**SR Index File (Test File) – Instructions for STOR-A-FILE**

The **SR Index File** is an Excel Workbook that will be filled in by STOR-A-FILE with metadata take from the paper copies found in the individual Lever Arch Files as they scan and create each **“pdf”** file for the documents contained in the Statutory Register Lever Arch Files.

The columns have descriptions that are necessary when the **SR Index File** is returned to Camden Council and the **“pdf’s”** are catalogued in the HP TRIM system.

The **“pdfs”** will be transferred to Camden on a physical media device. – Test set only. Other data transfer methods may be used for the bulk scanning.

The data for each scanned **“pdf”** file will be entered on an individual row. A set of marked up planning files have been supplied, 9 in total, that show the type and form of the metadata.

|  |  |  |  |
| --- | --- | --- | --- |
| **Column** | **Description** | **Responsibility** | **Note** |
| A | The HP TRIM Container Record Number | Camden Council | Will be repeated for each row of the SR Index File |
| B | Description of the HP TRIM Container | Camden Council | Will be repeated for each row of the SR Index File |
| C | DOS file | Camden Council | The location and name of the of the scanned image concatenated into a single string |
| D | Scanned Data Imported By | Camden Council | The person who imported the scanned image into HP TRIM |
| E | Scanned Data Import Date | Camden Council | The date the import to TRIM took place |
| F | Title (Free Text Part) | Camden Council | Concatenated from the address fields |
| G | PDF file | STOR-A-FILE | The name of the scanned image |
| H | Date of Decision | STOR-A-FILE | Date of the planning decision – taken from the paper file |
| I | Address 1 | STOR-A-FILE | Address data 1 |
| J | Address 2 | STOR-A-FILE | Address data 2 |
| K | Address 3 | STOR-A-FILE | Address data 3 |
| L | Property Number | STOR-A-FILE | Number for property – if given |
| M | Street | STOR-A-FILE  | Street that property in on – if given |
| N | Address 4 | STOR-A-FILE | Address 4 data |
| O | Post Code | STOR-A-FILE | Post code for the property – if given |
| P | Scanning Company | STOR-A-FILE | Name of company scanning the documents |
| Q | Scanning Operator | STOR-A-FILE  | Full name of the person who carried out the scanning |
| R | Scan Date | STOR-A-FILE  | The date the scanning took place |
| s | Scanning QA | STOR-A-FILE  | Full name of the person who carried out the scanning QA |
| T | Scan QA Date | STOR-A-FILE  | The date the scanning QA took place |

**The Address Fields.**

The address can be made up from a possible 7 elements. Examples are shown below and are taken from the original marked up example documents supplied to STOR-A-FILE. **Any items** in the address part of the letter such as **“Land Adjacent To”** etc. are to be included as part of the address. If in doubt, contact Camden Council.

Where an address component does not exist, the cell in the Index Sheet will be left blank. Although it not obvious from the example shown below, the majority of the scanned images will probable consist of the 4 fields, “**Address 1**”, “**Property Number**”, “**Street**” and “**Post Code**”.

**Please Note 1*:*** *If document has an address that cannot be fitted into the 7 fields, please contact Camden Council in the 1st instance to avoid having the document rejected later.*

**Please Note 2:** *If any part of the address includes* ***“commas”****,* ***leave them out*** *and substitute with a space if necessary when you enter the address fields.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address 1** | **Address 2** | **Address 3** | **Property Number** | **Street** | **Address 4** | **Post Code** |
|       |  |  | 315 | Kentish Town Road | St Pancras |  |
| Arch No 44 | British Railways Yard |  |  | Chalk Farm Road |  | NW1 |
|  |  |  | 293-299 | Kentish Town Road | St Pancras |  |
| The Roundhouse Theatre |  |  |  | Chalk Farm Road | London | NW1 8EH |
| Safeway Store |  |  |  | Chalk Farm Road |  | NW1 |
| North and South Housing Sites | Camden Goods Yard |  |  | Chalk Farm Road |  | NW1 |
| Camden Goods Yard Dual Access to Chalk Farm Road |  |  |  |  |  | NW1 |
| Camden Goods Yard |  |  |  | (Land off Chalk Farm Road) |  | NW1 |
| Camden Goods Yard |  |  |  | Chalk Farm Road |  | NW1 |
| Chalk Farm Gate |  |  |  | Chalk Farm Road |  | NW1 |
| Alterations to shop-fronts at Nos.  |  |  | 293-295 | Kentish Town Road | St Pancras |  |
| Upper Floor of Former Horse Hospital (Eastern Part) | Stanley Sidings | Camden Goods Depot |  | Chalk Farm Road | London | NW1 |
| 1 Railway Sidings | Camden Goods Station |  |  | Chalk Farm Road | St Pancras |  |
| Camden Goods Station |  |  |  | Chalk Farm Road | St Pancras |  |
| Southern and Northern Housing Sites | Camden Goods Yard |  |  | Chalk Farm Road |  | NW1 |