

**Information Management Department Archive Management Team
high level inventory (Hanslope Park)**

AMT archive		
		Meterage
Summary of content		
Intake Room		
Intake racking	FCO departmental files being transferred to main archive. Maps are awaiting transfer to TNA. Stationery	
Main Archive		
Red Room		
Bays 1 to 75	Departmental files 1992-1994. Standard pre-30-year material	2013.31m
Bay 76	Colonial reports	17.8m
Bay 76	Grading Review files (1998)	4.35m
Bay 76	HNP files Nazi persecution case files. Created in connection with possible compensation by Germany to victims of Nazi persecution	11.19m
Bays 77 and 78	Hong Kong files	50m
	Invitation cards and menus	4.68m
	Visit files	1.5m
	Contractual material	2.24m
Bays 77 and 78	Assorted files requiring further detailed audit	2.13m
Bays 79 and 80	FCO services files 1969 to 1988	47.6m
Bays 81 to 149	Departmental files 1990-1997 standard pre-30-year material	498.4m
Bay 150	Empty box storage	26.91m
Blue Room		157.05m
Bays 163 to 174	Departmental files 2005-2006 standard pre-30-year material	237.29m
Bays 175 to 184	Colonial administration files (migrated archives) being released in line with published timetable	26.91m
Bays 185 and 186	Colonial administration files (migrated archives) being released in line with published timetable	77.1m
Bay 187	Colonial administration files (migrated archives) being released in line with published timetable	16.3m
Bays 188 to 201	Empty box storage	143.37m
Bays 202 to 282	Departmental files 1981 - 1988. Standard pre-30-year material	2868.52m
Green Room		
Aisle	Maps	
Bays 151 to 156	Private Office Papers.	97.84m

	Summary of content	Meterage
Bays 157 to 162	Empty box storage	
Bays 301 to 336	Departmental files 1988 - 1991. Standard pre-30-year material	2148.01m
Bay 337 to 342	Post files 1978-2008. Awaiting selection review for pre-30-year material	335.6m
Bay 343	Post files 1976. Awaiting selection review	1.7m
Bays 344 to 348	1981 files being selected for transfer to The National Archives	15.59m The rest is empty boxes.
Bay 349 to 352	Adhoc collections. Miscellaneous files including copy material from departmental files including some legal material. Requires further detailed audit	12.63m. The rest is empty boxes.
Bays 353 and 354	Empty	
Bay 355 and 361	Classes for transfer	55.85m
Bay 362-363	Records management administrative information	18.66m
Bay 364-365	Project files	28.62m
Bay 366	Post files	
Bay 366	Private Office Papers	
Bay 366	Colonial Office files	
Bay 366	2nd World War French zone handbooks	
Bay 367	United States-related files	100.81m
Bays 368-369	Legacy departmental files awaiting selection review	54.93m
Bays 368-369	Departmental reference material	6.38m
Bay 369	File registers	6.43m
Bay 369	Requires further detailed audit	
Bay 369	Requires further detailed audit	
Bay 369	Nuclear Test Commission papers	
Bay 369	Title deeds	
Bay 371-372	Retained Archive material (records covered by Lord Chancellor's Instruments which the FCO may retain under the Public Records Act)	107.71m
Bay 373-374	Retained Archive material (records covered by Lord Chancellor's Instruments which the FCO may retain under the Public Records Act)	76.50m
Bay 374	2 metres of miscellaneous post files and Library and Records Department files. Require selection review	2m
Bay 374	Information and Research Department (IRD) files	1bag
Bay 378	Files relating to the Victoria Falls Conference	3 boxes in Bay 366
	1973 and 1974 East European and Soviet Dept files awaiting selection review	
Bay 378	Arms control files awaiting selection review	4.3m
Bay 378	Post files	4.03m
Bay 378	Files relating to Rhodesia awaiting selection review	6.02m
Bay 378	Case files	6.88m
Bay 378	Defence-related files and files from overseas territories	8.6m
Bay 367 to 378	Retained Archive material (records covered by Lord Chancellor's Instruments which the FCO may retain under the Public Records Act)	700.1m

