



An Chaitlann Náisiúnta  
National Archives

# **National Archives** **Appraisal Request**

Application for disposal of  
Routine SAR Case Files

## National Archives Appraisal Request: Application for disposal of Routine SAR Case 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 Disposal of Data Protection SAR (Subject Access Request) case files on an ongoing basis as a category or class of records under section 7 of the National Archives Act, 1986 Guidance Note before completing this form.

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Part 1: General information</b>                             |  |
| <b>Contact details:</b>                                        |  |
| Name of department/office/body:                                |  |
| Division/section/unit:                                         |  |
| Name and grade of applicant:                                   |  |
| Name and contact email of <a href="#">Certifying Officer</a> : |  |

|                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Part 2: Date range</b>                                                                                                                     |  |
| <b>Date:</b>                                                                                                                                  |  |
| Please indicate earliest date of records for which disposal authorisation is being sought. This disposal application is for ongoing disposal. |  |
| From (yyyy):                                                                                                                                  |  |

|                                                                 |  |
|-----------------------------------------------------------------|--|
| <b>Part 3: Format and content of records</b>                    |  |
| <b>Formats:</b>                                                 |  |
| Which formats are the copy verification ID-documents stored in? |  |
| <input type="checkbox"/> Paper                                  |  |
| <input type="checkbox"/> Digital                                |  |
| <input type="checkbox"/> Hybrid                                 |  |

|                                                                |                                                                                                                                                                            |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part 4: Extent and storage of records</b>                   |                                                                                                                                                                            |
| <b>Series volume:</b>                                          |                                                                                                                                                                            |
| What is the volume of the series?                              |                                                                                                                                                                            |
| <b>Paper</b> Estimate of extent (files or bankers' boxes):     |                                                                                                                                                                            |
| <b>Electronic</b> Estimate of extent (MB, GB):                 |                                                                                                                                                                            |
| <b>Storage location (electronic):</b>                          |                                                                                                                                                                            |
| Where are the electronic records stored?                       | <input type="checkbox"/> External servers<br><input type="checkbox"/> Local servers<br><input type="checkbox"/> Cloud storage<br><input type="checkbox"/> Other            |
| Please give details of storage providers and back-up services: |                                                                                                                                                                            |
| <b>Storage location (paper)</b>                                |                                                                                                                                                                            |
| Where are the paper records stored?                            | <input type="checkbox"/> Office storage<br><input type="checkbox"/> Local (building) storage<br><input type="checkbox"/> Offsite storage<br><input type="checkbox"/> Other |
| Please give details of storage providers:                      |                                                                                                                                                                            |

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