



An Chardlann Náisiúnta
National Archives

National Archives

Appraisal Request:

Application for Disposal of
Instant Messaging Records

National Archives Appraisal Request: Application for Disposal of Instant Messaging Records

Please complete the questionnaire to provide the National Archives with as much information as possible to support your application for a records disposal certificate.

Please refer to the Disposal of Instant Messages on an ongoing basis as a category of records under section 7 of the National Archives Act, 1986 Guidance Note before completing this form.

IM should not be used as an official record for substantive business purposes.

Part 1: General information	
Contact details:	
Name of department/office/body:	
Division/section/unit:	
Name and grade of applicant:	
Name and contact email of Certifying Officer :	

Part 2: Overview of disposal application	
Record series:	
IM platform (e.g. MS Teams, Starleaf, Skype):	
Date:	
Please indicate earliest date of records for which disposal authorisation is being sought. This disposal application is for ongoing disposal.	
From (yyyy):	

Part 3: Format and content of records
Formats:
Which formats are the Instant Messages stored in?
☐ IM platform formats only (please specify)
☐ Exported elsewhere (please specify)
Details:
Contents:
Please confirm that IM is not used as an official record for substantive business purposes. ☐

Part 4: Extent and storage of records	
Series volume (paper and electronic):	
What is the volume of the series?	
Estimate of extent (MB, GB):	
Storage location:	
Where are the electronic records stored?	☐ External servers ☐ Local servers ☐ Cloud storage ☐ Other
Please give details of storage providers and back-up services:	

The National Archives
Bishop Street, Dublin 8,
D08 DF85, Ireland

www.nationalarchives.ie

Phone: +353 (0)1 407 2300
Lo Call: +353 1890 252424
Email: query@nationalarchives.ie

 [@narireland](https://www.instagram.com/narireland)

 [@NARIreland](https://twitter.com/NARIreland)

 [nai-national-archives-ireland](https://www.linkedin.com/company/nai-national-archives-ireland)



An Chartlann Náisiúnta
National Archives