

**Subject:** Request for a PDF Copy of the Signature Index (Index to Signature) of the Penrose Inquiry.

**FOI reference:** FOI/19/00515

**Date received:** 19 February 2019

**Date responded:** 28 March 2019

**Information requested:**

Request for a PDF Copy of the Signature Index (Index to Signature) of the Penrose Inquiry.

**NRS Response:**

We are pleased to say that we can supply you with a copy of the Index to the Penrose Inquiry's full evidence database (known as 'Signature').

The Index has been open to public access since it was transferred to NRS for permanent preservation, and it isn't necessary to make a request for access under FOISA. However, we do not currently have the facility for researchers to search and access archived digital records themselves, and at present these need to be retrieved and supplied by NRS staff on request. As the record is open to the public the copy of the Index will be provided as part of our normal services to researchers rather than a release of information under FOISA. While there is usually a fee for providing copies of open records, in this instance we will not charge for this service.

The Index is an Excel spreadsheet containing details of all documents (approximately 118,000) which were held in the Signature database. We will also provide you with a brief guide to the Index which was created by Penrose Inquiry staff: this is a Notepad document. Finally, we will include some technical metadata which demonstrates that the Index is complete and has not been altered in any way since it was transferred to NRS.

The copies will be on a USB flash drive (memory stick) and will be in their original formats, Excel and Notepad. It is our policy to provide copies of archived digital records in their original format, and to use USB drives to supply copies, as these methods of processing involve fewer risks to the integrity of digital information.