



DEPARTMENT/SERIES <i>PREM 49</i>	Date and sign
PIECE/ITEM <i>119</i> (one piece/item number)	
Extract/Item details: <i>fax letter dated 13 october 1997</i>	
CLOSED FOR YEARS UNDER FOI EXEMPTION	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>[Signature]</i> <i>26/11/20</i>
MISSING AT TRANSFER	
MISSING	
NUMBER NOT USED	

Instructions for completion of Dummy Card

Use **Black Pen** to complete form

Use the card for one piece/item number only

Enter the Department, Series and Piece/Item references clearly
e.g.

DEPARTMENT/SERIES

.....*GRA 168*.....

PIECE/ITEM*49*.....

(ONE PIECE/ITEM NUMBER ONLY)

Please Sign and Date in the box adjacent to the description that
applies to the document being replaced by the Dummy Card

If the document is Closed under a FOI exemption, enter the number of
years closed. See the TNA guidance *Preparation of records for
transfer to The National Archives*, section 18.2

The box described as 'Missing' is for TNA use only (it will apply to a
document that is not in its proper place after it has been transferred to
TNA)