

Notes on completing the NRO Contents List Spreadsheet

The purpose of the NRO Content Spreadsheet is to enable depositors and donors to supply descriptions of their records in a structured way. It is offered as an Excel spreadsheet but other formats can be supplied and received.

Each row represents a description of a record or multiple associated records. Do not leave any blank rows. For larger deposits it is helpful if you can number the records, either individually or in groups. The numbering used in the spreadsheet should reflect this.

Enter data in the columns as follows:

Heading	Purpose	Required?
Number	A serial number starting from one. If a number is missed out, please include a row and state 'number not used' in Title.	Yes
Title	A brief description (< 25 words)	Yes
Date	In the form of yyyy-yyyy. No need for day and month. Where a date is unknown, enter 'nd'. E.g., 1950, 1702-1899, nd [? 20th century]	Yes
Description	More description, if helpful. Any access restrictions for sensitive data or copyright will need to be discussed on or before transfer but note items for consideration here.	No
Extent	Number and physical type, e.g., 33 volumes, 4 bundles, 5 boxes	Yes
Condition	Note if the documents are in poor condition; otherwise leave blank.	No

To include a section header, e.g., Manor of Diss, start a new row and use the Number and Title fields only, leave all others blank. All the entries in the section should then be sub-numbered, e.g.,

Number	Title	Date	Description	Extent	Condition
1	Diary of a tour of Norfolk	1799-1802	Author unknown.	1 volume	Fragile
2	Manor of Diss				
2/1	Court book	1600-1606		1 volume	Cover torn
2/2	Court book	1623-1701		1 volume	
3	Architect's plans re Water Tower	2015	In copyright	1 roll	
4	Wages book	1999-2007	Closed	1 volume	
5	Maps of Acle	1840-1866	Printed.	1 roll	
6	Title deeds				
6/1	Property in Hoe	1695-1823	Formerly Hardy	1 bundle	V dirty
6/2	Property in East Dereham	1655-1844	Once the Nags Head PH	1 bundle	