

MANAGING NAS  
RECORDS

*standards and documentation*

File  
Classification  
Scheme:  
Part A: File Plan



*The* NATIONAL  
ARCHIVES  
*of* SCOTLAND

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## **NAS1 PRIVATE OFFICE PAPERS**

### **Theme Description:**

Private office papers are generated or received by the Keeper of the Records of Scotland and his deputies. The information, which can be included in this series, are generally of an informational nature, or are duplicate material. Any master policy, procedure, administrative, committee or report information should be retained in the appropriate section of the file plan according to the subject content of the information.

### **PRIMARY SUBJECTS**

<b>NAS1</b>	<b>PRIVATE OFFICE PAPERS</b>
<b>NAS1/0</b>	<b>Zero File</b>
<b>NAS1/A</b>	<b>Keeper of the Records of Scotland</b>
<b>NAS1/B</b>	<b>Deputy Keepers Files</b>

**NAS1****PRIVATE OFFICE PAPERS**

To include records generated or received by the Keeper of the Records of Scotland, or the Deputy Keepers. The records are generally for informational use, or are duplicate material which is required for management and planning.

**NAS1****0****ZERO FILE**

To include information which document the NAS3 Private Office Papers file series

**NAS1****A****KEEPER OF THE RECORDS OF SCOTLAND**

To include information generated or received by the Keeper of the Records of Scotland in the management and administration of his duties. The information contained in this record series are generally of an informational nature, often duplicated from main file series, but are required to be kept by he Keeper to conduct his business.

Individual files are organised according to subject, body, project, person, or event and are arranged according to general information content.

**Any information generated or received by the Keeper which affect policy or procedure should be placed on the appropriate file in the main file series.**

**NAS1****B****DEPUTY KEEPERS**

To include information generated or received by the Deputy Keepers, in the management and administration of their duties. The information contained in this record series are generally of an informational nature, often duplicated from main file series, but are required to be kept by the Deputy Keepers to conduct their business.

Individual files are organised according to subject, body, project, person, or event and are arranged according to general information content.

**Any information generated or received by the Deputy Keepers which affect policy or procedure, should be placed on the appropriate file in the main file series.**

## **NAS2 FINANCE**

**Theme description:**

To include information associated with the management and administration of NAS finances.

### **PRIMARY SUBJECTS**

<b>NAS2/</b>		<b>FINANCE</b>
<b>NAS2/0</b>	<b>Zero file</b>	
<b>NAS2/A</b>	<b>General</b>	
<b>NAS2/B</b>	<b>Accounts Payable</b>	
<b>NAS2/C</b>	<b>Accounts Receivable</b>	
<b>NAS2/D</b>	<b>Audit</b>	
<b>NAS2/E</b>	<b>Procurement</b>	
<b>NAS2/F</b>	<b>Financial Planning and Monitoring</b>	
<b>NAS2/G</b>	<b>Grants</b>	

<b>NAS2/</b>		<b>FINANCE</b>
To include information associated with the management and administration of NAS' finances		
<b>NAS2/</b>	<b>0</b>	<b>ZERO FILE</b>
To include information which document the NAS2 Finance file series		
<b>NAS2/</b>	<b>A</b>	<b>GENERAL</b>
To include information associated with the overall management and administration of NAS finances and financial arrangements that are of a general nature not covered by a separate primary theme associated with the major theme "Finance". To include information associated with NAS financial planning		
<b>NAS2/</b>	<b>A1/</b>	<b>Policy and Procedures</b> To include information associated with the above that relate to policy and procedures
<b>NAS2/</b>	<b>A2/</b>	<b>Administration</b> To include information associated with the above theme that are of a general administrative nature
<b>NAS2/</b>	<b>A3/</b>	<b>Subject Files</b> To include information associated with the above theme that relate to a particular subject, event, body, project, person or product and are arranged according to general information content
<b>NAS2/</b>	<b>A4/</b>	<b>Committees</b> To include information associated with the above theme that are generated or received by committees
<b>NAS2/</b>	<b>A5/</b>	<b>Reports and Statistics</b> To include information associated with the above theme that consist of reports and statistics

<b>NAS2/</b>	<b>B</b>	<b>ACCOUNTS PAYABLE</b>	<b>To include information relating to payable creditors, either general accounting information or supporting information such as invoices, receipts.</b>
<b>NAS2/</b>	<b>B1/</b>	<b>Policy and Procedures</b>	To include accounts payable information that relate to policy and procedure
<b>NAS2/</b>	<b>B2/</b>	<b>Administration</b>	To include accounts payable information that are of a general administrative nature
<b>NAS2/</b>	<b>B3/</b>	<b>Subject Files</b>	To include accounts payable information that relate to a particular subject, event, body, project, person or product and are arranged according to general information content
<b>NAS2/</b>	<b>B4/</b>	<b>Committees</b>	To include accounts payable information that are generated or received by Committees, working parties etc
<b>NAS2/</b>	<b>B5/</b>	<b>Reports and Statistics</b>	To include accounts payable information that consist of reports and statistics

<b>NAS2/ C</b>	<b>ACCOUNTS RECEIVABLE</b>	<b>To include information relating to accounts receivable from debtors, either general accounting information or supporting information such as invoices relating to individual receivable accounts.</b>
<b>NAS2/ C1/</b>	<b>Policy and Procedures</b>	To include information associated with accounts received that relate to policy and procedure
<b>NAS2/ C2/</b>	<b>Administration</b>	To include accounts received information that are of a general administrative nature
<b>NAS2/ C3/</b>	<b>Subject Files</b>	To include accounts received information that relate to a particular subject, event, body, project, person or product and are arranged according to general information content
<b>NAS2/ C4/</b>	<b>Committees</b>	To include accounts received information that are generated or received by committees, working parties etc.
<b>NAS2/ C5/</b>	<b>Reports and Statistics</b>	To include accounts received information that consist of reports and statistics

<b>NAS2/ D</b>	<b>AUDIT</b>	<b>To include information associated with the management and administration of NAS' internal auditing process.</b>
<b>NAS2/ D1</b>	<b>Policy and Procedures</b>	To include audit information that relate to policy and procedure
<b>NAS2/ D2</b>	<b>Administration</b>	To include audit information that are of a general administrative nature
<b>NAS2/ D3</b>	<b>Subject Files</b>	To include audit information that relate to a particular subject, event, body, project, person, product and are arranged according to general information content.
<b>NAS2/ D4</b>	<b>Committees</b>	To include audit information that are generated or received by committees, working parties etc.
<b>NAS2/ D5</b>	<b>Reports and Statistics</b>	To include audit information that consist of reports and statistics

<b>NAS2/ E</b>	<b>PROCUREMENT &amp; CONTRACT</b>
	<b>To include information associated with the acquisition of goods and services, including general information and supporting documentation and information pertaining to duties and taxes.</b>
<b>NAS2/ E1/</b>	<b>Policy and Procedures</b> To include procurement information that relate to policy or procedures
<b>NAS2/ E2/</b>	<b>Administration</b> To include procurement information that are of a general administrative nature
<b>NAS2/ E3/</b>	<b>Subject Files</b> To include procurement information that relate to a particular subject, event, body, project, person or product and are arranged according to general information content.
<b>NAS2/ E4/</b>	<b>Committees</b> To include procurement information that are generated or received by committees, working parties.
<b>NAS2/ E5/</b>	<b>Reports and Statistics</b> To include procurement information that consist of reports and statistics.

<b>NAS2/ F</b>	<b>FINANCIAL PLANNING AND MONITORING</b>
	<b>To include information associated with the forward planning and monitoring of the budgetary requirements of NAS.</b>
<b>NAS2/ F1/</b>	<b>Policy and Procedures</b> To include budgeting information that relate to policy and procedures
<b>NAS2/ F2/</b>	<b>Administration</b> To include budgeting information that are of a general administrative nature.
<b>NAS2/ F3/</b>	<b>Subject Files</b> To include budgeting information that relate to a particular subject, event, body, project, person or product and are arranged according to general information content.
<b>NAS2/ F4/</b>	<b>Committees</b> To include budgeting information that are generated or received by committees, working parties etc
<b>NAS2/ F5/</b>	<b>Reports and Statistics</b> To include budgeting information that consist of reports and statistics

<b>NAS2/ G</b>	<b>GRANTS</b>	<b>To include information associated with the administration of the NAS Grants.</b>
<b>NAS2/ F1/</b>	<b>Policy and Procedures</b>	To include Grants information that relate to policy and procedures
<b>NAS2/ F2/</b>	<b>Administration</b>	To include grants information that are of a general administrative nature.
<b>NAS2/ F3/</b>	<b>Subject Files</b>	To include grants information that relate to a particular subject, event, body, project, person or product and are arranged according to general information content.
<b>NAS2/ F4/</b>	<b>Committees</b>	To include grants information that are generated or received by committees, working parties etc
<b>NAS2/ F5/</b>	<b>Reports and Statistics</b>	To include grants information that consist of reports and statistics

## **NAS3 CORPORATE ADMINISTRATION**

**Theme description:**

Corporate administration is a central support function for NAS. To include information associated with the internal administration of NAS, and functions which either support the office, or have an office wide remit.

### **PRIMARY SUBJECTS**

<b>NAS3/ CORPORATE ADMINISTRATION</b>	
<b>NAS3/0</b>	<b>Zero File</b>
<b>NAS3/A</b>	<b>General</b>
<b>NAS3/B</b>	<b>Corporate Management</b>
<b>NAS3/C</b>	<b>Central Services</b>
<b>NAS3/D</b>	<b>Human Resources</b>
<b>NAS3/E</b>	<b>Information Services</b>
<b>NAS3/F</b>	<b>Preservation Services</b>
<b>NAS3/G</b>	<b>Accommodation Services</b>

**NAS3 CORPORATE ADMINISTRATION**

To include information associated with the internal administration of NAS and which document the support or housekeeping functions of the office. To include also information associated with the management and administration of overarching office wide activities.

