



OPERATIONAL SELECTION POLICY OSP22

THE RECORDS OF THE ROYAL MINT

1975 - 2002

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1 Authority

- 1.1 The National Archives' Acquisition Policy announced the intention of developing Operational Selection Policies across government. These would apply the collection themes described in the overall policy to the records of individual departments and agencies.
- 1.2 Operational Selection Policies are intended to be working tools for those involved in the selection of public records. This policy may, therefore, be reviewed and revised in the light of comments received from the users of the records or from archive professionals, the Royal Mint's experience of using the policy, or as a result of newly discovered information. There is no formal cycle of review but we would welcome comments at any time. The extent of any review and revision exercise will be determined according to the nature of the comments received.
- 1.3 If you have any comments upon this policy, please e-mail records-management@nationalarchives.gov.uk or write to:

Acquisition and Disposition Policy Project Manager
Records Management Department
The National Archives
Kew
Richmond
Surrey
TW9 4DU
- 1.4 Operational Selection Policies do not provide guidance on access to selected records.

2 Scope

- 2.1 This Operational Selection Policy provides guidance for the selection of records created by the Royal Mint for permanent preservation at The National Archives, for the period from 1975, when the Mint became a Government Trading Fund owned by the Treasury, to 2002. At that time the future organisation of the Royal Mint was under review, following recommendations by the Select Committee on the Treasury that the Royal Mint undergo 'fundamental innovation' including the option of privatisation of parts of the operation.
- 2.2 This Operational Selection Policy also covers functions of the Treasury in its role as supervisor of the work of the Royal Mint, with responsibility for British fiduciary issue.
- 2.3 Proofs and first struck examples of every coin, medal, badge and seal, as well as dies and other minting machinery are deposited at the Royal Mint's Museum at Llantrisant. This Operational Selection Policy does not change this arrangement. This Policy is not an exhaustive statement of all records that will be acquired but it is intended to provide a clear direction to those who are making review decisions.

3 Structure of filing systems at the Royal Mint and correlation to collection themes

- 3.1 The management of the Royal Mint is conducted through the Management Board. Their minutes will be selected for permanent preservation and a new series opened.
- 3.2 The records of the Royal Mint Advisory Committee have been taken until 1963 and will continue to be transferred to The National Archives. It is suggested that these be transferred as soon as possible after creation.
- 3.3 Otherwise recommendations in this Operational Selection Policy relate specifically to the Royal Mint's two main series of registered files – subject series and country series. Both series run on a five year cycle. Each is divided into numeric codes which have changed slightly over the years, between cycles 3 (covering 1975-1979) and 6 (covering 1990-1994), but the topics covered have remained approximately the same.
- 3.4 The country series documents the Royal Mint's business relations providing coins, blanks or seals to other countries. Within the series, the numeric codes relate to orders and invoices, designs and discussions of designs with overseas customers, complaints and queries and any information on the demand for coins in each country that the Mint had collected.
- 3.5 Table 1 provides selection guidance for the numeric codes in the country series of registered files, based on considerations in section 6 and 7 of this Operational Selection Policy.
- 3.6 Files in the subject series cover both high-level management issues and the routine running of the business. High-level management issues include draft papers and correspondence relating to the Royal Mint Advisory Committee, negotiations with the Treasury, discussions on accounts and the reports of the Trials of the Pyx. Routine matters cover all aspects of running the Mint, the purchase of new machinery, labour relations, and marketing policies.
- 3.7 Table 2 provides selection guidance for all the numeric codes in the subject series of registered files, based on considerations in sections 6 and 7 of this Operational Selection Policy.

4 Responsibilities for production at the Royal Mint

4.1 Royal Mint

The original and primary function of the Royal Mint is the provision of circulating coinage of the realm. In 2001 provision of UK circulating coinage accounted for 30% of the Mint's annual turnover. It has also been the main provider of Royal and other ceremonial seals, and is a

major producer of seals, decorative medals and embossing dies for a wide range of customers, official and private. It developed a substantial export business since the 1920's in all these areas.

