

**Title: Digitising indexes to Foreign Office correspondence: options for the presentation of images**

**Date: 06/09/2011**

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**Required Action:** Assess options for presenting the digitised images and the associated reference convertor, and choose preferred option.

**What the User Advisory Group are being asked to do / consider:**

3 options for how the images might be presented to users online will be put forward to the group. The method of presentation of these images also includes the presentation of a planned 'reference convertor' which will convert old FO registry references into TNA document references.

**Background / context for discussion:**

- In FY 2010-11 the following were scanned:
  - The Foreign Office card index to correspondence 1906-20 (FO 1111, over 500 drawers of cards)
  - The printed books of Foreign Office indexes to correspondence 1920-1953, 1959 (FO 409, over 140 volumes)
  - The Dominions Office card index to correspondence 1925-1947 (un-accessioned, c. 80 drawers of cards)
- In FY 2011-12 the scanned images will be made available free on our website, including a working 'reference convertor' programme to convert old references in the indexes to TNA references.
- The indexes will be accessible through browsing the online catalogue (in the new discovery service), downloading a pdf containing multiple index cards/pages of the index books, locating old references in the text of the images, and then typing that old reference into a text box on the same webpage, resulting in the user being taken to the relevant TNA catalogue entries following an automated reference conversion.