**NAS3/ 0 ZERO FILE**

To include information which document the NAS3 Corporate Administration file series

<b>NAS3/ A GENERAL</b>		
To include information associated with the overall management and administration of overarching or corporate wide activities and systems not covered by a separate primary theme associated with Corporate Administration.		
<b>NAS3/</b>	<b>A1/</b>	<b>Policy and Procedures</b> To include information associated with the above theme that relate to policy and procedures.
<b>NAS3/</b>	<b>A2/</b>	<b>Administration</b> To include information associated with the above theme that are of a general administrative nature.
<b>NAS3/</b>	<b>A3/</b>	<b>Subject Files</b> To include information associated with the above theme that relate to a particular subject, event, body, project, person, or product
<b>NAS3/</b>	<b>A4/</b>	<b>Committees</b> To include information associated with the above theme that are generated or received by committees, working parties.
<b>NAS3/</b>	<b>A5/</b>	<b>Reports and Statistics</b> To include information associated with the above theme that consist of reports and statistics.

<b>NAS3/ B CORPORATE MANAGEMENT</b>		
To include information associated with the overall management, planning and development of NAS.		
<b>NAS3/ B1/</b>	<b>Policy and Procedures</b>	To include corporate management information that relate to policy and procedures
<b>NAS3/ B2/</b>	<b>Administration</b>	To include corporate management information that are of a general administrative nature.
<b>NAS3/ B3/</b>	<b>Subject Files</b>	To include corporate management information that relate to a particular subject, event, body, project, person, or product and are arranged according to general information content.
<b>NAS3/ B4/</b>	<b>Committees</b>	To include corporate management information that are generated or received by committees, working parties
<b>NAS3/ B5/</b>	<b>Reports and Statistics</b>	To include corporate management information that consist of reports and statistics.

<b>NAS3/ C CENTRAL SERVICES</b>			
<b>To include information associated with the support and housekeeping functions of the office.</b>			
<b>NAS3/</b>	<b>C1/</b>	<b>Policy and Procedures</b>	To include central services information that relate to policy and procedures
<b>NAS3/</b>	<b>C2/</b>	<b>Administration</b>	To include central services information that are of a general administrative nature.
<b>NAS3/</b>	<b>C3/</b>	<b>Subject Files</b>	To include central services information that relate to a particular subject, event, body, project, person, or product and are arranged according to general information content
<b>NAS3/</b>	<b>C3/</b>	<b>1 SECURITY</b>	To include information associated with the management and administration of office security, including building, staff and record security issues
<b>NAS3/</b>	<b>C3/</b>	<b>1.1/ Policy and Procedures</b>	To include information associated with security that relate to policy, planning and procedure.
<b>NAS3/</b>	<b>C3/</b>	<b>1.2/ Administration</b>	To include information associated with security that are of a general administrative nature.
<b>NAS3/</b>	<b>C3/</b>	<b>1.3/ Correspondence</b>	To include communications, not affecting policy, which are generated or received in the course of the administration of security duties
<b>NAS3/</b>	<b>C3/</b>	<b>1.4/ Committees</b>	To include information associated with security that are generated or received by committees, working parties
<b>NAS3/</b>	<b>C3/</b>	<b>1.5/ Reports and Statistics</b>	To include information associated with security that consist of reports and statistics

<b>NAS3/</b>	<b>C3/</b>	<b>2</b>	<b>OFFICE SUPPORT SERVICES</b> To include information associated with NAS office support services including the van service, cleaning and archive attendants.
<b>NAS3/</b>	<b>C3/</b>	<b>2.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS office support services that relate to policy and procedure
<b>NAS3/</b>	<b>C3/</b>	<b>2.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS office support services that are of a general administrative nature
<b>NAS3/</b>	<b>C3/</b>	<b>2.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are generated or received in the course of the management or administration of NAS office support services.
<b>NAS3/</b>	<b>C3/</b>	<b>2.4/</b>	<b>Committees</b> To include information associated with the management and administration of office support services that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>C3/</b>	<b>2.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of office support services that consist of reports and statistics
<b>NAS3/</b>	<b>C4/</b>		<b>Committees</b> To include corporate services information that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>C5/</b>		<b>Reports and statistics</b> To include corporate services information that consist of reports and statistics

## D HUMAN RESOURCES

To include information relating to the management and administration of personnel.

NAS3/	D1/	<b>Policy and Procedures</b>	To include Human Resource information that relate to policy and procedures
NAS3/	D2/	<b>Administration</b>	To include Human Resource information that are of a general administrative nature
NAS3/	D3/	<b>Subject Files</b>	To include Human Resource information that relate to a particular subject, body, event, project, person, and product.
NAS3/	D3/	<b>1 STAFFING</b>	To include information associated with the administration of NAS staff, to include such things as grievances, discipline, recruitment.
NAS3/	D3/	<b>1.1/ Policy and Procedures</b>	To include information associated with the development of policy, planning, and procedures pertaining to NAS staffing.
NAS3/	D3/	<b>1.2/ Administration</b>	To include information associated with NAS staffing provision that are of a general nature, generated or received in the course of the administration of NAS staffing duties
NAS3/	D3/	<b>1.3/ Correspondence</b>	To include communications, not affecting policy, that pertain to the administration of NAS staffing
NAS3/	D3/	<b>1.4/ Committees</b>	To include information associated with the management and administration of NAS staff that are generated or received by committees, working parties etc.
NAS3/	D3/	<b>1.5/ Reports and Statistics</b>	To include information associated with the management and administration of NAS staff that consist of reports and statistics
NAS3/	D3/	<b>1.6/ Employee Files</b>	To include information associated with NAS staffing that relate to a particular person, to include performance management reports, individual disciplinary / grievance information, notes of meetings etc. To be arranged according to the individual staff member who is subject of the information.

<b>NAS3/</b>	<b>D3/</b>	<b>2</b>	<b>TRAINING</b> To include information associated with the management and administration of the training of NAS staff.
<b>NAS3/</b>	<b>D3/</b>	<b>2.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of the training of NAS staff that relate to policy.
<b>NAS3/</b>	<b>D3/</b>	<b>2.2/</b>	<b>Administration</b> To include information associated with the management and administration of the training of NAS staff that are of a general administrative nature
<b>NAS3/</b>	<b>D3/</b>	<b>2.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with the management and administration of the training of NAS staff.
<b>NAS3/</b>	<b>D3/</b>	<b>2.4/</b>	<b>Committees</b> To include information associated with the management and administration of the training of NAS staff that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>D3/</b>	<b>2.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of the training of NAS staff that consist of reports and statistics.
<b>NAS3/</b>	<b>D3/</b>	<b>3</b>	<b>INDUSTRIAL RELATIONS</b> To include information dealing with employee-management and union relations
<b>NAS3/</b>	<b>D3/</b>	<b>3.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Industrial Relations that relate to policy and procedures
<b>NAS3/</b>	<b>D3/</b>	<b>3.2/</b>	<b>Administration</b> To include information associated with the management and administration of industrial relations that are of a general administrative nature.
<b>NAS3/</b>	<b>D3/</b>	<b>3.3/</b>	<b>Correspondence</b> To include communications, not affecting policy that are associated with the management and administration of industrial relations
<b>NAS3/</b>	<b>D3/</b>	<b>3.4/</b>	<b>Committees</b> To include information associated with the management and administration of industrial relations that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>D3/</b>	<b>3.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of industrial relations that consist of reports and statistics

<b>NAS3/</b>	<b>D3/</b>	<b>4</b>	<b>HEALTH AND SAFETY</b> To include information associated with the management and administration of health and safety issues involving NAS employees
<b>NAS3/</b>	<b>D3/</b>	<b>4.1</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Health and Safety that relate to policy and procedures
<b>NAS3/</b>	<b>D3/</b>	<b>4.2/</b>	<b>Administration</b> To include information associated with the management and administration of Health and safety that are of a general administrative nature
<b>NAS3/</b>	<b>D3/</b>	<b>4.3/</b>	<b>Correspondence</b> Communications, not affecting policy, which are generated or received in the administration of health and safety duties
<b>NAS3/</b>	<b>D3/</b>	<b>4.4/</b>	<b>Committees</b> To include information associated with the management and administration of health and safety that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>D3/</b>	<b>4.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of health and safety that consist of reports and statistics
<b>NAS3/</b>	<b>D3/</b>	<b>5</b>	<b>EQUAL OPPORTUNITIES</b> To include information associated with the management and administration of equal opportunities issues in NAS
<b>NAS3/</b>	<b>D3/</b>	<b>5.1</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Equal Opportunities that relate to policy and procedure
<b>NAS3/</b>	<b>D3/</b>	<b>5.2</b>	<b>Administration</b> To include information associated with the management and administration of Equal Opportunities that is of a general administrative nature
<b>NAS3/</b>	<b>D3/</b>	<b>5.3</b>	<b>Correspondence</b> Communications , not affecting policy, which are generated or received in the administration of equal opportunities issues.
<b>NAS3/</b>	<b>D3/</b>	<b>5.4</b>	<b>Committees</b> To include information associated with the management and administration of equal opportunities that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>D3/</b>	<b>5.5</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of equal opportunities that consist of reports and statistics.

