The National Archives

Extract details: Letter to John Holmes dated 31 October 1997 CLOSED UNDER FOI EXEMPTION	DEPARTMENT/SERIES PREM 49 PIECE/ITEM 119 (one piece/item number)	Date and sign
CLOSED UNDER FOI EXEMPTION		
CLOSED UNDER FOI EXEMPTION	Letter to John Holmes dated	
CLOSED UNDER FOI EXEMPTION	31 october 1997	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958 TEMPORARILY RETAINED MISSING AT TRANSFER MISSING (TNA USE ONLY)		
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958 TEMPORARILY RETAINED MISSING AT TRANSFER MISSING (TNA USE ONLY)		
DE THE PUBLIC RECORDS ACT 1958 TEMPORARILY RETAINED MISSING AT TRANSFER MISSING (TNA USE ONLY)	CLOSED UNDER FOI EXEMPTION	
MISSING AT TRANSFER NUMBER NOT USED MISSING (TNA USE ONLY)	RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	# 11
IUMBER NOT USED MISSING (TNA USE ONLY)	TEMPORARILY RETAINED	
MISSING (TNA USE ONLY)	MISSING AT TRANSFER	
	NUMBER NOT USED	
OCUMENT PUT IN PLACE (TNA USE ONLY)	MISSING (TNA USE ONLY)	
·	OCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

Use black or blue pen to complete form.

Use the card for one piece or for each extract removed from a different place within a piece.

Enter the department and series, eg. HO 405, J 82.

Enter the piece and item references, . eg. 28, 1079, 84/1, 107/3

Enter extract details if it is an extract rather than a whole piece. This should be an indication of what the extract is, eg. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995. Do not enter details of why the extract is sensitive.

If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, eg. 27(1), 40(2).

Sign and date next to the reason why the record is not available to the public ie. Closed under FOI exemption; Retained under section 3(4) of the Public Records Act 1958; Temporarily retained; Missing at transfer or Number not used.