Over the last 25 years the Mint developed a collector coin business, which in recent years has accounted for 25-30% of turnover. In recent years export of circulating coins, together with the export of ready-for-striking blanks, accounts on average for 40 – 45% of turnover.

4.2 HM Treasury

The Chancellor of the Exchequer is, ex officio, Master of the Mint and HM Treasury appoints a Deputy Master who may exercise all the powers of the Master and is currently the Chief Executive of the Royal Mint. The Chancellor also recommends the members of the Royal Mint Advisory Committee. The Economic Secretary to the Treasury had responsibility for controlling the finances and management of the Royal Mint (since 2002 this role has passed to the Financial Secretary). The Treasury retains policy-making powers concerning the volumes and values of coin in circulation.

4.3 Royal Mint Advisory Committee

The purpose of the Royal Mint Advisory Committee on the design of coins, medals, seals and decorations is to raise the standard of numismatic art. It is charged on behalf of the Chancellor of the Exchequer with the examination of all new designs for the United Kingdom coins and official medals. It was established with the personal approval of King George V in 1922 and meetings were held at Buckingham Palace chaired by the President, the Duke of Edinburgh. Members of the Committee are appointed by the Queen on a seven yearly basis and are unpaid.

5 Relevant Collection Themes in The National Archives' Acquisition and Disposition Policies

The Acquisition Policy outlines those themes which form the basis of The National Archives' appraisal and selection decisions. Of these themes, the following are of potential relevance to the work of the Royal Mint:

2.2.1.1 – Formulation of policy and management of public resources by the core executive

2.2.1.2 – Management of the economy

2.2.1.6 – Cultural policy (by virtue of the Royal Mint's role in the development of design of coins, medals and seals)

The Disposition Policy identifies records that are more fittingly deposited with or presented to other archives. The paragraph in the Disposition Policy of relevance to records created by the Royal Mint, is:

2.2.6.1 records which are not selected for preservation at The National Archives' itself but which meet the collection policy of a bona fide institution with relevant expertise may be presented to that body under s3(6) of the Public Records Act 1958.

6 Selection themes

Within the core responsibilities of the Royal Mint, the themes listed below were of particular significance during the period 1975 to 2002.

6.1 The statutory framework of the Mint

The Coinage Act of 1971 provides that the Chancellor of the Exchequer is the Master of the Mint with a Deputy Master appointed by the Treasury to exercise all the powers and duties of the Master. The Act details arrangements for the annual Trial of the Pyx (see 6.3) and the specifications for gold coins and silver Maundy coins and provides that specifications for other UK coins be set by Royal Proclamation.

The Royal Mint became a Trading Fund under the Royal Mint Trading Fund Order of 1975 which defined the operations to be financed by the Fund as:

“The manufacture and supply of coins, medals, seals and similar articles, and any operation incidental or conducive to such manufacture or supply”

Its initial objective was to secure an annual return of not less than 15% on capital employed.

In April 1990 the Mint became an Executive Agency whose main roles and responsibilities were to run its operations along commercial lines, and maximise efficiency and profitability. The Chancellor of the Exchequer set financial and other targets for the Mint, normally in terms of an operating profit as a percentage of average net assets. The Mint was to have an Executive Board and a Management Board which included non-executive directors appointed by the Chancellor. HM Treasury is defined as both owner of the Mint and customer for UK circulating coins.

A Treasury review of the Mint in 1999 considered privatisation as an option. This was rejected but a package of changes was introduced to give the Mint more commercial freedoms:

- A new Treasury Shareholder Panel was set up in March 2000 of “top private sector analysts and managers” who would “inject greater private sector expertise”. They took over responsibility for advising the Treasury as the Mint’s owner

- Changes to the Royal Mint's board to operate in line with best-practice in corporate governance
- Changes to financial reporting making it more closely aligned with that of private companies
- Permission to produce a wider range of products including non-coinage business

6.2 Re-location of the Mint at Llantrisant

The Royal Mint has a continuous history since the striking of silver pennies for King Alfred in London in 886. The Mint was located within the walls of the Tower of London until 1811 when it moved to a new building on Tower Hill. In 1968 a new Mint was opened in Llantrisant, South Wales to provide additional capacity for decimalisation in 1971. All minting at the Tower Hill site had ended by 1975. The decision to move to Wales was controversial and involved striking a balance between using a virgin site capable of unlimited expansion and the costs of moving skilled staff and/or of training a new workforce. A serious rival to Llantrisant was the Royal Arsenal site in Woolwich but this could not be prepared in time to meet the immediate need for decimal coins. Although the decision was taken and the move complete by the date at which this Operational Selection Policy starts historians will wish to judge the relative costs of relocation both in terms of the Royal Mint and for its relevance to relocation policy in general.