**NAS3/ D4/ Committees**

To include information associated with Human Resources that are generated or received by committees, working parties etc.

**NAS3/ D5/ Reports and Statistics**

To include information associated with Human Resources that consist of reports and statistics

<b>NAS3/ E INFORMATION SERVICES</b>			
<b>To include information associated with the management and administration of information throughout the organisation</b>			
<b>NAS3/</b>	<b>E1/</b>	<b>Policy and Procedures</b>	To include information related to information services policy and procedures
<b>NAS3/</b>	<b>E2/</b>	<b>Administration</b>	To include information related to information services that is of a general administrative nature.
<b>NAS3/</b>	<b>E3/</b>	<b>Subject Files</b>	To include information related to information services that relate to particular subject, event, body, project, person, or product.
<b>NAS3/</b>	<b>E3/</b>	<b>1 INFORMATION COMMUNICATIONS TECHNOLOGY</b>	To include information associated with the management and administration of ICT in NAS
<b>NAS3/</b>	<b>E3/</b>	<b>1.1/ Policy and Procedures</b>	To include information associated with the management and administration of ICT that relate to policy and procedure.
<b>NAS3/</b>	<b>E3/</b>	<b>1.2/ Administration</b>	To include information associated with the management and administration of ICT that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>1.3/ Correspondence</b>	To include communications not effecting policy, dealing with the management and administration of ICT provision
<b>NAS3/</b>	<b>E3/</b>	<b>1.4/ Committees</b>	To include information associated with the management and administration of ICT provision that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>E3/</b>	<b>1.5/ Reports and Statistics</b>	To include information associated with the management and administration of ICT provision that consist of reports and statistics.

<b>NAS3/</b>	<b>E3/</b>	<b>2</b>	<b>LIBRARY</b> To include information associated with the management and administration of library services for NAS
<b>NAS3/</b>	<b>E3/</b>	<b>2.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS Library provision that relate to policy and procedure
<b>NAS3/</b>	<b>E3/</b>	<b>2.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS Library provision that are of a general administrative nature.
<b>NAS3/</b>	<b>E3/</b>	<b>2.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, associated with the management and administration of NAS library provision
<b>NAS3/</b>	<b>E3/</b>	<b>2.4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS library provision that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>E4/</b>	<b>2.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of library provision that consist of reports and statistics
<b>NAS3/</b>	<b>E3/</b>	<b>3</b>	<b>RECORDS MANAGEMENT</b> To include record associated with the management and administration of NAS internal information management service.
<b>NAS3/</b>	<b>E3/</b>	<b>3.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS' internal information management service that relate to policy and procedure
<b>NAS3/</b>	<b>E3/</b>	<b>3.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS internal information management service that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>3.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration of NAS internal records management service.
<b>NAS3/</b>	<b>E3/</b>	<b>3.4/</b>	<b>Committees</b> To include information associated with the management and administration of records management service that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>E3/</b>	<b>3.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of records management service that consist of reports and statistics

<b>NAS3/</b>	<b>E3/</b>	<b>4</b>	<b>DATA PROTECTION</b> To include information associated with the management and administration of NAS' compliance with Data Protection legislation.
<b>NAS3/</b>	<b>E3/</b>	<b>4.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS' compliance with Data Protection legislation that relate to policy and procedures
<b>NAS3/</b>	<b>E3/</b>	<b>4.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS' compliance with Data Protection legislation that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>4.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration of NAS' compliance with Data Protection legislation
<b>NAS3/</b>	<b>E3/</b>	<b>4.4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS' compliance with Data Protection legislation that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>E3/</b>	<b>4.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of NAS' compliance with Data Protection legislation that consist of reports and statistics
<b>NAS3/</b>	<b>E3/</b>	<b>5</b>	<b>COPYRIGHT</b> To include information associated with the management and administration of NAS' compliance with Copyright legislation.
<b>NAS3</b>	<b>E3/</b>	<b>5.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS' compliance with Copyright legislation that relate to policy and procedures
<b>NAS3</b>	<b>E3/</b>	<b>5.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS' compliance with copyright legislation that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>5.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration of NAS' compliance with copyright legislation
<b>NAS3/</b>	<b>E3/</b>	<b>5.4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS' compliance with copyright legislation that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>E3/</b>	<b>5.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of NAS' compliance with copyright that consist of reports and statistics

<b>NAS3/</b>	<b>E3/</b>	<b>6</b>	<b>FREEDOM OF INFORMATION</b> To include information associated with the management and administration of NAS' compliance with Freedom of Information legislation
<b>NAS3/</b>	<b>E3/</b>	<b>6.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS' compliance with Freedom of Information legislation that relate to policy and procedures
<b>NAS3/</b>	<b>E3/</b>	<b>6.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS' compliance with Freedom of Information legislation that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>6.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration of NAS' compliance with Freedom of Information legislation
<b>NAS3/</b>	<b>E3/</b>	<b>6.4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS' compliance with Freedom of Information legislation that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>E3/</b>	<b>6.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of NAS' compliance with Freedom of Information legislation that consist of reports and statistics
<b>NAS3/</b>	<b>E3/</b>	<b>7</b>	<b>INFORMATION ASSETS REGISTER</b> To include information associated with the management and administration of NAS' Information Asset Register.
<b>NAS3/</b>	<b>E3/</b>	<b>7.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of NAS' information asset register that relate to policy and procedures
<b>NAS3/</b>	<b>E3/</b>	<b>7.2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS' Information Asset Register that are of a general administrative nature
<b>NAS3/</b>	<b>E3/</b>	<b>7.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration of NAS' Information Asset Register
<b>NAS3/</b>	<b>E3/</b>	<b>7.4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS' Information asset Register that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>E3/</b>	<b>7.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of NAS' Information Asset Register that consist of reports and statistics

**NAS3/ E4/ Committees**

To include information services information that are generated or received by committees, working parties etc.

**NAS3/ E5/ Reports And Statistics**

To include information services information that consist of reports and statistics

<b>NAS3/</b>	<b>F</b>	<b>PRESERVATION SERVICES</b>
<p>To include information associated with the management and administration of preservation services.</p>		
<b>NAS3/</b>	<b>F1/</b>	<p><b>Policy and Procedures</b> To include preservation services information that relate to policy and procedures</p>
<b>NAS3/</b>	<b>F2/</b>	<p><b>Administration</b> To include preservation services information that are of a general administrative nature</p>
<b>NAS3/</b>	<b>F3/</b>	<p><b>Subject Files</b> To include preservation services information that relate to a particular subject, event, body, project, person, and product and are arranged according to general information content.</p>
<b>NAS3/</b>	<b>F4/</b>	<p><b>Committees</b> To include preservation services information that are generated or received by committees, working parties etc</p>
<b>NAS3/</b>	<b>F5/</b>	<p><b>Reports and Statistics</b> To include preservation services information that consist of reports and statistics.</p>

<b>NAS3/ G ACCOMMODATION SERVICES</b>		
<b>To include information associated with the management, administration and operation of NAS' buildings and properties</b>		
<b>NAS3/</b>	<b>G1/</b>	<b>Policy and Procedures</b> To include information associated with the overall management and administration of NAS' buildings and properties that relate to policy and procedures
<b>NAS3/</b>	<b>G2/</b>	<b>Administration</b> To include information associated with the management and administration of NAS' buildings and properties that are of a general administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>Subject Files</b> To include information associated with the management and administration of NAS' buildings and properties that relate to a particular subject, event, body, project, project, person or product and are arranged according to general information content
<b>NAS3/</b>	<b>G3/ 1</b>	<b>GENERAL REGISTER HOUSE</b> To include information associated with the management and administration of General Register House
<b>NAS3/</b>	<b>G3/ 1.1/</b>	<b>Policy and Procedures</b> To include information relating to the management and administration of General Register House that relate to policy and procedure
<b>NAS3/</b>	<b>G3/ 1.2/</b>	<b>Administration</b> To include information relating to the management and administration of General Register House that are of a general administrative nature
<b>NAS3/</b>	<b>G3/ 1.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with the management and administration of General Register House
<b>NAS3/</b>	<b>G3/ 1.4/</b>	<b>Committees</b> To include information associated with the management and administration of General Register House that are generated or received by committees
<b>NAS3/</b>	<b>G3/ 1.5/</b>	<b>Reports and statistics</b> To include information associated with the management and administration of General Register House that consist of reports and statistics

<b>NAS3/</b>	<b>G3/</b>	<b>2</b>	<b>WEST REGISTER HOUSE</b> To include information associated with the management and administration of West Register House
<b>NAS3/</b>	<b>G3/</b>	<b>2.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of West Register House that relate to policy and procedures
<b>NAS3/</b>	<b>G3/</b>	<b>2.2/</b>	<b>Administration</b> To include information associated with the management and administration of West Register House that are of an administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>2.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, which are associated with the management and administration West Register House.
<b>NAS3/</b>	<b>G3/</b>	<b>2.4/</b>	<b>Committees</b> To include information associated with the management and administration of West Register House that are generated or received by committees, working parties etc.
<b>NAS3/</b>	<b>G3/</b>	<b>2.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of West Register House that consist of reports and statistics
<b>NAS3/</b>	<b>G3/</b>	<b>3</b>	<b>THOMAS THOMSON HOUSE</b> To include information associated the management and administration of Thomas Thomson House.
<b>NAS3/</b>	<b>G3/</b>	<b>3.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Thomas Thomson House that relate to policy and procedures
<b>NAS3/</b>	<b>G3/</b>	<b>3.2/</b>	<b>Administration</b> To include information associated with the management and administration of Thomas Thomson House that are of an administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>3.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with Thomas Thomson House
<b>NAS3/</b>	<b>G3/</b>	<b>3.4/</b>	<b>Committees</b> To include information associated with the management and administration of Thomas Thomson House that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>G3/</b>	<b>3.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of Thomas Thomson House that consist of reports and statistics

