





The National Archives

Home Guard Records Pilot

Communications Update

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Communications Update

UAG members said

Ability to view the pilot records on DocsOnline



TNA's Response

The pilot records will be available on DocsOnline to test searchability, as well as image quality

Opportunity to view a selection of the Home Guard records to recommend transcription fields



Members viewed a selection of the Home Guard records and recommended /prioritised transcription fields

Communications Update

UAG members said

Will you ensure that absolutely everything is scanned, including blank pages?



TNA's Response

All pages, including blank pages will be scanned. A 100% check will take place to ensure this happens

Will it be possible to browse extensively e.g. through an entire County?



The DocsOnline browse experience will be as is. A browse facility will certainly be available for the full collection. Details will be need to be discussed with the appointed commercial partner

Communications Update

UAG members said

How will TNA ensure that all paper records are captured and the quality is as good as the paper record?



TNA's Response

The QA process will involve looking at every image and comparing it with the paper original. Any damage to the paper records will be recorded on the electronic image

Could TNA consider allowing users to 'mark' images to confirm that they are readable



This is something we will consider as part of negotiating with 3rd party licensees. It is not a facility we can offer on DocsOnline

Communications Update

UAG members said

Given so many of the WW1 records were destroyed will 'previous military service' be transcribed?

Will the pilot records be available on DocsOnline once the full collection is on a 3rd party website?

TNA's Response

If any previous service is noted on the HG forms, this will be transcribed as yes or Y, so that users can then view the image form for details

It will be removed once the full open collection is available on the 3rd party's website

Communications Update

UAG members said

Will access to the pilot records be chargeable ?



TNA's Response

Access to the images will be charged at the normal DocsOnline record rate (currently £3.50), or free in the open Reading Room

Will you accession all the Home Guard records?



Yes, the created digital records will be accessioned

Communications Update

UAG members said

Will MoD keep the original paper records?



TNA's Response

MoD will be required to keep the paper records for a defined period of time. Following this period, the fate of the records will be MoD's decision

Why is TNA undertaking a pilot 'in-house' if the full collection will be delivered by a 3rd party ?



The pilot is a 'proof of concept' to fully understand all the issues of creating a 'digital record from a paper one'

Communications Update

UAG members said

Once finalised, could the *methodology* of creating digital records, from paper, be rolled out to other projects/partners?

What if the strict requirements in terms of quality mean none of the LIA partners bid for the work?

TNA's Response

There are very specific requirements, for public records, so the methodology may not always have commercial appeal. We intend to develop an approach we can use for future similar projects.

This is unlikely. Informal discussions with known LIA partners suggest they would be very interested in this project