

 The National Archives

The image shows the exterior of The National Archives building. A prominent curved sign on the building's facade reads "The National Archives". The building features large glass windows and white columns. The sky is clear and blue.

The National Archives

**The Red Lists Project
User Forum**

**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- The “Red” Series lists are c.16,000 paper series level catalogues which were superseded by the online Catalogue.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:
 - Additional descriptive information which was created when popular records were put online (e.g. WO 363, WO 364)
 - Piece description errors which have been amended online only
 - Exceptionally large accessions (e.g. BT 372 > 500,000 entries)
 - 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 workshops onsite at Kew

Timescales/Other issues

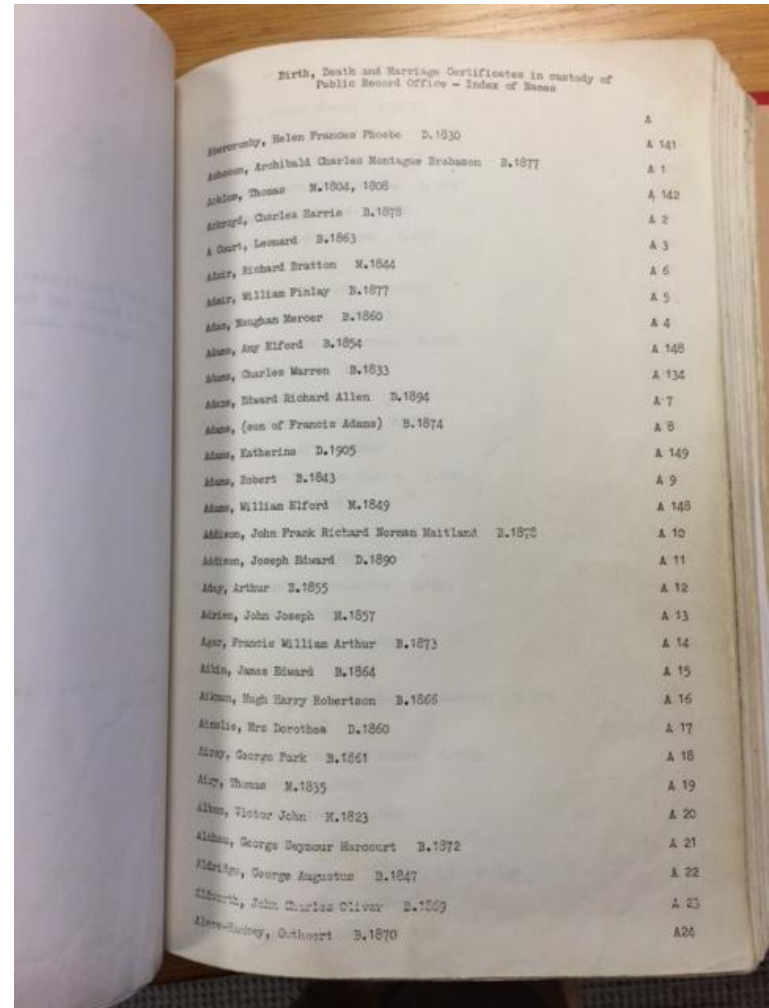
- A further 300 lists to be removed before end of December 2015
- No paper list will be destroyed – there remains a mechanism for retrieval
- **Using Discovery: Best Practice** Workshops onsite (bookable):
 - Tue 6 October, 11.15-12.00
 - Fri 6 November, 11.15-12.00
 - Thur 3 December, 2.15-3.00
- Continued removal of lists benefiting from total re-cataloging (e.g. WO 374)
- No further planned phase of removal after December 2015
- 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



PRO 28/126

Additional Finding Aid

(The contents of this additional finding aid are not in the online catalogue)

Report to the Local Government Board,
1-223, with numerical, alphabetical
and county listing 1869-1908

PRO 28/126

60. CHITTLEHAMPTON (A.D. Home) Report on Enteric Fever at Chittlehampton, in the South Molton Union. June 1872, 3pp (Devonshire).
61. BLYTH (Hubert Airy) Report on Fever in Blyth (Tynemouth Union). 10 June 1872, 4pp (Northumberland).
62. LLANELLY (Gwynne Harries) Report on the prevalence of Enteric Fever in part of the sub-district of Llanelly. September 1872, 5pp (Brecknockshire).
63. WHITCHURCH (R. Thorne Thorne) Report on an outbreak of Enteric Fever at Whitchurch. 29 June 1872, 4pp (Hampshire).
64. PORCHESTER (Dr. Stevens) Report on the sanitary state of Porchester. 20 July 1872, 5pp (Hampshire).
65. BRADFORD (J. Netten Radcliffe) Report on certain defects in the sanitary administration of Bradford, and on the recent prevalence in the borough of Enteric Fever and other Diarrhoeal diseases. 17 July 1872, 13pp (Yorkshire).
66. SWANAGE (A.D. Home) Report on the sanitary state of Swanage. 31 August 1872, 5pp (Dorsetshire).
67. BORSLEM, TUNSTALL and WOLSTANTON (Edward Ballard) Reports on the registration sub-districts of Borslem, Tunstall, and Wolstanton, forming the registration district of Wolstanton. November 1872, 47pp (Staffordshire).
68. ASHTON-IN-MAKERFIELD (J. Netten Radcliffe) Report on the sanitary state of Ashton-in-Makerfield. 23 September 1872, 5pp (Lancashire).
69. HUCKNALL TORKARD (Gwynne Harries) Report on an epidemic of Enteric Fever at Hucknall Torkard, and on the sanitary condition of the place. September 1872, 3pp (Nottinghamshire).
70. WAREHAM (A.D. Home) Report on the sanitary state of the borough of Wareham. 1 September 1872, 5pp (Dorsetshire).

Questions?