<b>NAS3/</b>	<b>G3/</b>	<b>4</b>	<b>NEW REGISTER HOUSE</b> To include information associated the management and administration of New Register House.
<b>NAS3/</b>	<b>G3/</b>	<b>4.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of New Register House that relate to policy and procedures
<b>NAS3/</b>	<b>G3/</b>	<b>4.2/</b>	<b>Administration</b> To include information associated with the management and administration of New Register House that are of an administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>4.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with New Register House
<b>NAS3/</b>	<b>G3/</b>	<b>4.4/</b>	<b>Committees</b> To include information associated with the management and administration of New Register House that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>G3/</b>	<b>4.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of New Register House that consist of reports and statistics
<b>NAS3/</b>	<b>G3/</b>	<b>5</b>	<b>LADY WELL HOUSE</b> To include information associated the management and administration of Lady Well House.
<b>NAS3/</b>	<b>G3/</b>	<b>5.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Lady Well House that relate to policy and procedures
<b>NAS3/</b>	<b>G3/</b>	<b>5.2/</b>	<b>Administration</b> To include information associated with the management and administration of Lady Well House that are of an administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>5.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with Ladywell House
<b>NAS3/</b>	<b>G3/</b>	<b>5.4/</b>	<b>Committees</b> To include information associated with the management and administration of Ladywell House that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>G3/</b>	<b>5.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of New Register House that consist of reports and statistics

<b>NAS3/</b>	<b>G3/</b>	<b>6</b>	<b>STATION ROAD</b> To include information associated the management and administration of Station Road.
<b>NAS3/</b>	<b>G3/</b>	<b>6.1/</b>	<b>Policy and Procedures</b> To include information associated with the management and administration of Station Road that relate to policy and procedures
<b>NAS3/</b>	<b>G3/</b>	<b>6.2/</b>	<b>Administration</b> To include information associated with the management and administration of Station Road that are of an administrative nature
<b>NAS3/</b>	<b>G3/</b>	<b>6.3/</b>	<b>Correspondence</b> To include communications, not affecting policy, that are associated with Station Road
<b>NAS3/</b>	<b>G3/</b>	<b>6.4/</b>	<b>Committees</b> To include information associated with the management and administration of Station Road that are generated or received by committees, working parties etc
<b>NAS3/</b>	<b>G3/</b>	<b>6.5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of Station Road that consist of reports and statistics
<b>NAS3/</b>	<b>G4/</b>		<b>Committees</b> To include accommodation service that are generated or received by committees, working parties
<b>NAS3/</b>	<b>G5/</b>		<b>Reports and Statistics</b> To include accommodation services information that consist of reports and statistics

## **NAS4 RECORD CREATORS**

**Theme Description:**

To include information associated with the management and administration of NAS liaison with record creators, both depositing and non-depositing.

### **PRIMARY SUBJECTS**

<b>NAS4</b>		<b>RECORD CREATORS</b>
<b>NAS4/0</b>		<b>Zero File</b>
<b>NAS4/A</b>		<b>General</b>
<b>NAS4/B</b>		<b>United Kingdom Government Departments</b>
<b>NAS4/C</b>		<b>Scottish Government Departments and Agencies</b>
<b>NAS4/D</b>		<b>UK Non Departmental Public Bodies</b>
<b>NAS4/E</b>		<b>Non Departmental Public Bodies</b>
<b>NAS4/F</b>		<b>The Scottish Parliament</b>
<b>NAS4/G</b>		<b>Court of Session</b>
<b>NAS4/H</b>		<b>Sheriff Courts</b>
<b>NAS4/J</b>		<b>High Court of Justiciary</b>
<b>NAS4/K</b>		<b>The Church of Scotland</b>
<b>NAS4/L</b>		<b>Free Church of Scotland</b>

<b>NAS4/M</b>	<b>Religious Society of Friends (Quakers)</b>
<b>NAS4/N</b>	<b>United Free Church</b>
<b>NAS4/P</b>	<b>Episcopal Church</b>
<b>NAS4/Q</b>	<b>Methodist Church</b>
<b>NAS4/R</b>	<b>Congregational Church</b>
<b>NAS4/S</b>	<b>Unitarian Church</b>
<b>NAS4/T</b>	<b>Business Records</b>
<b>NAS4/V</b>	<b>Private Owners</b>
<b>NAS4/W</b>	<b>Non Profit Organisations</b>
<b>NAS4/X</b>	<b>Local Authorities</b>
<b>NAS4/Y</b>	<b>Health Boards</b>
<b>NAS4/Z</b>	<b>Valuation Boards</b>
<b>NAS4/AA</b>	<b>Charge and Superintendence Agreements</b>
<b>NAS4/AB</b>	<b>National Register of Archives Scotland</b>

<b>NAS4/AC</b>	<b>Retransmission of Records</b>
<b>NAS4/AD</b>	<b>Plans</b>
<b>NAS4/AE</b>	<b>Closed Series</b>
<b>NAS4/AF</b>	<b>Temporary Bodies</b>
<b>NAS4/AG</b>	<b>Register House Records</b>
<b>NAS4/AH</b>	<b>National Health Service Bodies</b>

**NAS4/****RECORD CREATORS**

To include information relating to the liaison, administration and selection of records from record creating bodies, both depositing and non-depositing

**NAS4/ 0****ZERO FILE**

To include information which documents the NAS4 File Series.

**NAS4/ A****GENERAL**

Includes information relating to the overall management and administration of NAS liaison with record creators, recording issues of an office wide nature.

**NAS4/ A1/****Policy and Procedures**

Includes information relating to the above theme that relate to policy and procedures

**NAS4/ A2/****Administration**

To include information associated with the above theme that are of a general administrative nature.

**NAS4/ A3/****Subject Files**

To include information associated with the above theme that relate to a particular subject, event, body, project, person or product and are arranged according to general information content.

**NAS4/ A4/****Committees**

To include information associated with the above theme that are generated or received by committees, working parties etc

**NAS4/ A5/****Reports and Statistics**

To include information associated with the above theme that consist of reports and statistics

<b>NAS4/ B</b>	<p><b>UNITED KINGDOM GOVERNMENT DEPARTMENTS</b></p> <p>To include information associated with the management and administration of NAS liaison with United Kingdom Government Departments which create records of relevance to Scotland</p>
<b>NAS4/ B1/</b>	<p><b>Policy and Procedures</b> To include information relating to United Kingdom Government Departments' that relate to policy and procedures</p>
<b>NAS4/ B2/</b>	<p><b>Administration</b> To include information relating to United Kingdom Government Departments' that is of a general administrative nature</p>
<b>NAS4/ B3/</b>	<p><b>Subject Files</b> To include information relating to United Kingdom Government Departments' that relate to a particular department. These are organised by department and have tertiary subjects available to them.</p>
<b>NAS4/ B4/</b>	<p><b>Committees</b> To include information relating to United Kingdom Government Departments' which are generated or received by committees.</p>
<b>NAS4/ B5/</b>	<p><b>Reports and Statistics</b> To include information relating to United Kingdom Government Departments' that consist of reports and statistics</p>

<b>NAS4/ C</b>	<p><b>SCOTTISH GOVERNMENT DEPARTMENTS AND AGENCIES</b></p> <p>To include information associated with the management and administration of NAS liaison with Scottish Government Departments, including executive agencies of the Scottish Executive.</p>
<b>NAS4/ C1/</b>	<p><b>Policy and Procedures</b> To include Scottish Government Departments and Agencies' information that relate to overall policy and procedures with these bodies</p>
<b>NAS4/ C2/</b>	<p><b>Administration</b> To include Scottish Government Departments and Agencies' information that relate to overall administration with these bodies</p>
<b>NAS4/ C3/</b>	<p><b>Subject Files</b> To include Scottish Government Departments and Agencies' information that relate to a particular department. These are organised by department and have tertiary subjects available to them</p>
<b>NAS4/ C4/</b>	<p><b>Committees</b> To include Scottish Government Departments and Agencies' information that are generated or received by committees</p>
<b>NAS4/ C5/</b>	<p><b>Reports and Statistics</b> To include Scottish Government Departments and Agencies' information that consist of reports and statistics</p>

<b>NAS4/ D</b>	<b>UK NON DEPARTMENTAL PUBLIC BODIES</b>
	<b>To include information associated with the management and administration of NAS liaison with UK Non Departmental Public Bodies</b>
<b>NAS4/ D1/</b>	<b>Policy and Procedures</b> To include information relating to UKNDPBs and their records that relate to policy and procedure
<b>NAS4/ D2/</b>	<b>Administration</b> To include information relating to UKNDPBs and their records that are of a general administrative nature
<b>NAS4/ D3/</b>	<b>Subject Files</b> To include information relating to UKNDPBs and their records that relate to a particular NDPB. These are organised by NDPB and have tertiary subject available to them
<b>NAS4/ D4/</b>	<b>Committees</b> To include information relating to UKNDPBs and their records associated that are generated or received by committees, working parties etc
<b>NAS4/ D5/</b>	<b>Reports and Statistics</b> To include information relating to UKNDPBs and their records that consist of reports and statistics

