

**SUMMARY**  
**THE NATIONAL ARCHIVES (TNA)**  
**RECORDS REVIEW PANEL (RRP), 16<sup>th</sup> June 2008**

**Valuation Office Agency (VOA) Valuation Records**

The Information Management Consultant (IMC) for Her Majesty's Revenue and Customs (HMRC) introduced this paper, explaining that VOA had begun scanning domestic valuation records and street sheets as part of the 'Hard Copy Records Project'. Once scanned the paper originals were unlikely to be kept unless The National Archives wished to take them. The CVR37s – domestic valuation records - were still updated by VOA and so were still technically a current record. The Panel was asked whether these records were worthy of permanent preservation and if they were to be accessioned, whether The National Archives should take them in paper or electronic format. The Panel agreed that the records were worthy of permanent preservation and agreed in principle that the electronic version should be accessioned, but further dialogue was required with VOA. Advice on sensitive information would also be needed. It was also suggested that a sample of the paper records should be kept, to show what they actually looked like.

**Property Services Agency (PSA) Architectural Drawings**

The IMC for PSA Services introduced this paper, proposing that these records of central government and Whitehall should be selected and informing the Panel that architectural drawings of prisons had been forwarded to the Prisons Service for review. A work experience person was starting the week beginning 16/06/2008 to help work on this material. The Panel agreed to the recommendations.

**Ordnance Survey International Boundary Archive**

The IMC for Ordnance Survey introduced this paper, explaining that the aerial control photographs of boundary markers mentioned in the paper totalled 5 metres. The Panel agreed that this collection would be of interest to those wishing to research the British Empire and the Commonwealth. The IMC for Ordnance Survey confirmed that the control photographs taken by the Royal Air Force were specific to this archive, and reported that the transfer was being accurately listed on a 3-month project. The Panel agreed to the recommendations.

**Any other business**

The Head of Records Management and Cataloguing reported that, at the May meeting of the TNA User Forum, a Records Review Panel Open Day had been requested. Following on from an internal meeting, a working group would be set up with external as well as The National Archives' membership, and the 8<sup>th</sup> July 2008 had been set as the date for the first meeting of this group. The open day was proposed for the Spring of 2009. If successful there could be plans to make it an annual event.

It was asked that the role and structure of Records Review Panel meetings be re-appraised, as the numbers of Panel members had expanded and there was now an Appraisal team and a proposed open day. Such a review could highlight what changes needed to be made, if any. The Appraisal team under the leadership of the Appraisal Policy Project Manager was to lead on this.

**Date of next meeting**

The next meeting was to be held on 21<sup>st</sup> July 2008 at 10.30am.