

Data Adequacy Small Projects 2005-2006

The small scale catalogue improvements described below are carried out to improve searchability of descriptions and usability of the online catalogue. We carry out this type of remedial work to tackle problem areas of the Catalogue, when reported by both users and staff. Data adequacy enhancements started soon after the launch of the Catalogue in 2000 but are being publicised for the first time in 2006.

Small scale enhancement of descriptions:

ADM 53: Provision of ships' names for approximately 4,254 pieces (previously blank). In addition, 421 missing pieces have been found and added.

ADM 101 convict ships, emigrant ships and exploration ships: detailed data added from Supplementary Finding Aid.

BT 241 enhancement of 30 pieces for formerly retained records

BT 372 Numerous piece/item amendments

CAB 134/1- 3583 Cabinet Committees: improved description at piece level with details retrieved from both item level and sub-series level.

ED 27/1- 6085 Provision of schools' name at piece level

FO 497/1-10 enhancement of scope & content

HO 325/1-166 (correction of former references)

HO 325/1-166 provision of correct former department references

KV 2/692-874 ('retained' until information added)

KV 3/1-35 ('retained until' information added)

KV 4/1-152 ('retained until' information added)

KV 5/1-12 ('retained until' information added)

MAF 1 Correction of cross-references with wrong piece numbers across the whole series

T 70 Provision of descriptive data for key subseries

TG 12 Correction of closure details of over 1500 items.

ZHL 2/193-481 Parliamentary Hansard: provision of improved description from original Hansards (previously only dates were available).

Expansion of text ranges, acronyms or abbreviations to make data searchable

AVIA 120/1-16 (acronyms expanded)

FO 954 (the whole of the series) Papers of Sir Anthony Eden as Foreign Secretary during the Second World War

HO 140 expansion of text ranges

HO 8 expansion of text ranges

Re-arrangement of items/pieces/subseries with enhancement of scope & content:

ADM 53/161107-180548 (all subseries deleted, about content descriptions corrected)

ADM 173/29610-30951 (all subseries deleted, 93 previously blank content descriptions)

BT 98 deletion of 494 unreferenced items which were undated, now all data at piece level to make searching content with dates possible.

COAL 39/46-147 (previously uncatalogued)

Colonial Office series: rearrangement and deletion of subseries for the Your Caribbean Heritage Project.

CRES 45/1-41 (previously blank content descriptions)

FO 371 data for 2500 updated from item level

FO 676/472-479, 492-538 (previously blank content descriptions)

HO 24 data dropped from subseries to piece level

PC 15/1-1367 – 1367: 423 unnecessary subseries have been deleted and data enhanced

T 160 – T 162

Other data enhancements:

CAB 41 correction of **orderability** problem

MUN 5 correction of **orderability** problem

Typos and amendments **reported by members of the public**: 449 (2005-2006)

Amendment of 1,330 **series** entries to provide Access Conditions information, showing that records have **not yet** been **transferred** to The National Archives.

Removal of variant forms of standard **county abbreviations** and forename abbreviations across the Catalogue

Missing documents: over 700 entries marked as 'missing' have been found and data amended accordingly for:

- a) an updated and orderable record
- b) a record that had a new reference
- c) a record retained by a government department
- d) a record held by another repository
- e) a record missing at transfer or wanting (never reached The National Archives)

Simplification of Subseries Structure to make browsing easier (involves the deletion of over 2,000 unnecessary subseries):

AVIA 23/1-1089,

AVIA 37/1207-1416

AVIA 68/1-121

AVIA 89/1-307

BM 7/1-44

BT 343/1-28

BW 159/1-3

BW 16/1-48

BW 18/1-18

BW 32/1-41

DEFE 10/1-987

DEFE 13/1-1080

DR 35/1

ED 252/1-12

EF 8/1-407

FCO 32
FCO 33/839-1269
FCO 52/1-7
FCO 53/1-354
FCO 55/1-917
FCO 59/409-541
FCO 72/1-45
FCO 77/140-231
FCO 79/249-295
HO 100 complete re-arrangement: all 264 pieces moved to right subseries
HO 144 naturalisation papers put under a new naturalisation subseries
HO 187 re-arrangement of coded list
HO 190 re-arrangement of coded list
HO 192 re-arrangement of coded list
HO 207 re-arrangement of coded list
HO 224/1-35
HO 412/1-105
J 188/1-76
J 192/1-43
J 212/1-38/1
J 214/1-22
J 220/1-30
J 224/1-3
J 226/1-3
J 228/1-33
J 230/1-23
J 234/1-23/1
J 242/1-24
J 246/1-6
J 248/1-32
J 257/1-87
J 269/1-14
J 273/1-30
J 281/1-24
J 289/1-12
J 293/1-23
J 297/1-86
J 301/1-60
J 307/1-34
J 315/1-11
J 317/1-26
J 323/1-42
J 325/1-58
J 327/1-18
J 331/1-18
JM 2/1-6
JM 3/1-6
MAF 301/1-75
MAF 388/1-61
MT 156/1-94

POWE 50/1-65
WO 186/262-276
WO 194/163-390
WORK 29
WORK 47/1-3