<b>NAS4/ E</b>	<b>NON DEPARTMENTAL PUBLIC BODIES</b>
	<b>To include information associated with the management and administration of NAS liaison with Non Departmental Public Bodies in Scotland</b>
<b>NAS4/ E1/</b>	<b>Policy and Procedures</b> To include information relating to NDPBs and their records that relate to policy and procedure
<b>NAS4/ E2/</b>	<b>Administration</b> To include information relating to NDPBs and their records that are of a general administrative nature
<b>NAS4/ E3/</b>	<b>Subject Files</b> To include information relating to NDPBs and their records that relate to a particular NDPB. These are organised by NDPB and have tertiary subject available to them
<b>NAS4/ E4/</b>	<b>Committees</b> To include information relating to NDPBs and their records associated that are generated or received by committees, working parties etc
<b>NAS4/ E5/</b>	<b>Reports and Statistics</b> To include information relating to NDPBs and their records that consist of reports and statistics

<b>NAS4/ F</b>	<b>THE SCOTTISH PARLIAMENT</b>
	<b>To include information associated with NAS liaison with the Scottish Parliament</b>
<b>NAS4/ F1/</b>	<b>Policy and Procedures</b> To include information relating to the Scottish Parliament and its records that relate to policy and procedures
<b>NAS4/ F2/</b>	<b>Administration</b> To include information relating to the Scottish Parliament and its records that are of a general administrative nature
<b>NAS4/ F3/</b>	<b>Subject Files</b> To include information relating to the Scottish Parliament and its records that relate to a particular subject, event, project, or person and are arranged according to information content
<b>NAS4/ F4/</b>	<b>Committees</b> To include information relating to the Scottish Parliament and its records that are generated or received by committees
<b>NAS4/ F5/</b>	<b>Reports and Statistics</b> To include information relating to the Scottish Parliament and its records consist of reports and statistics

<b>NAS4/ G</b>	<b>COURT OF SESSION</b>
	<b>To include information associated with the management and administration of NAS liaison with the Court of Session</b>
<b>NAS4/ G1/</b>	<b>Policy and Procedures</b> To include information relating to the Court of Session and its records that relate to policy and procedures.
<b>NAS4/ G2/</b>	<b>Administration</b> To include information relating to the Court of Session and its records that are of a general administrative nature
<b>NAS4/ G3/</b>	<b>Subject Files</b> To include information relating to the Court of Session and its records that relate to a particular court. These are arranged by court and have tertiary files available
<b>NAS4/ G4/</b>	<b>Committees</b> To include information relating to the Court of Session and its records that are generated or received by committees, working parties etc.
<b>NAS4/ G5/</b>	<b>Reports and Statistics</b> To include information relating to the Court of Session and its records that consist of reports and statistics

<b>NAS4/ H</b>	<p><b>SHERIFF COURTS</b></p> <p><b>To include information associated with the management and administration of NAS liaison with Sheriff Courts, and including the Commissary Court</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all Sheriff Courts; subject files relating to individual sheriff courts will therefore only have the option of using tertiary themes, 'administration' correspondence 'committees' ,and 'reports and statistics'.</p>
<b>NAS4/ H1/</b>	<p><b>Policy and Procedures</b> To include information relating to Sheriff Courts and their records that relate to policy and procedures.</p>
<b>NAS4/ H2/</b>	<p><b>Administration</b> To include information relating to Sheriff Courts and their records that are of a general administrative nature</p>
<b>NAS4/ H3/</b>	<p><b>Subject Files</b> To include information relating to Sheriff Courts and their records that relate to a particular court. These are arranged by court and have tertiary files available</p>
<b>NAS4/ H4/</b>	<p><b>Committees</b> To include information relating to Sheriff Courts and their records that are generated or received by committees, working parties etc.</p>
<b>NAS4/ H5/</b>	<p><b>Reports and Statistics</b> To include information relating to Sheriff Courts and their records that consist of reports and statistics</p>

<b>NAS4/</b>	<b>J</b>	<b>HIGH COURT OF JUSTICIARY</b>  To include information associated with NAS liaison with the High Court of Justiciary
<b>NAS4/</b>	<b>J1/</b>	<b>Policy and Procedures</b> To include information relating to the High Court of Justiciary and its records that relate to policy and procedure
<b>NAS4/</b>	<b>J2/</b>	<b>Administration</b> To include information relating to the High Court of Justiciary and its records that are of a general administrative nature
<b>NAS4/</b>	<b>J3/</b>	<b>Subject Files</b> To include information relating to the High Court of Justiciary and its records that relate to a particular subject, event, project, body, project, person, product and are arranged according to general information content
<b>NAS4/</b>	<b>J4/</b>	<b>Committees</b> To include information relating to the High Court of Justiciary and its records information that are generated or received by committees, working parties etc
<b>NAS4/</b>	<b>J5/</b>	<b>Reports and Statistics</b> To include information relating to the High Court of Justiciary and its records that consist of reports and statistics

<b>NAS4/ K</b>	<b>CHURCH OF SCOTLAND</b>
	<p><b>To include information associated with NAS liaison with the Church of Scotland</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the Church of Scotland; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' 'correspondence' 'committees' ,and 'reports and statistics'</p>
<b>NAS4/ K1/</b>	<p><b>Policy and Procedures</b> To include information relating to the Church of Scotland and its records that relate to policy and procedures.</p>
<b>NAS4/ K2/</b>	<p><b>Administration</b> To include information relating to the Church of Scotland and its records that are of a general administrative nature</p>
<b>NAS4/ K3/</b>	<p><b>Subject Files</b> To include information relating to the Church of Scotland and its records that relate to a particular Church unit, i.e. Synod, Presbytery, Kirk Session. These are organised by church unit and have tertiary files available to them</p>
<b>NAS4/ K4/</b>	<p><b>Committees</b> To include information relating to the Church of Scotland and its records that are generated or received by committees, working parties</p>
<b>NAS4/ K5/</b>	<p><b>Reports and Statistics</b> To include information relating to the Church of Scotland and its records that consists of reports and statistics</p>

<b>NAS4/ L</b>	<b>FREE CHURCH OF SCOTLAND</b>
	<p><b>To include information associated with the management and administration of NAS liaison with The Free Church of Scotland</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the Free Church of Scotland; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' correspondence' 'committees' ,and 'reports and statistics'</p>
<b>NAS4/ L1/</b>	<p><b>Policy and Procedures</b> To include information relating to the Free Church of Scotland and its records that relate to policy and procedures.</p>
<b>NAS4/ L2/</b>	<p><b>Administration</b> To include information relating to the Free Church of Scotland and its records that are of a general administrative nature.</p>
<b>NAS4/ L3/</b>	<p><b>Subject Files</b> To include information relating to the Free Church of Scotland and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.</p>
<b>NAS4/ L4/</b>	<p><b>Committees</b> To include information relating to the Free Church of Scotland and its records that are generated or received by Committees, working parties etc.</p>
<b>NAS4/ L5/</b>	<p><b>Reports and Statistics</b> To include information relating to the Free Church of Scotland and its records that consists of reports and statistics</p>

<b>NAS4/ M</b>	<b>RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)</b>
	<b>To include information associated with the management and administration of NAS liaison with the Quaker Church</b>
	<b>NB:</b> As our policies and procedures should be uniform for all churches of the Quaker Church; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' correspondence' 'committees' ,and 'reports and statistics'
<b>NAS4/ M1/</b>	<b>Policy and Procedures</b> To include information relating to the Quaker Church and its records that relate to policy and procedures.
<b>NAS4/ M2/</b>	<b>Administration</b> To include information relating to the Quaker Church and its records that are of a general administrative nature.
<b>NAS4/ M3/</b>	<b>Subject Files</b> To include information relating to the Quaker Church and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.
<b>NAS4/ M4/</b>	<b>Committees</b> To include information relating to the Quaker Church and its records that are generated or received by Committees, working parties etc.
<b>NAS4/ M5/</b>	<b>Reports and Statistics</b> To include information relating to the Quaker Church and its records that consist of reports and statistics

<b>NAS4/ N</b>	<b>UNITED FREE CHURCH</b>
	<p><b>To include information associated with the management and administration of NAS liaison with the United Free Church</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the United Free Church; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' 'correspondence' 'committees' ,and 'reports and statistics'</p>
<b>NAS4/ N1/</b>	<p><b>Policy and Procedures</b> To include information relating to the United Free Church and its records that relate to policy and procedures.</p>
<b>NAS4/ N2/</b>	<p><b>Administration</b> To include information relating to the United Free Church and its records that are of a general administrative nature.</p>
<b>NAS4/ N3/</b>	<p><b>Subject Files</b> To include information relating to the United Free Church and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.</p>
<b>NAS4/ N4/</b>	<p><b>Committees</b> To include information relating to the United Free Church and its records information that are generated or received by Committees, working parties etc.</p>
<b>NAS4/ N5/</b>	<p><b>Reports and Statistics</b> To include information relating to the United Free Church and its records information that consists of reports and statistics.</p>

<b>NAS4/ P</b>	<b>SCOTTISH EPISCOPAL CHURCH</b>
	<p><b>To include information associated with the management and administration of NAS liaison with the Episcopal Church</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the Episcopal Church; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' 'correspondence' 'committees' ,and 'reports and statistics'</p>
<b>NAS4/ P1/</b>	<p><b>Policy and Procedures</b> To include information relating to the Episcopal Church and its records that relate to policy and procedures.</p>
<b>NAS4/ P2/</b>	<p><b>Administration</b> To include information relating to the Episcopal Church and its records information that are of a general administrative nature.</p>
<b>NAS4/ P3/</b>	<p><b>Subject Files</b> To include information relating to the Episcopal Church and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.</p>
<b>NAS4/ P4/</b>	<p><b>Committees</b> To include information relating to the Episcopal Church and its records that are generated or received by Committees, working parties etc.</p>
<b>NAS4/ P5/</b>	<p><b>Reports and Statistics</b> To include information relating to the Episcopal Church and its records that consists of reports and statistics</p>