6.3 The role of the Royal Mint in the management of the economy

The Mint supplies UK circulating coins directly to the UK commercial banks and has a target to meet orders from the banks within eleven working days. The Treasury pays the Mint for coins at prices fixed under a five-year contract, although the banks transfer the balance to the Mint on behalf of the Treasury. UK demand for circulating coin is volatile and the Mint has intermittently sought to identify an economic model to forecast change in demand patterns. Volumes and prices of UK coins significantly influence the Mint production and financial performance.

The Mint provides standards to ensure the quality of specifications of UK circulating coins. During the Trial of the Pyx an independent jury examines coins to ensure that the gold, silver and cupro-nickel coins made by the Royal Mint are of the weight, diameter and composition prescribed by law. The jury consists of Freemen of the Goldsmiths Company and is presided over by the Queen's Remembrancer. The verdict is delivered each May and published in the London Gazette. The Mint also ensures the standard of all hall-marking of articles of bullion by bodies other than the Goldsmiths Company.

The issuing of coins is an important mark and symbol of nationhood as well as being vital to the running of the economy. At times, such as during decimalisation, the Royal Mint's ability to deliver coins of a required quality and quantity has been crucial to implementation of government policy.

6.4 The Royal Mint as an industrial concern

By 1985 the Royal Mint had a larger capacity than any other mint in western Europe and it had some of the most advanced coining machinery in the world. It remains one of the most integrated mints in the world, capable of seeing production through from design of the coin to final striking, and includes the production of blanks. In 1994-5 it had nearly 1,000 employees, two thirds of whom were industrial. It has been a most successful public sector business concern: the Chancellor of the Exchequer stipulated that the Royal Mint's operating profits as a percentage of average net assets should be around 12 to 15% for most of the period when the Mint was a Trading Fund and Executive Agency, and, on average, these objectives were more than fulfilled.

The financial performance of the Royal Mint has been determined by the Treasury which has stipulated the required level of operating profits, prices and sources of funds for investment. The business records of the Mint are therefore essential to an historical assessment of the impact of Treasury intervention and of discussions on the status of the Mint – as a trading fund, executive agency or as a candidate for hiving off or privatisation. In addition, records concerning suppliers of machinery provide valuable insights into the problems and challenges facing British industry as a whole, and of British engineering in particular, and into issues of regional development and business organisation.

Records with the following elements within this theme will therefore be selected, with a more detailed breakdown of these topics provided in Table 1:

- 6.4.1 Investment in buildings and machinery specific to the Royal Mint's industrial processes;
- 6.4.2 Research and Development in processes relevant to the Royal Mint's industrial business;
- 6.4.3 Labour relations, including pay and conditions, training, recruitment, industrial relations, health and safety;
- 6.4.4 Marketing strategies, including export achievements and the use of the Royal Mint Advice Services – a marketing agency operated jointly by the Royal Mint and De La Rue;
- 6.4.5 The Royal Mint's response to the competitive environment including relations with competitors and competitive strategies;

- 6.4.6 Relations with overseas customers. The Royal Mint had a substantial export business (see 4.1). The details of its contracts on these export orders may be traced through the country series of files. Table 1 shows how each aspect of the Royal Mint's relationship with an overseas customer was filed according to a subject code. Some of the files, such as those with codes 1, 2 or 12, are of an ephemeral and routine nature but some contain material of historical interest yielding, through discussions about coin design, insights into political development in the customer country.

The National Archives will continue to document the history of British coin design, and the execution of export orders. However, only those codes covering the design of new coinage will be selected for permanent preservation at The National Archives. The remaining codes in this series will be presented under section 2.2.6.1 of the Disposition Policy to the Royal Mint's museum at Llantrisant.

