The NATIONAL ARCHIVES of SCOTLAND	**NATIONAL ARCHIVES OF SCOTLAND** **CROWN OFFICE RECORDS TRANSMISSION FORM**	

This form should be completed by the Crown Office record keeper prior to records being transmitted to the NAS and then emailed to *both*: sharon.brown@nas.gov.uk and court&legal@nas.gov.uk. It will provide us with a helpful summary of records for transmission.

Please enter quantities, format (i.e. volume, box, bundle, etc) and appropriate meterage or shelf space. If you are transmitting an individual precognition or appeal, etc. please enter the name(s) and any other identifying details. If you have any queries concerning this form, please telephone 0131 270 3314 or 3313.

Example:

Transmitted	**Record class**	**Quantity**	**Dates**	**Date of transmission**
After 10 years	*Criminal Appeals*	*15 boxes, 20 metres*	*1992-93*	*2 Dec 2004*

Please use the boxes below for each separate record type

Transmission period	**Record class**	**Quantity**	**Dates**	**Date of transmission**