<b>NAS4/ Q</b>	<b>METHODIST CHURCH</b>
	<p><b>To include information associated with the management and administration of NAS liaison with the Methodist Church</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the Methodist Church; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' 'correspondence' 'committees', and 'reports and statistics'</p>
<b>NAS4/ Q1/</b>	<p><b>Policy and Procedures</b> To include information relating to the Methodist Church and its records relate to policy and procedures.</p>
<b>NAS4/ Q2/</b>	<p><b>Administration</b> To include information relating to the Methodist Church and its records that are of a general administrative nature.</p>
<b>NAS4/ Q3/</b>	<p><b>Subject Files</b> To include information relating to the Methodist Church and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.</p>
<b>NAS4/ Q4/</b>	<p><b>Committees</b> To include information relating to the Methodist Church and its records that are generated or received by Committees, working parties etc.</p>
<b>NAS4/ Q5/</b>	<p><b>Reports and Statistics</b> To include information relating to the Methodist Church and its records that consists of reports and statistics</p>

<b>NAS4/ R</b>	<b>CONGREGATIONAL CHURCH</b>
	<p><b>To include information associated with the management and administration of NAS liaison with the Congregational Church</b></p> <p><b>NB:</b> As our policies and procedures should be uniform for all churches of the Congregational Church; subject files relating to individual churches will therefore only have the option of using tertiary themes, 'administration' 'correspondence' 'committees', and 'reports and statistics'</p>
<b>NAS4/ R1/</b>	<p><b>Policy and Procedures</b> To include information relating to the Congregational Church and its records that relate to policy and procedures.</p>
<b>NAS4/ R2/</b>	<p><b>Administration</b> To include information relating to the Congregational Church and its records that are of a general administrative nature.</p>
<b>NAS4/ R3/</b>	<p><b>Subject Files</b> To include information relating to the Congregational Church and its records that relate to a church unit. They are arranged by church unit and have tertiary files available.</p>
<b>NAS4/ R4/</b>	<p><b>Committees</b> To include information relating to the Congregational Church and its records that are generated or received by Committees, working parties etc.</p>
<b>NAS4/ R5/</b>	<p><b>Reports and Statistics</b> To include information relating to the Congregational Church and its records that consists of reports and statistics</p>

<b>NAS4/ S</b>	<b>UNITARIAN CHURCH</b>	<b>To include information associated with the management and administration of NAS liaison with the Unitarian Church.</b>
<b>NAS4/ S1/</b>	<b>Policy and Procedures</b>	To include information relating to the Unitarian Church and its records that relate to policy and procedures.
<b>NAS4/ S2/</b>	<b>Administration</b>	To include Unitarian Church information that are of a general administrative nature.
<b>NAS4/ S3/</b>	<b>Subject files</b>	To include information relating to the Congregational Church and its records that relate to a particular authority. They are arranged by local authority and have tertiary files available.
<b>NAS4/ S4/</b>	<b>Committees</b>	To include information relating to the Congregational Church and its records that are generated or received by Committees, working parties etc.
<b>NAS4/ S5/</b>	<b>Reports and Statistics</b>	To include information relating to the Congregational Church and its records information that consists of reports and statistics

<b>NAS4/ T</b>	<b>BUSINESS RECORDS</b>
	<b>To include information associated with the management and administration of NAS liaison with corporate bodies.</b>
<b>NAS4/ T1/</b>	<b>Policy and Procedures</b> To include information relating to corporate bodies and their records that relate to policy and procedures.
<b>NAS4/ T2/</b>	<b>Administration</b> To include information relating to corporate bodies and their records that are of a general administrative nature.
<b>NAS4/ T3/</b>	<b>Subject files</b> To include information relating to corporate bodies and their records that relate to a particular authority. They are arranged by local authority and have tertiary files available.
<b>NAS4/ T4/</b>	<b>Committees</b> To include information relating to corporate bodies and their records that are generated or received by Committees, working parties etc.
<b>NAS4/ T5/</b>	<b>Reports and Statistics</b> To include information relating to corporate bodies and their records that consists of reports and statistics

<b>NAS4/ V</b>	<b>PRIVATE OWNERS</b>	<b>To include information associated with the management and administration of NAS liaison with private owners, such as individuals or families</b>
<b>NAS4/ V1/</b>	<b>Policy and Procedures</b>	To include information relating to private owners and their records that relate to policy and procedures.
<b>NAS4/ V2/</b>	<b>Administration</b>	To include information relating to private owners and their records that are of a general administrative nature.
<b>NAS4/ V3/</b>	<b>Subject Files</b>	To include information relating to private owners and their records that relate to a particular organisation. They are arranged according to the particular corporate body and have tertiary files available.
<b>NAS4/ V4/</b>	<b>Committees</b>	To include information relating to private owners and their records that are generated or received by Committees, working parties etc.
<b>NAS4/ V5/</b>	<b>Reports and Statistics</b>	To include information relating to private owners and their records that consists of reports and statistics

<b>NAS4/ W</b>	<b>NON PROFIT ORGANISATIONS</b>
	<b>To include information associated with the management and administration of NAS liaison with non profit organisations, such as clubs, societies, charities.</b>
<b>NAS4/ W1/</b>	<b>Policy and Procedures</b> To include information relating to non profit organisations and their records that relate to policy and procedures.
<b>NAS4/ W2/</b>	<b>Administration</b> To include information relating to non profit organisations and their records that are of a general administrative nature.
<b>NAS4/ W3/</b>	<b>Subject Files</b> To include information relating to non profit organisations and their records that relate to a particular organisation. They are arranged according to the particular corporate body and have tertiary files available.
<b>NAS4/ W4/</b>	<b>Committees</b> To include information relating to non profit organisations and their records that are generated or received by Committees, working parties etc.
<b>NAS4/ W5/</b>	<b>Reports and Statistics</b> To include information relating to non profit organisations and their records that consists of reports and statistics

<b>NAS4/ X</b>	<b>LOCAL AUTHORITIES</b>
	<b>To include information associated with the management and administration of NAS liaison with Local Authorities.</b>
<b>NAS4/ X1/</b>	<b>Policy and Procedures</b> To include information relating to local authorities and their records that relate to policy and procedures.
<b>NAS4/ X2/</b>	<b>Administration</b> To include information relating to local authorities and their records that are of a general administrative nature.
<b>NAS4/ X3/</b>	<b>Subject files</b> To include information relating to local authorities and their records that relate to a particular authority. They are arranged by local authority and have tertiary files available.
<b>NAS4/ X4/</b>	<b>Committees</b> To include information relating to local authorities and their records that are generated or received by Committees, working parties etc.
<b>NAS4/ X5/</b>	<b>Reports and Statistics</b> To include information relating to local authorities and their records that consists of reports and statistics

<b>NAS4/ Y</b>		<b>HEALTH BOARDS</b>
		<b>To include information associated with the management and administration of NAS liaison with Health Boards</b>
<b>NAS4/</b>	<b>Y1/</b>	<b>Policy and Procedures</b> To include information relating to Health Boards and their records that relate to policy and procedures.
<b>NAS4/</b>	<b>Y2/</b>	<b>Administration</b> To include information relating to Health Boards and their records that are of a general administrative nature.
<b>NAS4/</b>	<b>Y3/</b>	<b>Subject Files</b> To include information relating to Health Boards and their records that relate to a particular health board. They are arranged according to the particular record creating body and have tertiary files available.
<b>NAS4/</b>	<b>Y4/</b>	<b>Committees</b> To include information relating to Health Boards and their records that are generated or received by Committees, working parties etc.
<b>NAS4/</b>	<b>Y5/</b>	<b>Reports and Statistics</b> To include information relating to Health Boards and their records that consist of reports and statistics

<b>NAS4/ Z</b>	<b>VALUATION BAORDS</b>
	<b>To include information associated with the management and administration of NAS liaison with Valuation Boards</b>
<b>NAS4/ Z1/</b>	<b>Policy and Procedure</b> To include information relating to Valuation Boards and their records that relate to policy and procedures
<b>NAS4/ Z2/</b>	<b>Administration</b> To include information relating to Valuation Boards and their records that are of a general administrative nature.
<b>NAS4/ Z3/</b>	<b>Subject Files</b> To include information relating to Valuation Boards and their records that relate to a particular board. They are arranged according to the particular record creating body and have tertiary files available.
<b>NAS4/ Z4/</b>	<b>Committees</b> To include information relating to Valuation Boards and their records that are generated or received by Committees, working parties etc.
<b>NAS4/ Z5/</b>	<b>Reports and Statistics</b> To include information relating to Valuation Boards and their records that consist of reports and statistics

<b>NAS4/ AA</b>	<b>CHARGE AND SUPERINTENDENCE AGREEMENTS</b>
	<b>To include information associated with the management and administration of charge and superintendence agreements issued by NAS</b>
<b>NAS4/ AA1/</b>	<b>Policy and Procedures</b> To include information relating to charge and superintendence that relate to policy
<b>NAS4/ AA2/</b>	<b>Administration</b> To include information relating to charge and superintendence agreements that are of a general administrative nature
<b>NAS4/ AA3/</b>	<b>Subject files</b> To include information relating to charge and superintendence agreements that relate to particular bodies holding information on behalf of the Keeper of the Records of Scotland. These are arranged by holding repository and have tertiary level files available.
<b>NAS4/ AA4/</b>	<b>Committees</b> To include information relating to charge and superintendence agreements that are generated or received by committees, working parties etc.
<b>NAS4/ AA5/</b>	<b>Reports and Statistics</b> To include information relating to charge and superintendence agreements that consist of reports and statistics