- 6.4.7 Relations with domestic customers. Aspects of relationships with domestic customers are found in the Coinage, Medals, Badges and Seals codes of the subject series files (see Table 2). This Operational Selection Policy proposes that in future The National Archives will select for permanent preservation files which document the order, design, costs and correspondence for the provision of circulating coins for the UK, the Channel Islands, the Isle of Man, and the UK's remaining colonies ONLY and of medals, seals and badges for national and official purposes and for remaining colonial governments ONLY. See also 7.1 for disposition guidelines for other files on this theme.
- 6.4.8 Relations with suppliers of machinery and raw materials. NB: The Royal Mint's leading role nursed a small, indigenous instrument industry servicing the Mint.
- 6.4.9 Accounting records which provide evidence of costs of production, and pricing policies across the range of the Royal Mint's products OR which document the compilation of end of year accounts OR accounts compiled for discussions with HM Treasury on the Royal Mint's financial performance.
- 6.4.10 Management of the Mint as an industrial concern, including quality control and security. (Internal management of the Royal Mint as a government department is covered through The National Archives' retention schedules and Operational Selection Policies on these topics, especially *OSP15 – Control of Central Government Expenditure 1969-1997* and *OSP24*, relating to *The machinery of government and the Management of the Civil Service*.)

6.5 The history of the British coinage

On February 15th 1971 the United Kingdom adopted a decimal system of 100 pence to the pound in place of a system of 12 pence to the

shilling and 20 shillings to the pound. Much controversy surrounded the decision to keep the pound because it meant that one new penny was worth 2.4 old pennies. The main alternative proposed was to make the old ten shillings into the new pound with the new penny equal to 1.2 old pence and hence roughly equivalent. The old value of the pound was retained because of the UK's world financial status, but at first a new half-penny was introduced, roughly equivalent to the old penny. Much of the transition was made before this Operational Selection Policy begins.

Records will be selected which document the major modifications since the introduction of decimal coins:

- June 1980 - the sixpence, valued at 2.5 new pence, was withdrawn
- 1982 – the 20p coin introduced, now one of the most frequently encountered coins in change
- 1983 – first issue of the pound coin (pound notes were demonetized in March 1988)
- 1983 – last minting of the half-penny coin and the coin was demonetized in December 1984
- 1986 – first issue of commemorative two pound coins
- 1990 – smaller version of 5p coin introduced and larger version demonetized
- 1992 – smaller version of the 10p coin introduced, similar in size to the old 5p coin. Florin-sized 10p coin demonetized in June 1993
- 1997 – 50p coin reduced in size
- 1998 – new two pound coin introduced. This is thinner than the commemorative coin and is bi-metallic

There has been one main change in the metal used for British coins over this period when in 1992 the metal used for the one penny and two penny coins changed from bronze to copper. Records will be selected to document the decision to make the change and the progress of the production process to support the change.

As a result of inflation coins have been shrunk so that their size mirrors their real value. Records will be selected to document the decision to make the change and the progress of the production process to support the change.

Two major re-designs have occurred and records will be selected to document the decision to make the change and the progress of the production process to support the change:

- 1985 – a new portrait of the Queen came into use, designed by Raphael David Maklouf

- 1998 – a new obverse portrait was introduced designed by Ian Rank-Broadley

The Royal Mint continues to strike gold coins for collectors and as commemorative coins. Records will be selected documenting the design and production of commemorative sovereigns, half-sovereigns and bullion coins – “Britannias” since 1975.

6.6 The Royal Mint’s role in the ceremonial side of British life

As well as striking the British coinage, both circulating and commemorative coins, the Royal Mint creates seals for the Crown, and seals, medals and badges for a host of British organizations and overseas governments and non-governmental organisations. Records documenting the former will be selected to demonstrate the development of the design and problems and costs of production. Guidance on selection for the business of the Royal Mint undertaken for non-governmental organizations is given in section 6 below and in Table 2.

