

## Preparation of records: Loose papers



Bundles of loose papers, for example in a folder, will need to be tagged to keep the contents together and in order.

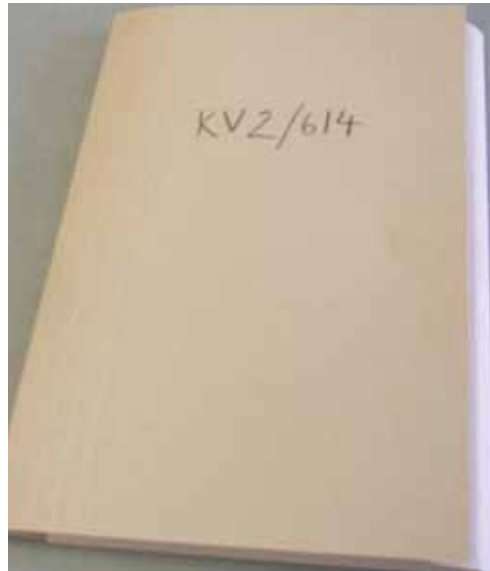


Make the tag hole in the pages and insert a nylon treasury tag of the appropriate length. The file should open comfortably without being restricted, but the tag should be short enough to support the pages.

Tag holes should not be made through information. If there is not enough room to make a tag hole, please insert the loose papers into a four-flap folder and secure with cotton tape. Tag the pages so that the file is even and tidy. The hole should be in the same place throughout the file to avoid uneven pages protruding.



Insert the file into a four-flap file cover. Discard the original folder. If there is important information on the cover it should be carefully cut and tagged with the contents.



This is an example of a correctly packed and labelled document.



Lever arch files and ringbinders are unsuitable for transfer because of their metal components and often bulky nature.



Place the contents in a four-flap folder and tag through the original binder holes. Discard the ring binder. If there is original, unique information on the front of the file cover this should be photocopied before the binder is discarded.