<b>NAS4/ AB</b>	<b>NATIONAL REGISTER OF ARCHIVES SCOTLAND</b>
	<b>To include information associated with the management and administration the National Register of Archives Scotland.</b>
<b>NAS4/ AB1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of the National Register of Archives Scotland
<b>NAS4/ AB2/</b>	<b>Administration</b> To include information relating to the overall management and administration of the National Register of Archives Scotland that are of a general administrative nature.
<b>NAS4/ AB3/</b>	<b>Subject files</b> To include information associated with the management and administration of the National Register of Archives Scotland that relate to the management and administration of privately held collections featured in the register.
<b>NAS4/ AB4/</b>	<b>Committees</b> To include information associated with the management and administration of the National Register of Archives Scotland that are generated or received by committees, working parties etc.
<b>NAS4/ AB5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of the National Register of Archives Scotland that consist of reports and statistics

<b>NAS4/ AC</b>	<b>RETRANSMISSIONS OF RECORDS</b>
	<b>To include information associated with the management and administration the retransmission of records to depositing agencies.</b>
<b>NAS4/ AC1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of the retransmission of records.
<b>NAS4/ AC2/</b>	<b>Administration</b> To include information relating to the overall management and administration of the retransmission of records that are of a general administrative nature.
<b>NAS4/ AC3/</b>	<b>Subject files</b> To include information associated with the management and administration of the retransmission of records that relate to a particular subject, body, person, event.
<b>NAS4/ AC4/</b>	<b>Committees</b> To include information associated with the management and administration of the retransmission of records that are generated or received by committees, working parties etc.
<b>NAS4/ AC5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of the retransmission of records that consist of reports and statistics.

<b>NAS4/ AD</b>	<b>PLANS</b>  <b>To include information associated with the management and administration of the plans collection.</b>
<b>NAS4/ AD1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of the plans collection.
<b>NAS4/ AD2/</b>	<b>Administration</b> To include information relating to the overall management and administration of the plans collection that are of a general administrative nature.
<b>NAS4/ AD3/</b>	<b>Subject files</b> To include information associated with the management and administration of the plans collection that relate to a particular subject, body, person, event.
<b>NAS4/ AD4/</b>	<b>Committees</b> To include information associated with the management and administration of the plans collection that are generated or received by committees, working parties etc.
<b>NAS4/ AD5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of the plans collection that consist of reports and statistics

<b>NAS4/ AE</b>	<b>CLOSED SERIES</b>
	<b>To include information associated with the management and administration of closed series.</b>
<b>NAS4/ AE1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of closed series.
<b>NAS4/ AE2/</b>	<b>Administration</b> To include information relating to the overall management and administration of closed series that are of a general administrative nature.
<b>NAS4/ AE3/</b>	<b>Subject files</b> To include information associated with the management and administration of closed series that relate to a particular subject, body, person, event.
<b>NAS4/ AE4/</b>	<b>Committees</b> To include information associated with the management and administration of closed series that are generated or received by committees, working parties etc.
<b>NAS4/ AE5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of closed series that consist of reports and statistics

<b>NAS4/ AF</b>	<b>TEMPORARY BODIES</b>
	<b>To include information associated with the management and administration of records from temporary bodies.</b>
<b>NAS4/ AF1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of records from temporary bodies.
<b>NAS4/ AF2/</b>	<b>Administration</b> To include information relating to the overall management and administration of temporary bodies and their records that are of a general administrative nature.
<b>NAS4/ AF3/</b>	<b>Subject files</b> To include information associated with the management and administration of temporary bodies and their records that relate to a particular subject, body, person, event.
<b>NAS4/ AF4/</b>	<b>Committees</b> To include information associated with the management and administration of temporary bodies and their records that are generated or received by committees, working parties etc.
<b>NAS4/ AF5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of temporary bodies and their records that consist of reports and statistics

<b>NAS4/ AG</b>	<b>REGISTER HOUSE RECORDS</b>
	<b>To include information associated with the management and administration of the Register House series.</b>
<b>NAS4/ AG1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of the Register House series.
<b>NAS4/ AG2/</b>	<b>Administration</b> To include information relating to the overall management and administration of the Register House series that are of a general administrative nature.
<b>NAS4/ AG3/</b>	<b>Subject files</b> To include information associated with the management and administration of the Register House series that relate to a particular subject, body, person, event.
<b>NAS4/ AG4/</b>	<b>Committees</b> To include information associated with the management and administration of the Register House series that are generated or received by committees, working parties etc.
<b>NAS4/ AG5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of the Register House series that consist of reports and statistics

<b>NAS4/ AH</b>	<b>NATIONAL HEALTH SERVICE BODIES</b>
	<b>To include information associated with the management and administration of NAS liaison with NHS bodies excluding Health Boards.</b>
<b>NAS4/ AH1/</b>	<b>Policy and Procedures</b> To include information relating to the overall management and administration of NAS liaison with NHS bodies.
<b>NAS4/ AH2/</b>	<b>Administration</b> To include information relating to the overall management and administration of NAS liaison with NHS bodies that are of a general administrative nature.
<b>NAS4/ AH3/</b>	<b>Subject files</b> To include information associated with the management and administration of NAS liaison with NHS bodies that relate to a particular subject, body, person, event.
<b>NAS4/ AH4/</b>	<b>Committees</b> To include information associated with the management and administration of NAS liaison with NHS bodies that are generated or received by committees, working parties etc.
<b>NAS4/ AH5/</b>	<b>Reports and Statistics</b> To include information associated with the management and administration of NAS liaison with NHS bodies that consist of reports and statistics

## NAS5 PROJECTS

**Theme Description:**

To include information associated with the management and administration of projects in which NAS is involved, either in house projects, or larger community projects.

Unlike the rest of the file classification scheme, this series of files does not reflect one of NAS' core business functions. Projects are often cross functional and intra departmental in nature, therefore the structure of this section of the file plan deviates from the structure of the rest of the file plan.

<b>NAS5 PROJECTS</b>	
<b>NAS5/A</b>	General
<b>NAS5/B</b>	Project Files

<b>NAS5</b>	<b>PROJECTS</b>	To include information associated with the management and administration of projects in which NAS is involved
<b>NAS5</b>	<b>0</b>	<b>Zero File</b> To include information which document the NAS6 Projects file series
<b>NAS5/</b>	<b>A</b>	<b>GENERAL</b> To include information associated with the overall management and administration of Projects in which NAS is involved
<b>NAS5/</b>	<b>A1/</b>	<b>Policy and Procedures</b> To include records associated with the overall management and administration of NAS' involvement in projects which relate to policy and procedures
<b>NAS5/</b>	<b>A2/</b>	<b>Administration</b> To include records associated with the overall management and administration of NAS' involvement in projects which are of a general administrative nature
<b>NAS5/</b>	<b>A3/</b>	<b>Project Files</b> To include records generated during the management and administration of NAS projects. Individual project files are essentially case files, and contain all relevant documentation pertaining to the project.
<b>NAS5/</b>	<b>A4/</b>	<b>Committees</b> To include records associated with the management and administration of NAS' involvement in projects that are generated or received by committees, working parties etc
<b>NAS5/</b>	<b>A5/</b>	<b>Reports and Statistics</b> To include records associated with the management and administration of NAS' involvement with projects that consist of reports and statistics
<b>NAS5/</b>	<b>B</b>	<b>PROJECT FILES</b> To include records generated during the management and administration of NAS projects. Individual project files are essentially case files, and contain all relevant documentation pertaining to the project.

## **NAS6 PUBLIC AND ADVISORY SERVICES**

**Theme description:**

One of NAS' core functions is the provision of access to the records that we hold, therefore the public services that support our various methods of access, make up of our main areas of activity. In addition to this NAS has a responsibility to provide advice on professional record keeping matters to the public at large and government, this too makes up a corollary activity. This record series is to include information associated with the management and administration of our public and advisory services.

### **PRIMARY SUBJECTS**

<b>NAS6</b>	<b>PUBLIC AND ADVISORY SERVICES</b>
<b>NAS6/0</b>	<b>Zero File</b>
<b>NAS6/A</b>	<b>General</b>
<b>NAS6/B</b>	<b>Search Room Administration</b>
<b>NAS6/C</b>	<b>Customer Relations</b>
<b>NAS6/D</b>	<b>Professional Relations</b>
<b>NAS6/E</b>	<b>Exhibitions</b>
<b>NAS6/F</b>	<b>Events</b>
<b>NAS6/G</b>	<b>Publications</b>
<b>NAS6/H</b>	<b>Press and Publicity</b>

<b>NAS6/J</b>	<b>Education Services</b>
<b>NAS6/K</b>	<b>Finding Aids</b>
<b>NAS6/L</b>	<b>Document Reproduction</b>
<b>NAS6/M</b>	<b>Legislation</b>
<b>NAS6/N</b>	<b>Website</b>

**NAS6/****PUBLIC SERVICES**

To include information associated with the management and administration of NAS' public services.

**NAS6/ 0****ZERO FILE**

To include information which document NAS6 Public Services file series.