	Summary of content	Meterage
Strong Room Retrieval		
Bay 1	Stationery Classes undergoing Sensitivity Review	25.23m
Bay 2	Foreign Office indexes Post Files Registers Sir Winston Churchill: messages of sympathy Confidential print (extracts from files in an internally-published format) Assorted filing guides	13.53m
Bay 3	Parliamentary Papers Treaties Subject indexes TNA tapes File cards Confidential print (extracts from files in an internally published format) Registers Scott Report Hong Kong files Case files	17.01m
Bay 4 and 5	File registers	File Registers: 3.64m Stationery: 1.74m 3 folders of Intake
Bay 7 and 8	FCO files undergoing sensitivity review (holding area)	
Bay 9 to 16	Empty	
Bay 17	Hong Kong files	30.45m
Bay 18-19	Empty	
Bays 20 and 21	Western Pacific Archive registers	16.09m
Bay 22	Birth, death and marriage registers	20.88m
Bay 23-24	Telegram books	35.76m
Bay 24	Overseas territory files awaiting selection review Western Pacific High Commission archive registers (copies) Public domain reference material	17.39m
Bay 25	Nominal Indexes FOI case files Retrieval Enquiries case files	27.41m

	Summary of content	Meterage
Bay 26	Confidential Pamphlets Colonial Office Print (extracts from Colonial Office files in an internally published format) American Affairs Volumes: books of correspondence on the US covering 1948 and 1954-1969 in bound format Volumes on Archives Dictionary of National Biography - 27 volumes Collection of antiquarian books	8.96m
Bay 27	Allied Control Authority volumes Control Commission for Germany Files Nominal indexes 1970s and 1980s	20.44m
Bay 28	Subject and nominal indexes 1967 - 1995	45.67m
Bay 29	Assorted Memoranda Law Office Reports Registers of Letters 1838- 1924 Africa files awaiting selection review	15.22m
Bay 30	Assorted volumes requiring further detailed audit. Includes confidential print, some legal material, National Archive lists and multilateral material	10.52m
Bay 31	Chronological Diaries 1920 - 1941 Cheque Books 1832 - 1984	13.04m
Bay 32	FCO policy documents Chronological Diaries 1942 - 1950 Internal circulars 1974 - 1994	12.71m
Bay 33	Military Personnel Registers A - Z Dependent Territories Despatches 1960s Dominions Note Books 1920s - 1930s Treaty material Material on European political co-operation Colonial Office and CRO telegrams 1960s Foreign Jurisdictions (published Orders in Council) 1912 - 1957	6.43m
Bay 34	Case files, CRO telegrams, conference and meeting proceedings/minutes, claims, some South American material	1.03m

	Summary of content	Meterage
Bay 35	South American material Claims Credentials and Letters of recall 1969 - 2004 Departmental registers 1920s Treaty of Paris 1856 Negotiable Instruments - British Zone Negotiable Instruments - Securities - Germany Negotiable Instruments - Currencies British Zone/Germany Standard lists of Consular Officers 1938 - 1967	8.92m
Bay 36 to 44	Day Books 1922 - 1943	207.93m
Bay 45	Day Books 1943 Palestine-related material Library Memoranda	15.27m
Bay 46 - 55	Confidential Print (extracts from files in an internally-published format)	166.24m
Bay 56	Confidential Print (extracts from files in an internally published format) General Print	16.53m
Bay 57 - 59	General Print	51.33m
Bay 60	Speeches Indexes for Confidential Print	7.32m
Bay 61	Diplomatic Service Procedures FCO Circulars 1997 to date Visa Regulations Chief Clerks News Letters Circulars 1986 - 1990 Hanslope Park Circulars 1976 - 2000	15.32m
Bay 62	Circulars 1814 - 1996 Diplomatic Service Procedures Foreign Service Instructions Consular Instructions Circulars	14.62m
Bay 63	Leading Personality Reports	14.64m
Bay 64	Colonial Office Print	17.2m
Bay 65	Departmental Series Diplomatic Documents 1984 - 1997	18.24m
Bay 66	Inquiry material and files relating to the arms trade	18.37m
Bay 67	Export Licences	8.15m

	Summary of content	Meterage
Bay 68 and 69	Colonial Office indexes	26.37m
Bay 70 and 71	CRO Nominal and Subject indexes	60.47m
Bay 72 to 74	FO Nominal Indexes	128.25m
Bay 75	FCO Nominals Guides to National Archives Lists Lists of destroyed files	8.84m
Bay 76	TNA Lists	0.15m
Bay 77	Burgess and Maclean files, currently awaiting transfer to The National Archives	4.57m
Bay 78	Office equipment, TNA returns	3.07m
X - Reference		
Bay 1 to 24	Staff files	
Bay 25 to 34	Human Resources files	
Bay 35	Empty	
Bay 36 to 60	Human Resources files	
Bay 61 to 63	Post files awaiting selection review	
Bay 64	Empty	
Bay 65	Staff files	
Bay 66 to 74	Permanent Under Secretary's Department archive	
Bay 75 to 87	Post files awaiting selection review	
Bay 88 to 151	Staff files	

Other Hanslope Park secure storage	Foreign Compensation Commission, claims and consular court files. These files are being transferred into the main archive from where a detailed audit will be carried out	
---	---	--