7 Disposition themes

7.1 Relations with customers

Sections 6.4.6 and 6.4.7 of this Operational Selection Policy outline those aspects of this theme that will be selected for permanent preservation at The National Archives. All other files from the country series will in future be presented to the Royal Mint’s museum at Llantrisant under section 2.2.6.1 of the Disposition Policy. All other files in the numeric codes for Coins, Medals, Seals and Badges in the subject file series (covering the Royal Mint’s work for a wide variety of British institutions and local societies and associations) will not be selected for permanent preservation at The National Archives. They will be presented to the Royal Mint’s museum at Llantrisant under section 2.2.6.1 of the Disposition Policy.

7.2 Disposition of records and the needs of the researcher

It is recognised that the disposition recommendations above may mean that researchers must go to more than one place to research the history of the Royal Mint. However, arguably that they would currently have to do so anyway as the Royal Mint museum contains many artefacts pertaining to its history as well as records which it has acquired over the years, while the British Museum holds a vast collection of numismatic objects and of commemorative medals as well as an extensive library of books and other printed matter relating to numismatics.

8 Treasury records

High-level policy on the prices, investment policies, and management of the Royal Mint were made within the Treasury. Until 1975 this area of work was covered by Finance Home and General Division (T 326) and Finance Home and general (decimalisation) division (T 315). In 1975 under a reorganization the work was taken over by the Home Finance Group. Records created by these divisions will be selected according to the collection themes in section 5 of this Operational Selection Policy.

Table 1: Country series registered files: disposal guidelines

Code	subject	Topics covered	Disposal
1	Coinage policy	Letters confirming order	Presentation
2	Finance	Invoices	Presentation
5	Proof coins	Letters to show what final coin would look like	Presentation
7	Coinage blanks	Designs and correspondence about relationship between design and blanks and the tools needed to execute design.	Presentation
12	Complaints and queries		Presentation
14	Proposed new coinage	Where files cover repeat orders there will be little National Archives interest. Where a new coinage is involved, discussions with governments about designs will yield insights into political changes in the customer country.	The National Archives
15	Wildlife coins	A World Wildlife Fund initiative,	Presentation
16	International information	Marketing information collected for business purposes by RM	Presentation

Table 2: Royal Mint Subject Files cycles 3 to 6 and The National Archives' selection and disposal directives

NB Where there are no disposal or selection themes noted for a numeric code this indicates that the subject has no historical value and should be destroyed.

Royal Mint Subject	Number Code for Cycles 3 and 4	Number Code for Cycles 5 and 6	Remarks	Disposition theme	Selection theme
Accommodation	1	1	Move to Llantrisant, housing, long-term planning		6.2
Accidents	409	126	Statistics, policy e.g. asbestos. No case files to be selected unless landmarks		6.4.3
Accounts	3		See PRO disposal schedule. Accounting methods, pricing policy, production costs		6.4.9
Air (Ventilation)	4	3	Not Mint-specific machinery		
Advertising	9	2	Only where for decimalisation/change of coinage/design		6.5
Allowances	15	4	Dangerous substances, pay relativities		6.4.3
Annual report	20	5	Report itself; discussions around presentation		6.1
Artists	25	6	Policy, fees, disputes, standards		6.5
Articles	22		Published articles		
Assay	30	9	Includes effluent treatment and although not Mint-specific machinery may have environmental interest		OSP 10, Acquisition Policy 2.2.2
Attendance		7			
Awards to civil servants	34	8			
Badges	35				
Banking	38	13	Routine relationships		
Blanks	49	14	Production costs, machinery		6.4.1
Bonus		15			
Books	42				
Bullion		16	Policy, costs, security		6.4.8
Canteen	76	18			
Casting	79	20	Production costs, machinery		6.4.1
Ceremonies	84				
Charitable appeals	88	19			
Chemicals			Not Mint-specific issues		
Civil Service Dept.		22	Rayner enquiries, hiving-off proposals – Mint comments		6.1
Christmas Cards					
Civil Servants					