**NAS6/ A****GENERAL**

Includes information relating to the overall management and administration of NAS public services not covered by a separate primary theme associated with the major theme "Public and Advisory Services"

**NAS6/ A1/****Policy and Procedures**

To include information associated with the above theme that relate to policy and procedure

**NAS6/ A2/****Administration**

To include information associated with the above theme that are of a general administrative nature

**NAS6/ A3/****Subject Files**

To include information associated with the above theme that relate to a particular subject, event, person, product and are arranged according to general information content

**NAS6/ A4/****Committees**

To include information associated with the above theme that are generated or received by committees, working parties.

**NAS6/ A5/****Reports and Statistics**

To include information associated with the above theme that consist of reports and statistics

<b>NAS6/ B</b>	<b>SEARCH ROOM ADMINISTRATION</b>	<b>To include information associated with the management and administration of NAS search rooms</b>
<b>NAS6/ B1/</b>	<b>Policy and Procedures</b>	To include information associated with search room administration that relate to policy and procedures
<b>NAS6/ B2/</b>	<b>Administration</b>	To include information associated with search room administration that are of a general administrative nature
<b>NAS6/ B3/</b>	<b>Subject Files</b>	To include information associated with search room administration that relate to a particular subject, event, project, body, project, person or product and are arranged according to general information content.
<b>NAS6/ B4/</b>	<b>Committees</b>	To include information associated with search room administration that are generated or received by committees
<b>NAS6/ B5/</b>	<b>Reports and Statistics</b>	To include information associated with search room administration that consist of reports and statistics

<b>NAS6/ C</b>	<b>CUSTOMER RELATIONS</b>	<b>To include information associated with the management and administration of customer relations, including compliments and complaints received by NAS.</b>
<b>NAS6/ C1/</b>	<b>Policy and Procedures</b>	To include customer relations information that relate to policy and procedures
<b>NAS6/ C2/</b>	<b>Administration</b>	To include customer relations information that are of a general administrative nature
<b>NAS6/ C3/</b>	<b>Subject Files</b>	To include customer relations information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/ C4/</b>	<b>Committees</b>	To include customer relations information that are generated or received by committees
<b>NAS6/ C5/</b>	<b>Reports and Statistics</b>	To include customer relations information that consist of reports and statistics

<b>NAS6/ D</b>	<b>PROFESSIONAL RELATIONS</b>
	<b>To include information associated with the management and administration of NAS' interface with professional organisations</b>
<b>NAS6/ D1/</b>	<b>Policy and Procedures</b> To include professional relations information that relate to policy and procedures
<b>NAS6/ D2/</b>	<b>Administration</b> To include professional relations information that are of a general administrative nature
<b>NAS6/ D3/</b>	<b>Subject files</b> To include professional relations information that are related to a particular subject, person, event, project, body or product.
<b>NAS6/ D4/</b>	<b>Committees</b> To include professional relations information that are generated or received by committees, working parties
<b>NAS6/ D5/</b>	<b>Reports and Statistics</b> To include professional relations information that consist of reports and statistics

<b>NAS6/ E</b>	<b>EXHIBITIONS</b>	<b>To include information associated with the management and administration of NAS Exhibitions.</b>
<b>NAS6/ E1/</b>	<b>Policy and Procedures</b>	To include exhibition information that relate to policy and procedures
<b>NAS6/ E2/</b>	<b>Administration</b>	To include exhibition information that are of a general administrative nature
<b>NAS6/ E3/</b>	<b>Subject Files</b>	To include exhibition information that relate to a particular exhibition.
<b>NAS6/ E4/</b>	<b>Committees</b>	To include exhibition information that are generated or received by committees
<b>NAS6/ E5/</b>	<b>Reports and Statistics</b>	To include exhibition information that consist of reports and statistics

<b>NAS6/ F EVENTS</b>		
To include information associated with the management and administration of events held or organised by NAS. To include events such as staff lectures, conferences, external visits and tours.		
<b>NAS6/ F1/</b>	<b>Policy and Procedure</b>	To include events information that relate to policy and procedure
<b>NAS6/ F2/</b>	<b>Administration</b>	To include events information that are of a general administrative nature
<b>NAS6/ F3/</b>	<b>Subject files</b>	To include events information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/ F4/</b>	<b>Committees</b>	To include events information that are generated or received by committees, working parties
<b>NAS6/ F5/</b>	<b>Reports and Statistics</b>	To include events information that consist of reports and statistics.

<b>NAS6/ G PUBLICATIONS</b>		
<b>To include information associated with the management and administration of NAS publications work</b>		
<b>NAS6/</b>	<b>G1/</b>	<b>Policy and Procedures</b> To include publications information that relate to policy and procedures
<b>NAS6/</b>	<b>G2/</b>	<b>Administration</b> To include publications information that are of a general administrative
<b>NAS6/</b>	<b>G3/</b>	<b>Subject Files</b> To include publications information that relate to a particular publication
<b>NAS6/</b>	<b>G4/</b>	<b>Committees</b> To include publications information that are generated or received by committees
<b>NAS6/</b>	<b>G5/</b>	<b>Reports and Statistics</b> To include publications information that consist of reports and statistics

<b>NAS6/ H</b>	<b>PRESS AND PUBLICITY</b>	<b>To include information associated with the management and administration of NAS' press and publicity</b>
<b>NAS6/ H1/</b>	<b>Policy and Procedures</b>	To include press and publicity information that relate to policy and procedures
<b>NAS6/ H2/</b>	<b>Administration</b>	To include press and publicity information that are of a general administrative nature
<b>NAS6/ H3/</b>	<b>Subject Files</b>	To include press and publicity information that relate to a particular subject, event, person, body, project, product.
<b>NAS6/ H4/</b>	<b>Committees</b>	To include press and publicity information that are generated or received by a committee
<b>NAS6/ H5/</b>	<b>Reports and Statistics</b>	To include press and publicity information that consist of reports and statistics

<b>NAS6/ J EDUCATION SERVICES</b>		
<b>To include information associated with the management and administration of NAS' education services.</b>		
<b>NAS6/</b>	<b>J1/</b>	<b>Policy and Procedures</b> To include education services information that relate to policy and procedure
<b>NAS6/</b>	<b>J2/</b>	<b>Administration</b> To include education services information that are of a general administrative nature
<b>NAS6/</b>	<b>J3/</b>	<b>Subject Files</b> To include education services information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/</b>	<b>J4/</b>	<b>Committees</b> To include education services information that are generated or received by committees, working parties etc,
<b>NAS6/</b>	<b>J5/</b>	<b>Reports and Statistics</b> To include education services information that consist of reports and statistics

<b>NAS6/ K FINDING AIDS</b>		
<b>To include information associated with the management and administration of the preparation of finding aids to collections.</b>		
<b>NAS6/</b>	<b>K1/</b>	<b>Policy and Procedures</b> To include finding aid information that relate to policy and procedure
<b>NAS6/</b>	<b>K2/</b>	<b>Administration</b> To include finding aid information that are of a general administrative nature
<b>NAS6/</b>	<b>K3/</b>	<b>Subject Files</b> To include finding aid information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/</b>	<b>K4/</b>	<b>Committees</b> To include finding aid information that are generated or received by committees, working parties etc,
<b>NAS6/</b>	<b>K5/</b>	<b>Reports and Statistics</b> To include finding aid information that consist of reports and statistics

<b>NAS6/</b>	<b>L</b>	<b>DOCUMENT REPRODUCTION</b>
<p>To include information associated with the management and administration of the document reproduction services, including photocopying, microfilming, digitisation and photography</p>		
<b>NAS6/</b>	<b>L1/</b>	<b>Policy and Procedures</b> To include document reproduction information that relate to policy and procedure
<b>NAS6/</b>	<b>L2/</b>	<b>Administration</b> To include document reproduction information that are of a general administrative nature
<b>NAS6/</b>	<b>L3/</b>	<b>Subject Files</b> To include document reproduction information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/</b>	<b>L4/</b>	<b>Committees</b> To include document reproduction information that are generated or received by committees, working parties etc,
<b>NAS6/</b>	<b>L5/</b>	<b>Reports and Statistics</b> To include document reproduction information that consist of reports and statistics

<b>NAS6/ M LEGISLATION</b>		
<b>To include information associated with the management and administration of the NAS advice on record keeping issues and legislation to the Scottish Ministers</b>		
<b>NAS6/</b>	<b>M1/</b>	<b>Policy and Procedures</b> To include Legislation information that relate to policy and procedure
<b>NAS6/</b>	<b>M2/</b>	<b>Administration</b> To include Legislation information that are of a general administrative nature
<b>NAS6/</b>	<b>M3/</b>	<b>Subject Files</b> To include Legislation information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/</b>	<b>M4/</b>	<b>Committees</b> To include Legislation information that are generated or received by committees, working parties etc,
<b>NAS6/</b>	<b>M5/</b>	<b>Reports and Statistics</b> To include Legislation information that consist of reports and statistics

<b>NAS6/ N WEBSITE</b>		
<b>To include information associated with the management and administration of the NAS website</b>		
<b>NAS6/</b>	<b>N1/</b>	<b>Policy and Procedures</b> To include website information that relate to policy and procedure
<b>NAS6/</b>	<b>N2/</b>	<b>Administration</b> To include website information that are of a general administrative nature
<b>NAS6/</b>	<b>N3/</b>	<b>Subject Files</b> To include website information that relate to a particular subject, person, event, project, body or product.
<b>NAS6/</b>	<b>N4/</b>	<b>Committees</b> To include website information that are generated or received by committees, working parties etc,
<b>NAS6/</b>	<b>N5/</b>	<b>Reports and Statistics</b> To include website information that consist of reports and statistics