Decision tree for Records Decision Panel

Is it a Public Record?
- Yes
  - Should it be considered for preservation at TNA? ¹
    - Yes
      - Take to Records Decision Panel
    - No
      - Do not select for preservation at TNA but advise on repository
  - No
    - Does it fall within TNA selection criteria? ²
      - Yes
        - Does it have a specific research value? ³
          - Yes
            - Select for permanent preservation
          - No
            - Offer to another suitable repository
        - No
          - Take to Records Decision Panel
          - Do not select for preservation at TNA but advise on repository
      - No
        - Does it have a specific research value? ³
          - Yes
            - Select for preservation at TNA
          - No
            - Offer to another suitable repository
    - No
      - Does it have a specific research value? ³
        - Yes
          - Select for preservation at appropriate Place of Deposit
        - No
          - Take to Records Decision Panel
          - Do not select for preservation at TNA but advise on repository

Is it a very large collection or unusual or difficult format?
- Yes
  - Take to Records Decision Panel for recommendation to Executive Team (ET)
- No
  - Is TNA the most appropriate repository?
    - Yes
      - Select for preservation at TNA
    - No
      - Select for preservation at appropriate Place of Deposit

Is TNA able to preserve & produce in current format ⁴
- Yes
  - Could another suitable repository be considered?
    - Yes
      - Select for preservation at appropriate Place of Deposit
    - No
      - Will department produce surrogate?
        - Yes
          - Recommendation of RDP taken to ET for decision
        - No
          - Recommendation of RDP taken to ET for decision

Is it a very large collection?
- No
  - Can TNA afford a format shift?
    - Yes
      - Recommendation of RDP to accession original, or surrogate, taken to Executive Team (ET) for decision
    - No
      - Recommendation of RDP to accession original, or not, taken to ET
  - Yes
    - Recommendation of RDP taken to ET for decision

Is it duplicate material or are the records already preserved elsewhere? ⁵
- Yes
  - Do not select for permanent presentation
- No
  - Select for preservation at TNA

¹ ² ³ ⁴ ⁵

Recommendation of RDP to accession original, or not, taken to ET.