The National Archives
The Red Lists Project
User Advisory Group

Roger Kershaw
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Background

• The “Red” Series lists are c.16,000 paper series level catalogues which were superseded by the online Catalogue. Red Lists for the main exclude MLDRR sources.
• They contain some information that was not keyed into the online Catalogue when it was created in 1999.
• Other information is also missing from the paper lists, such as:
  o Additional descriptive information which was created when popular records were put online (e.g. WO 363, WO 364)
  o Piece description errors which have been amended online only
  o Exceptionally large accessions (e.g. BT 372 > 500,000 entries)
  o Catalogue projects from 2000 (e.g. FO 737, DO 131, AIR 79, WO 339)
• Red lists have not been added to at all since March 2011.
What we have done so far……..

• Extensively surveyed usage of the Red Lists in 2012 and 2013
• Identified a set of key eligibility criteria for removal based on surrogacy, complexity and usage (for stage 1 and stage 2)
• Developed a methodology for the gradual removal of selected Red Lists, whilst also allowing for a period of feedback and reflection
• Removed over 7350 Red Lists since January 2013
• Reported back to the UAG and User Forums since 2013
• Arranged for lists to be retrieved on request
Eligibility criteria for removal

Remove paper series where...

- The descriptions have been subsequently enriched by fuller online descriptions as a result of digitisation and/or catalogue enhancement

- The total number of piece descriptions is less than 1000

AND

- There have been less than 20 productions in one calendar year; the inference being that the lists would also be of low/no use (exceptions: digi microfilm/microfilm series)
Findings since September 2014

• Roughly 1200 series lists removed since January 2015
• 1 request to review a removed list (April 2015)
• Improved and better use of Discovery when searching and when browsing small series
• Increased awareness of changes to Discovery
• Discovery [Webinar](#) (February 2015)
• Practical Discovery usage sessions at WDYTYA Live Stand
• Appetite for Discovery workshop(s) at TNA
Timescales/Other issues

• A further 300 lists to be removed September – December 2015
• No paper list will be destroyed – there remains a mechanism for retrieval
• **Using Discovery: Best Practice** Workshops onsite (bookable):
  o Tue 6 October, 11.15-12.00
  o Fri 6 November, 11.15-12.00
  o Thur 3 December, 2.15-3.00
• Continued removal of lists benefiting from total re-cataloging (e.g. WO 374)
• No further planned phase of removal
• Any future removals dependent on further enhancements and improvements to Discovery browse, sort and save functionality
Using Discovery: Best Practice

This practical workshop will focus on three key topics that will help you to feel more confident in using Discovery effectively

- best practice methods for simple and advanced searches
- browsing, and sorting and saving your results
- practise what you learn with members of staff at hand to help.
Scoping Supplementary Finding Aids
Questions?