Act 1958.
- T - to indicate the piece is temporarily retained by department.
- I - to indicate the piece is open on transfer (open immediately).

Undated pieces should also be marked 'I'.

See also **Ed. 78- 82:** *Piece level description: public access conditions*

Items used for cataloguing a split file or reports or subfiles within a piece should have the same closure status as their parent piece.

See also **Ed. 96 - 97:** *Items created when splitting a thick file.*  
**Ed. 102 - 103:** *Items created to allow more detailed description.*

Items created to represent extended closure and retained extracts should have their own particular closure status.

See also

**Ed. 98 - 99:** *Items created to allow management of extracts subject to extended closure.*  
**Ed. 100 - 101:** *Items created to allow management of extracts subject to retention.*

### **Wd. 3.12: NOTE**

Put additional textual information not covered by the scope/content here.

Information to be put in this field may include information on the inclusion of maps or photographs or foreign language material, details of attachments, notice that a piece is missing at transfer, details of separated or related records and details of major physical damage to records.

See also **Ed. 74 - 77**: *Piece level description: notes*.

[Click here](#) for editorial guidance on *notes*.

### **Wd. 3.13: DESCRIPTION VISIBILITY [V]**

Leave this blank. Under new arrangements, any piece with a scope/content too sensitive for release to the public should be indicated on the transfer form and the scope/content will be removed at the PRO. It is emphasised that scope/content should be closed only if it is intrinsically sensitive (for example, the name of a rape victim), not just because the piece itself is subject to extended closure or retention.

### **Wd. 3.14: LCI SERIES [LS]**

State the type of Lord Chancellor's Instrument (LCI) applying to the whole piece, when applicable.

Put 'C' if the LCI series is the extended closure and accelerated opening series. Put 'R' if it is the retention series.

### **Wd. 3.15: LCI NUMBER [LN]**

State the LCI number, when applicable.

### **Wd. 3.16: PREVIOUS LCI SERIES [PLS]**

State the type of LCI previously and no longer applying to a piece, when applicable.

Put 'C' if the LCI series is the extended closure and accelerated opening series. Put 'R' if it is the retention series.

### **Wd. 3.17: PREVIOUS LCI NUMBER [PLN]**

State the previous LCI number when applicable.

### **Wd. 3.18: EXTRACTS INDICATOR [Ext]**

Put '1' here for any pieces from which an extract has been taken and for items which comprise extracts.

#### **Wd. 4: ADDITIONAL TECHNICAL HINTS ON USING THE WORD TEMPLATE**

- Make full use of MS Word's excellent Copying and Pasting and Finding and Replacing facilities – this can reduce dramatically the amount of keyboarding necessary.
- For example, dates at year level can be input in the First Date and Last Date using the yyyy format (1970) rather than the full dd/mm/yyyy format (01/01/1970, 31/12/1970) which is necessary in the final catalogue. Then, at the end, it is easy to change all the dates to the dd/mm/yyyy format in a few seconds: Highlight the First Date column and replace '19' by '01/01/19' and highlight the Last Date column and change '19' to '31/12/19'.
- Do not use tabs, paragraphs, row breaks or page breaks. Switch on the ¶ button in order to check more easily for inadvertent occurrences.
- Do not use underlining, or italic, bold, superscript or subscript characters.
- Do not use Greek letters or other unusual characters.
- Use ampersand (&) only when it is absolutely necessary to include it, for example: the company 'P&O', – otherwise replace it with 'and'.

## Wd. 5: EXAMPLE CATALOGUE USING THE WORD CATALOGUING TEMPLATE

To omit names of individuals if there is no value in having the names in the catalogue.

This example illustrates many of the instructions on the use of specific fields, eg on the use of subseries and subsubseries numbers, and the use of items for retained and closed extracts, etc.

D	S	S	S	P	I	First Date	Last Date	Scope/Content	Former Ref	Closure	Note	V	L	L	P	P	Ext
		S	S										S	N	L	L	
			S												S	N	
ED	2 1 6	1						WALES: GENERAL									
ED	2 1 6	1		1		01/01/194 6	31/12/194 7	Wales and Monmouth: proceedings under Welsh Church Act 1914	WE 507 PART 2								
ED	2 1 6	1		2		01/01/194 8	31/12/196 6	Wales and Monmouth: proceedings under Welsh Church Act 1914	WE 507 PART 3								
ED	2 1 6	2						WELSH COUNTIES									
ED	2 1 6	2	1					Anglesey									
ED	2 1 6	2	1	3		01/01/196 1	31/12/196 5	Bodefern Caergeiliog County Primary School	WP 550/20 10/1								
ED	2 1 6	2	1	4		01/01/196 2	31/12/196 4	Llandyfrydog County Primary School	WP 550/20 26/2								
ED	2 1 6	2	1	5		01/01/196 7	31/12/197 1	Ysgol Babanod y Tywyn: RAF Valley County Infants' School	WP 550/20 56/2								
ED	2 1	2	1	5	1	01/01/196 7	31/12/197 1	Part 1 of 2			With plans						

	6																	
ED	2 1 6	2	1	5	2	01/01/196 7	31/12/197 1	Part 2 of 2										
ED	2 1 6	2	1	6		01/01/194 9	31/12/196 3	Llangefni Church in Wales Primary School	WP 550/30 05/2		With photographs							1
ED	2 1 6	2	1	6	1	01/01/194 5	31/12/196 2	Retained extracts: Folios 3, 7, 53		S			R	5 2				1
ED	2 1 6	2	1	7		01/01/194 6	31/12/197 0	Holyhead: St Mary's Roman Catholic School	WP 550/33 02/2		With plans							
ED	2 1 6	2	1	8		01/01/194 5	31/12/196 2	Staffing for schools	WP/S 550/B(I )									1
ED	2 1 6	2	1	8	1	01/01/194 5	31/12/196 2	Closed extracts: Folios 32, 64		40			C	9 9				1
ED	2 1 6	2	1	9		01/01/196 0	31/12/197 3	Aid to pupils	WP/S 550/C	50			C	1 0 0				
ED	2 1 6	2	1	10		01/01/196 5	31/12/196 6	Changes in personnel policy	WP/S 550/D									1
ED	2 1 6	2	1	10	1	01/01/196 5	31/12/196 6	Part 1 of 2										
ED	2 1 6	2	1	10	2	01/01/196 5	31/12/196 6	Part 2 of 2										1
ED	2 1 6	2	1	10	3	01/01/196 5	31/12/196 6	Retained extract: Folio 240		S			R	5 2				1