

Preparation of records: Dummy card and redactions

Extracting a whole piece

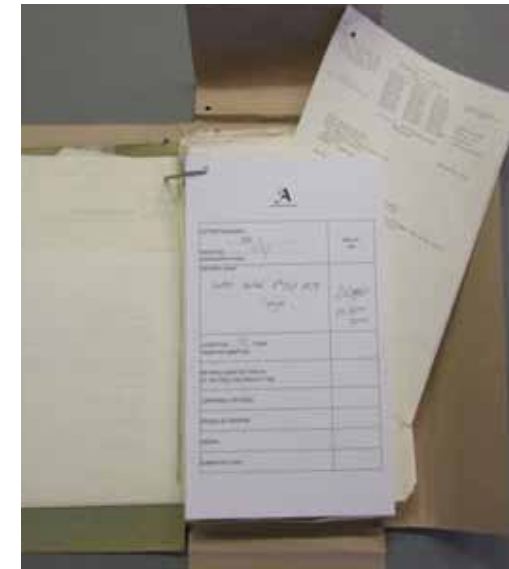


Fill the box then remove the piece and replace with a dummy card indicating why the piece has been extracted. If the piece is missing leave the depth of an average file in the box and insert a dummy card. If a number is not used insert a dummy card but do not leave a space. (The spaces left in the box enable the addition of pieces at a later time).



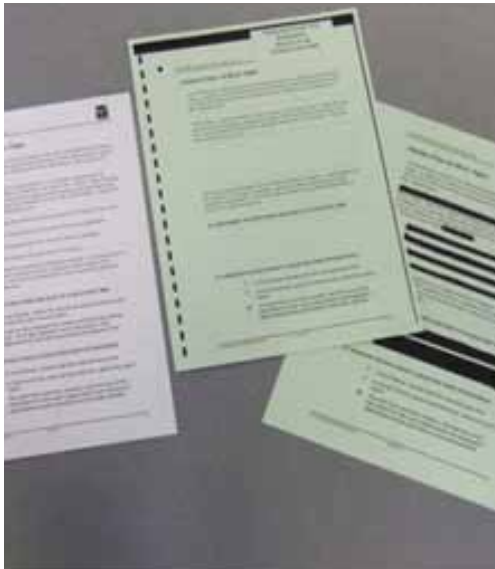
The space in the box can be filled temporarily with corrugated card or paper spacers but use of these materials must be highlighted on the transfer form (these will need to be removed once at The National Archives)

Extracting pages

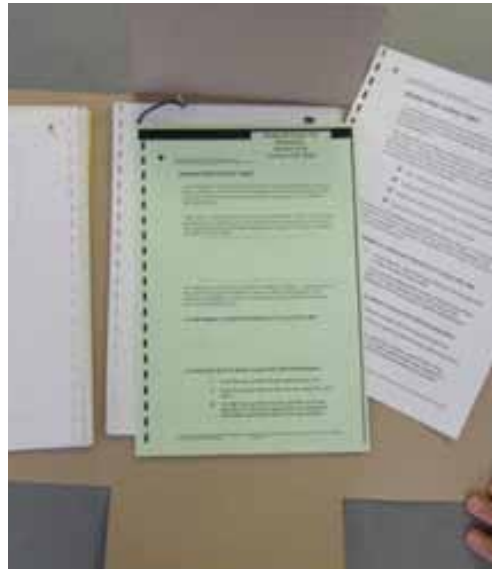


Removal of whole page/pages within a file: replace with a dummy card in each location indicating how many pages and details of the extraction. Number pages being extracted in HB pencil as this will assist with reuniting later.

Extracting information from a page

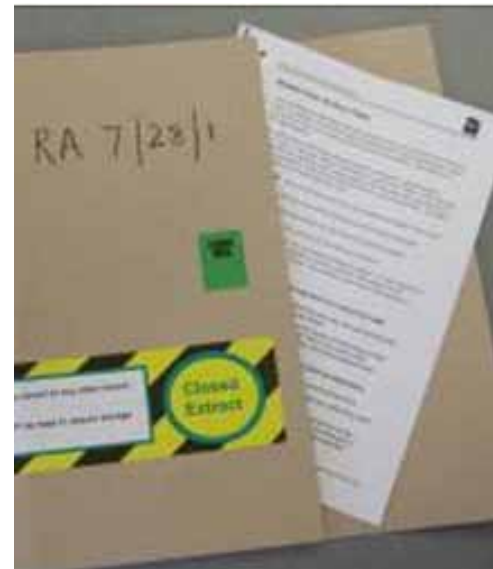


Redacted pages need to be stamped/endorsed with FOI information and closed until date.

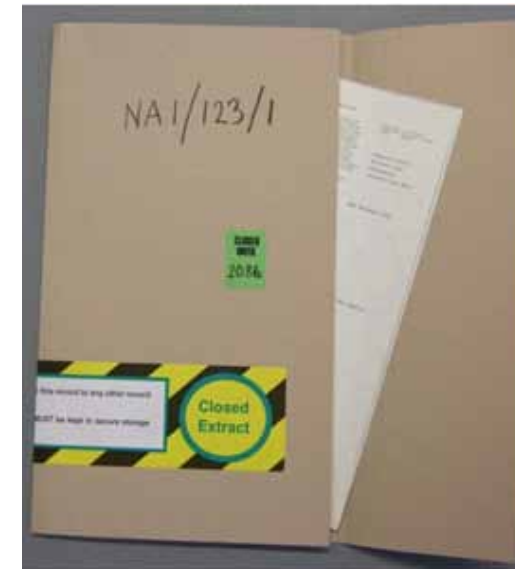


The redacted copy will replace original pages.

Closed extracts



The original unredacted sheets need to be enclosed in a new file cover; this is now an 'item'. A 'closed until' label and 'closed extract label' need to be applied.



Extracted pages need to be enclosed in a new file cover; this is now an 'item'. A 'closed until' label and 'closed extract label' need to be applied to the cover.