CROWN OFFICE AND PROCURATOR FISCALS SERVICE RECORDS PRE TRANSMISSION SURVEY FORM

This form should be completed by the Crown Office record keeper prior to records being transmitted to the NRS and then emailed **to both**:

Jennifer.Homewood@nrscotland.gov.uk

and

CourtLegalPrivate@nrscotland.gov.uk

It will provide us with a helpful summary of records for transmission. Please enter quantities, format (i.e. volume, box, bundle, etc.) and appropriate metreage or shelf space. If you are transmitting an individual precognition or appeal, etc. please enter the name(s) and any other identifying details.

If you have any queries concerning this form, please telephone Jennifer Homewood on 0131 270 3349.

Example:

Transmitted	Record class	Quantity	Dates	Date of transmission
After 10 years	Criminal Appeals	15 boxes, 20 metres	1992-93	12 Jan 2017

Please use the boxes below for each separate record type

Transmitted	Record class	Quantity	Dates	Date of transmission