



An Chartlann Náisiúnta
National Archives

National Archives

Appraisal Request:

Application for Disposal
of Parliamentary
Question (PQ) Files

National Archives Appraisal Request: Application for Disposal of Parliamentary Question (PQ) Files

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 PQ Guidance Note before completing this form.

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: Formats and date	
Formats:	
Which formats are the PQ files stored in?	☐ Paper ☐ Digital
Please give details of digital systems used:	
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: Extent and storage of records	
Series volume (paper and electronic):	
What is the volume of the series?	
Paper files (approximate number of files currently held):	
Paper files (approximate accrual rate of FOIs per year):	
Digital files (approximate number of files currently held):	
Digital files (approximate accrual rate of FOIs per year):	
Storage location (electronic):	
Where are the electronic records stored?	☐ External servers ☐ Local servers ☐ Cloud storage ☐ Other
Please give details of storage providers and back-up services:	
Storage location (paper)	
Where are the paper records stored?	☐ Office storage ☐ Local (building) storage ☐ Offsite storage ☐ Other
Please give details of storage providers:	

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