

Preparation of records: How to prepare



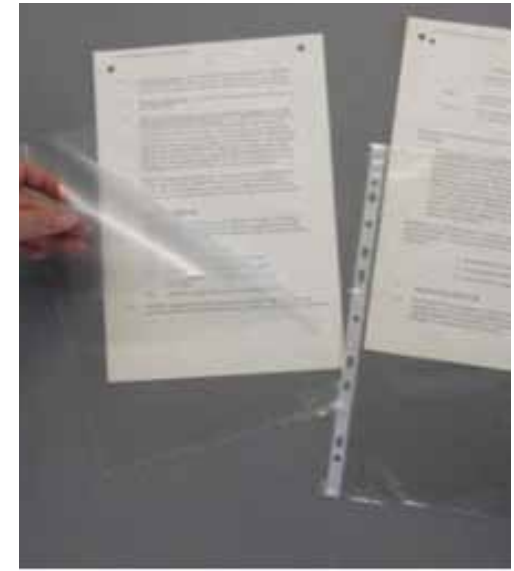
Ensure that any new materials used are approved by The National Archives as archival standard. If you are unsure, please check with The National Archives' Transfer and Metadata team.



Remove any metals from the documents.



Remove any rubber items such as elastic bands as they will quickly become brittle and possibly stain documents.



Remove any plastic wallets or enclosures as they will not be of archival standard.



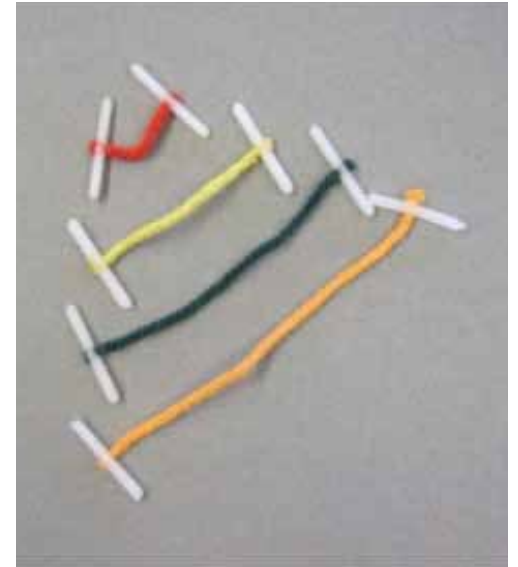
Remove metal staples by carefully prizing them open using a pallet knife.



Remove Glassine envelopes and replace with polyester enclosures.



Remove any plastic bindings and covers and tag through the holes already made for these. The plastic cover should only be kept if it is printed with unique information, such as a title that is not repeated on a paper/card cover sheet.



Use nylon treasury tags to replace any metal ones removed or to make new tagged files. **Ensure that the tags are long enough to allow the file to open fully and comfortably.**