Cleaning		23			
Coding		37			
Coinage	25	76	A large series covering policy and some orders for UK coins, circulating and commemorative.	7.1	6.4.6; 6.4.7
Coin Blanks	101		See Blanks		
Committees	104	27	Select only those committees chaired by Mint – rest in this series are duplicates of committees chaired by other government departments		6.1
Compensation	106	28			
Competitions		17	Design competitions only		6.5, 6.6
Complements	21				
Computers	107	29	Not Mint-specific machinery		
Conditions of service		36			
Congresses/ conference	107	30	Directors' International Mint conferences		6.1
Consortium		10			
Consultancies		21			
Corporate plan		11			
Correspondence	113	31	Select where they relate to collection themes		6
Counting machines	115	33	Select for evidence of supplier relations, production costs		6.4.1, 6.4.8
Cranes, hoists	116	34	Not Mint-specific		
Crown agents	119				
Civil services	219				
Cutting equipment		35	Production process – Mint specific		6.4.1, 6.4.8
Drilling machines	7	41	Not Mint-specific		
Drying	8	43	Mint-specific		6.4.1, 6.4.8
DTI	51		Policy matters only		6.1, 6.4
Decimalisation	123				6.5
De La Rue (agents)	124	45/ 123	Policy, relations with Royal Mint Services Ltd		6.4.4
Deputy Master	125		Significant policy issues		6.1
Design	127	39		7.1	6.5; 6.4.6; 6.4.7
Dies	128	40 – customers 44 - collars	Central tools in minting – important area for selection		6.4.1; 6.4.2; 6.4.7; 6.5
Discipline		42			
DoE	234				
DHSS	235				
De-greasing	417		Production process Mint specific		6.4.1
Development	477		As per collection themes		6

Dealers and agents	501	38	Policy only		5.4.4
Edhe-letter stamping	132	46	Production process – Mint specific		6.4.1
Electro-typing	137		Production process – Mint specific		6.4.1
Emergencies		50			
Energy conservation		47			OSP 10
Engraving	139		Production process – Mint specific		6.4.1, 6.5
Environment		54			OSP 10.
Establishment	141		Organisation changes,		6.1; 6.4, OSP15, OSP24
Estaimtes	142				OSP15
Examinations	144				
Exhibitions	145	49			
Entertainment	414				
Equal Opportunities		52			
Establishment - personnel	482				
Export achievement award		51			6.4.4; 6.4.6
Finishing	11	56	Production process – Mint specific		6.4.1
Finance	150	55			6.4.9, OSP15
Fire service	152	58	Not Mint specific		
Films and photography	149		Odd promotional video		6.1
Fuels	155	57	Not Mint specific		
Furnaces	156	68 = heat treatment	Production process – Mint specific		6.4.1; 6.4.2
Gold	165				6.4
Gvt depts	166				
Grinding machines	12		Production process – Mint specific		6.4.1
Hallmarking	174	66			
Handling equipment	175	67	Production process – could be significant due to move to continuous process		6.4.1; 6.4.2
Hours of work	397				6.4.3
House style		69			
HMSO	400				
Heat treatment	418		Production process – Mint specific		6.4.1; 6.4.2
Inspection	13	72	Statistical sampling of coins, quality control – policy only		6.4.10
Industrial	187	71	Detailed 2 nd review required as per selection themse		6.4
Incentive bonuses	392		Policy only		6.4.3

IPM	500				
Lathes	206	76	Not Mint specific		
Law	208	77			
Leave	210				
Library and Museum	214	78			
Llantrisant Mint	207				6.2
London Office	492		Policy on sales only		6.4.4
Management		89			6.4.10; OSP24
Marketing	503	82	Policy only		6.4.4
Market intelligence	226				
Measuring machines	21	83	Not Mint specific		
Medals	228	84	The National Archives will take files for those struck for national or colonial official clients.	7.1	6.4.6; 6.4.7
Medical services	229	85			
Melting, rolling, blanking	230		Production process – Mint specific		6.4.1; 6.4.2
Metals	231	86	Production process – not Mint specific		
Meters	233		Not Mint specific		
Metrication	227				
Milling machines	16	87	Production process may be Mint specific		6.4.1; 6.4.2
Mints – other	237	88	Policy on competitive strategies		6.4.5
MOD police	278	90	Policy		6.4.10
Moulds	239		Production process – Mint specific		6.4.1; 6.4.2
Museums		81			
New Royal Mint	251				6.2
Night shift	411				
Noise abatement	250	94	Not Mint specific		
Numismatic societies	254		Limited documentation of Mint relations with		6.4.4
Office machinery	255	97			
Oil and lubricants	257		Not Mint specific		
O&M	261	98	Policy		6.4.10
Packaging	201, 78, 11, 324	102			
Parliamentary matters	266	103	Discussions behind published statements		6.1
Passes - Mint	267				
Patents and inventions	268	104	Policy and cases		6.4.2
Pay	269	105	Policy, disputes, productivity, discrimination		6.4.3
Plant	274	106	Production process – may be Mint specific		6.4.1; 6.4.2

