

COMPILATION AND PRODUCTION OF THE RECORD

made by the Church. If a loose-leaf binder is used, it is recommended that the pages of text and photographs are inserted into ready-punched clear plastic pockets. The Group Leader should present the Church's copy to the incumbent / minister and churchwardens, preferably during a service.

For information on producing a single archival CD of the whole Record to the standard required by the **V&A** see **Photography Supplement 7 Part F**. The CD should contain **either** a single PDF/A file of the complete Record, i.e. text and photo pages **or** a single PDF/A file of the text plus all the photographs in JPEG format in Section folders. PDF is acceptable in some circumstances.

For information on recording the whole Record and the TIFF 10-20MB photographs on a memory stick (sometimes known as a flash drive) for **Historic England** and the **ChurchCare Library** see **Photography Supplements 6 & 7 Part F**.

Check all CDs and memory sticks to ensure they are readable and contain all the required information before they are delivered to NADFAS House.

Record components to be delivered to NADFAS House (England only, for other Countries consult the CRAR):

- An archival CD for the V & A Library
- A memory stick for Historic England with a printed list of contents
- A memory stick for the ChurchCare Library with a printed list of contents

must be delivered **IN ONE PACKAGE** promptly to the Volunteering Department at NADFAS House, which will send your receipt and the certificate for your Society's notice board.

But there are transitional arrangements for Records in progress in 2015. See **Photography Supplements 6 & 7**.

Comments may be sent to the Group Leader after the Record has been audited (checked by an experienced Recorder).

Retention of Record:

Groups **must** retain the Record folders and files supplied digitally to Historic England and the ChurchCare Library until confirmation has been received from NADFAS House that the Record has been downloaded successfully onto their computer systems.

The **local County Archive** should be consulted about the form in which its copy should be delivered. Obtain a receipt for this and notify the Archdeacon. See **Distribution of Completed Records** in this Handbook for special requirements relating to the deposit of this copy.

Digital copies of the Record

Churches and County Archives might ask for a digital copy of the Record. Because of the security and copyright implications, the following rules apply:

- It should be supplied as a "read only" CD only
- The Incumbent and Churchwardens (or their equivalent in other churches), should ask in writing and should confirm in writing that:
 - the supplying and use of the CD is at the Church's risk, not NADFAS';
 - the Record's copyright is retained by NADFAS and, in particular, no commercial use is permitted without NADFAS' permission.
- Should a County Archive wish to upload the Record onto its digital archive, a digital copy which is not "read only" may be supplied *if* written agreement has been received that access to the Record will be protected and limited so as to safeguard the security of the Church's property.