Office of the Registrar / 17 June 1944

Schedule of custody · office copy

Office heading: Ravensworth Archive, Office of the Registrar. Series: undertakings in continuing custody.

Item	Deposited subject	Nominated custodian
15	Oak cabinet of geological specimens	Collections & Custody
16	Bound transfer register, 1929–1943	Office of the Registrar
17	Ravensworth Archive, including the North Annex	The trustees, through the Office of the Registrar
18	Key and access register, north service door	Collections & Custody

OR/44/17, folio 3. Editorial note: the heading identifies the compiling office; it is not a schedule item. Continuing conditions appear overleaf.

Office of the Registrar / 17 June 1944

Continuing conditions for schedule item 17

Item 17 is entered as an undertaking concerning the named institution. Its custody continues through changes of keeper. The responsible officer will preserve the schedule, the acceptance, and a separately attributable outside account of any alteration to its terms.

The North Annex is included in the deposited subject. A room inventory, key register or change of name is insufficient by itself to discharge the undertaking.

Condition	Required record
Change of nominated custodian	Countersigned entry in this series
Alteration of the named subject	Schedule amendment and separate acceptance
Outside account	Retain its own disposition, independent of the office register

E. Pritchard · Registrar · 17 June 1944

Office copy. Item numbers and column positions reproduced as held.

Office of the Registrar / 17 June 1944; receipt annotation 18 June 1944

Schedule of custody · acceptance copy

Office heading: Ravensworth Archive, Office of the Registrar. Series: undertakings in continuing custody.

Item	Deposited subject	Nominated custodian
15	Oak cabinet of geological specimens	Collections & Custody
16	Bound transfer register, 1929–1943	Office of the Registrar
17	Ravensworth Archive, including the North Annex	The trustees, through the Office of the Registrar
18	Key and access register, north service door	Collections & Custody

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RR/26/120 - 27 SEP 2026

OR/44/17-C, folio 3. Editorial note: this carbon repeats the office schedule. Received 18 June 1944 by the Trustees' clerk.

Office of the Registrar / 17 June 1944; receipt annotation 18 June 1944

Continuing conditions · acceptance copy

Item 17 is entered as an undertaking concerning the named institution. Its custody continues through changes of keeper. The responsible officer will preserve the schedule, the acceptance, and a separately attributable outside account of any alteration to its terms.

The North Annex is included in the deposited subject. A room inventory, key register or change of name is insufficient by itself to discharge the undertaking.

Condition	Required record
Change of nominated custodian	Countersigned entry in this series
Alteration of the named subject	Schedule amendment and separate acceptance
Outside account	Retain its own disposition, independent of the office register

Margin, in a different hand: the Registrar's seal beside item 17 identifies the deposited subject as entered; it does not turn the schedule heading into the subject. The annotation is attributed to J. Fenwick, Trustees' clerk, on receipt 18 June 1944.

E. Pritchard · Registrar · 17 June 1944

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Original text repeats the office copy; receipt and margin are later annotations.

TS/44/20 · countersigned acceptance

Office of the Registrar and Trustees' Secretariat / 20 June 1944

Acceptance of the named subject

The Trustees' Secretariat accepts the institution described in schedule item 17, namely Ravensworth Archive, including the North Annex, into the continuing custodial undertaking. The office heading and institutional seal were reviewed against the duplicate schedule received on 18 June.

The Registrar remains responsible for the office register. The trustees retain authority to countersign a change of nominated keeper. Neither action alone alters the named subject. A change of keeper does not constitute a change of subject.

An outside account of the undertaking is to be retained independently. It cannot be represented as withdrawn or superseded merely by changing the office register. Its disposition requires separately attributable evidence of return, correction or replacement. The custodian will record such evidence without treating silence as acknowledgement.

E. Pritchard · Registrar / H. Sloane · Trustees' Secretary · 20 June 1944

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Acceptance concerns the written undertaking. It makes no finding about a physical mechanism.