Plaques	275				
Plating	276	107	Production process – Mint specific and important issue in the 1990's		6.4.1; 6.4.2
Post Office	275	108			
Presentations	284				
Presses	285	110	Production process – Mint specific		6.4.1; 6.4.2
Press reports	286				
Private firms	470		Relations with competitors and suppliers		6.4.5; 6.4.8
Privatisation		109			6.1
Procurement	111	111	Only policy for Mint specific purchases		6.4.7
Production area	288				6.4.1
Projects		115			
Promotions	290	112			
Publications	292	113			
Publicity	293	114			
Quality assurance		116	Policy		6.4.10
Recruitment to civil service	244				
Recruitment to RM	300	117	Policy		6.4.3
Reducing machines	17		Production process – Mint specific and central		6.4.1; 6.4.2
Redundancy		119	Policy		6.4.3
Refining	301		Not Mint specific		
Registry	303	120			
Returns		118			
Reviews		124	Mint response		OSP15, OSP24
R&D	471	121	Production process and likely to be Mint specific: policy, reports		6.4.2
Review of functions	305				OSP15; 6.1
Royal Arms	308				6.6
Royal Family	309				6.6
Royal Mint – general admin.	307	122			6.4.10; OSP15, OSP24
Royal Proclamations		125			
Scrap	100				
Seals	352	128		7.1	6.4.6; 6.4.7
Secretariat		135	If includes minutes of high level meetings		6.1
Security	326	129	Policy		6.4.10
Sick pay		133			
Silver	329		Production process		6.4.8

Sorting machines	335	131	Production process – Mint specific		6.4.1; 6.4.2
Spark erosion	341		Production process – Mint specific		
Specimen coins	342		Policy only		6.5
Staff	343	132	Statistics, policy.		6.4.3
Statistics	345	134			
Stocktaking	346				
Storage		130			
Stores	347				
Strapping	348		Not Mint specific		
Strikes	404				6.4.3
Subscriptions		137			
Superannuation	352	138	Unlikely to vary from civil service regulations		
Surveys		127			
Talks about RM	401				
Tarnish and stain inhibitors	357		Production process – Mint specific – important issue and affected the acceptability of coins to collectors		6.4.1; 6.4.2
Tax	398	141			
Telex		145			
Theft and other crimes	362				
Tools	366				6.4.1; 6.4.2
Trade Marks	419				
Trading Fund	5	142	Policy, Mint views, discussion behind published figures		6.1
Training	368	143	Policy on industrial staff only		6.4.3
Transfers	369	144	Tower Hill issues only		6.2
Transport	405	146			
Travel and subsistence	416	147			
Treasury	370		High level negotiations		6.1
Trial of Diets	371		Report and policy only		6.3
Trial of Pyx	372	148	Report and policy only		6.3
Uniforms	378	152			
Unions	379	153			6.4.3
Visits to and from RM	386	154	Royal and Ministerial only		6.1
Waste	389	160	Not Mint specific		
Weighing equipment	390	161	Production process – Mint specific		6.4.1; 6.4.2
Welding equipment	18		Not Mint specific		
Welfare	413	163			
Whitley Council	391		Mint Minutes and Efficiency Committee		6.4.3
Work study		162	If related to industrial processes		6.4.3

Works of Art		164		
X-ray	393	170	Production process – Mint specific	6.4.1; 6.4.2