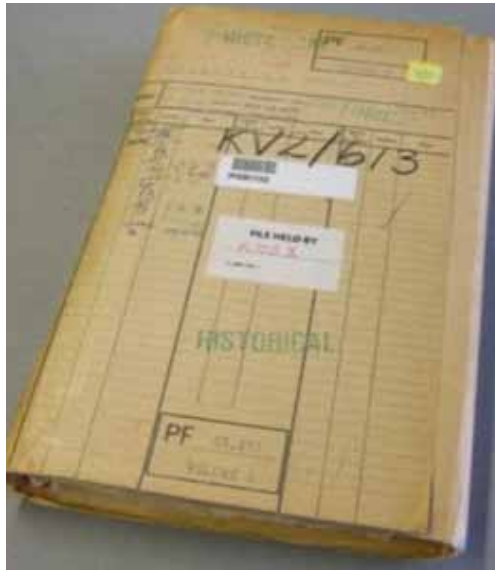
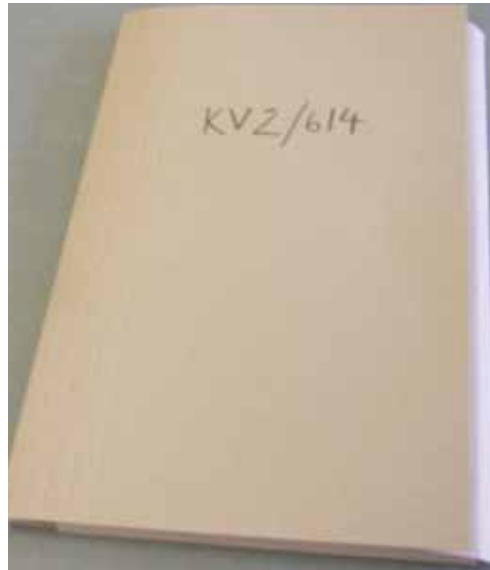


## Preparation of records: Standard files



If the original file cover is protecting the pages within, clearly endorse this file cover. Choose the most appropriate space on the file cover so that it can be easily identified.



If the original file is not protecting the pages insert the file, including the original cover, into a four-flap folder and clearly endorse on the front.



Oversized files should be split into smaller parts. Split files that are thicker than 3cm evenly.



This large file has been split into four parts keeping the original file cover with part one.



If the original file cover is protecting the pages within, clearly endorse this file cover. Choose the most appropriate space on the file cover so that it can be easily identified.

The four parts should then be inserted into four-flap folders and clearly endorsed on the front.

Remember to number each part separately, for example:

WO 171/504/1, WO 171/504/2,  
WO 171/504/3 and WO 171/504/4

There should be no need to tie cotton tape around individual files.

**The List** will need to be updated to reflect the new status of the piece, now in four parts:

D	S	Ss	Sss	P	I	First Date	Last Date	Scope/Content	Former Ref
WO				504		01/01/1944	31/12/1944	Information on file	AA 01/02
WO				504	1	01/01/1944	31/12/1944	Part 1 of 4	
WO				504	2	01/01/1944	31/12/1944	Part 2 of 4	
WO				504	3	01/01/1944	31/12/1944	Part 3 of 4	
WO				504	4	01/01/1944	31/12/1944	Part 4 of 4	