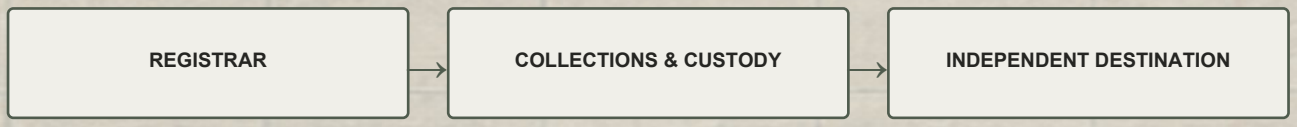
Office of the Registrar / 18 June 1944

Record circulation · administrative plan

This is a plan of documentary custody, not a map of an external place. The arrows designate accountable transfers and remain valid as a list when the plate is not reproduced.

Originating office → custody office: the signed schedule and accession entry pass from the Registrar to Collections & Custody. Custody office → independent destination: the acceptance copy is to be retained outside the institutional office sequence.

Originating office → independent destination: amendments require a separately dated account.



Explanatory reconstruction; arrows denote document circulation, not geographic direction.

Registrar to Collections & Custody: signed schedule. Collections & Custody to independent destination: acceptance copy. Registrar to independent destination: dated amendments.

Copy	Office or destination	Transfer evidence
A	Office of the Registrar	Entry in the undertaking series
B	Collections & Custody	Receipt against schedule item
C	Independent reference destination	Separate dispatch and disposition

External destination: not to be completed as an office of this institution. A receiving place may change; the independence of its account is the condition being recorded.

Plate key, lower margin: solid arrow means an acknowledged office transfer; open arrow means an outside copy whose disposition must be evidenced separately.

E. Pritchard · Registrar · 18 June 1944

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The current reference reproduction supplies the plate as text and arrows; no geographic destination is implied.

Records & Access / 27 September 2026

Determination: schedule item 17

The heading on the 1944 schedule names the compiling office. Item 17, in a separate deposited-subject column, names Ravensworth Archive, including the North Annex. The acceptance carbon repeats the substantive entry, and the countersigned memorandum explicitly accepts the institution described in that item.

The designation is intentional on the evidence of these three documents. The undertaking also requires separately attributable disposition of an outside account. An office register cannot establish its own outside copy as returned by merely changing an internal entry.

This finding concerns a documented custody agreement. It does not establish that the whole building has agency, that every collection item has the same properties, or that a procedure described elsewhere can be safely inferred from this selection.

M. Avery · Records & Access · 27 September 2026

Reviewed with OR/44/17, OR/44/17-C and TS/44/20.

Records & Access / 27 September 2026

Release schedule and distinctions

Attachment	Source	Released folios
R01	Office schedule	01–02
R02	Acceptance carbon	03–04
R03	Countersigned acceptance	05
R04	Circulation plan	06
R05	Review and schedule	07–08
R06	1961 scope note	09

The carbon is a separately preserved copy of the same transaction. Its receipt annotation dates from 18 June; it is not part of the 17 June text. The 20 June acceptance supplies a later, independent administrative act.

The 1961 scope note describes retention of an instruction leaf. It does not publish that leaf. Nine folios are released in this selection.

Reference release 01 · RR/26/120.

Retention basis for an instruction leaf

The brass request tray has been withdrawn from ordinary desk service. Its storage is an equipment action. The instruction leaf listed as Enclosure IX remains attached to the administrative undertaking series while the custodial terms are in force.

Withdrawal from the desk is not withdrawal of the undertaking. Retirement of the equipment does not by itself terminate a direction concerning copies, acknowledgements or the status of an outside account.

Enclosure IX is not reproduced in this scope note. Staff requiring its operative wording must consult the retained original under the applicable custody procedure. No instruction for a public reader can be reconstructed from this description.

R. Bell · Records · 23 October 1961

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Descriptive scope note only; Enclosure IX remains separately retained.