

Preparation of records: Tagging items into a file

Booklets



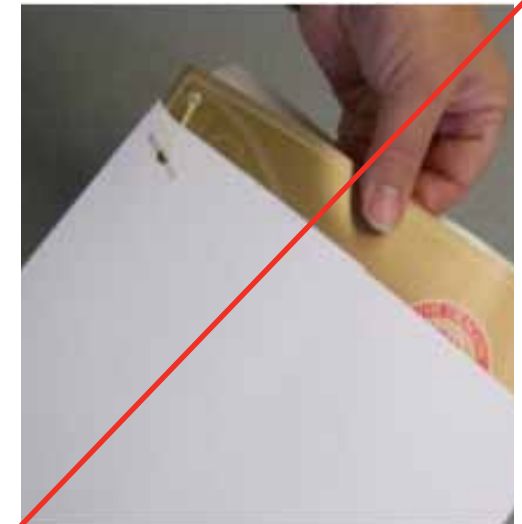
Remove any unsuitable packaging and remove any metal staples binding the booklet.



Tag the booklet to ensure it will stay together in order. Take care to avoid affecting any text on the inside.



Endorse the booklet. Insert the prepared booklet into an acid-free envelope tagged accessibly into the file. Record the contents on the front of the envelope, for example: 'one booklet'.

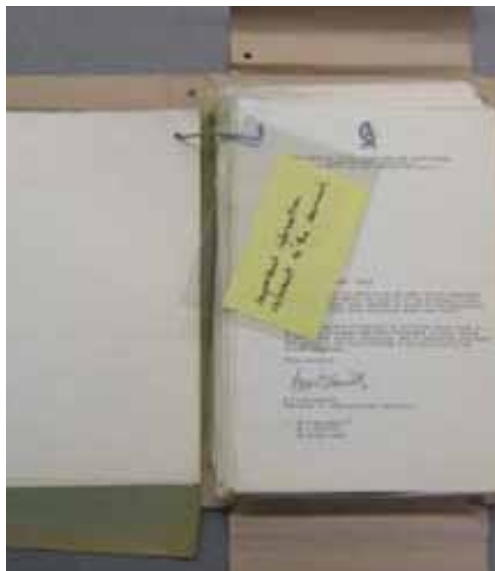


Do not tag the envelope after inserting the booklet. Ensure that the booklet can be easily removed from the envelope without first removing the tag.

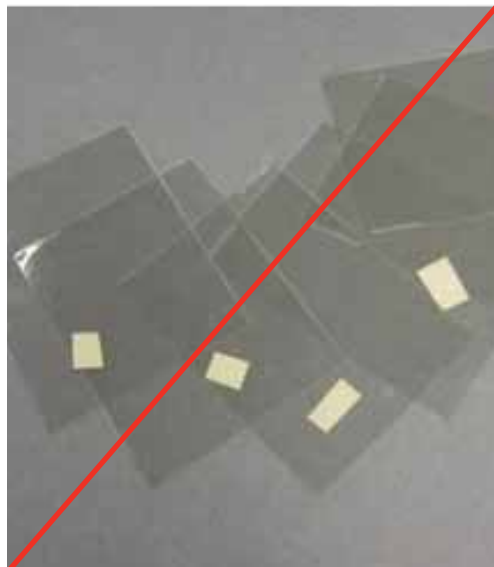
Alternative items that might be tagged into a file in this way:

- Newspaper – cuttings or folded sheets should be photocopied and tagged into the file alongside the original inside an acid-free envelope. Note the contents on the front of the envelope.
- Map and plans – see *Maps and plans* information card.
- Photographs – see *Photographs, negatives and glass plates* information card.
- Thermal paper – should be photocopied and both should be tagged into the file together (Thermal paper is very unstable and the information can quickly fade).

Post-it notes

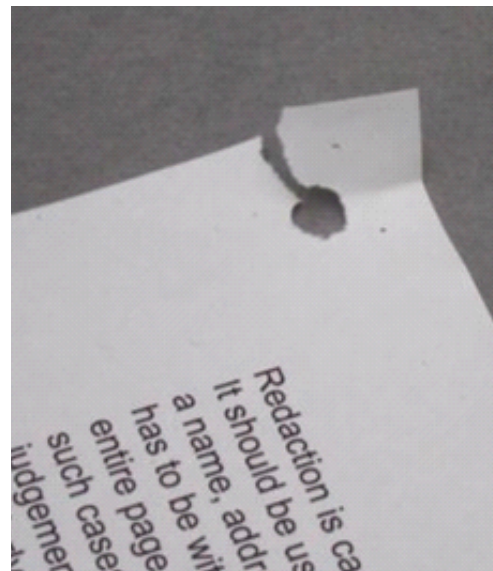


Post-it notes containing pertinent information should be removed from the document surface and tagged next to the relevant page in a polyester enclosure.

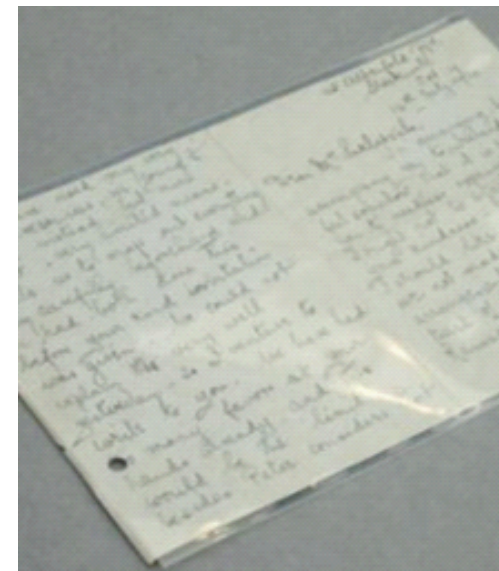


There is no need to keep sticky notes if they do not contain useful information.

Loose pages



Pages that have become loose from their parent document should be placed in a polyester envelope, which is then tagged instead of making a new hole in the loose sheet.



Take care that the polyester sleeve is large enough to accommodate a hole for the tag so as to avoid tagging through the original sheet.

If there are too many loose sheets within a document place the whole piece in an additional four-flap folder and endorse on the front in the usual way. (See *Loose papers* information card for more details.)

If there is any uncertainty please contact your representative from The National Archives.