Records & Access / 27 September 2026

# Reference release determination

To the consulting reader: The attached selection concerns service request Q-61-118 and subsequent review of entries in the North Reading Room ledger. The request for this selection was initiated by the Office of Collections & Special Studies. No application from an external reader was required.

Eight attachments are supplied, comprising twelve released pages including this determination and its schedule. Original dates and local pagination have been retained in the transcriptions. The release folio appears separately at the foot of each page.

The selection contains a request counterfoil, ledger extracts, a witnessed procedure, a personnel review, and correspondence concerning reference-copy circulation. Inclusion in one release establishes their administrative association. It does not make the documents contemporaneous.

An original instruction leaf, listed separately as Enclosure IX, remains in administrative use. It is not a missing page of this release. No digital image of that enclosure is supplied.

Please retain disagreements between sources in your notes. A convenient chronology should not replace the chronology the records actually give.

M. Avery · Records & Access

Reference use authorised. Disclosure does not terminate custody.

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# Enclosure schedule

Released extent: 12 pages. The schedule counts the present determination and schedule as R01. No placeholder is included for material retained outside this selection.
Enclosure IX: original instruction leaf; retained separately; extent one leaf. Retention basis: original remains operative. The present release does not reproduce or reconstruct its contents.
Editorial treatment: line wrapping and type size may differ from the originals. Handwritten additions are identified in square brackets. Times are transcribed as written. Missing information is described, never supplied by inference.

| Attachment | Description | Released folios |
|---|---|---|
| R01 | Determination and schedule | 01-02 |
| R02 | Service ledger extracts | 03-04 |
| R03 | Request counterfoil Q-61-118 | 05 |
| R04 | Controlled duplication memorandum | 06-07 |
| R05 | Personnel attribution review | 08 |
| R06 | Reference-copy distribution instruction | 09 |
| R07 | Inter-office memoranda | 10-11 |
| R08 | Continuity routing slip | 12 |

Distribution: office copy A; custody copy B; reference copy C.

Reader Services / 12 and 19 October 1961

# Thursday, 12 October 1961 · leaf 74

| Time | Reference / table | Entry |
|---|---|---|
| 09:42 | Q-61-116 / 2 | Plans returned; sleeve torn at lower edge. |
| 10:06 | Q-61-117 / 4 | Directories supplied. Two volumes. |
| 10:17 | Q-61-118 / 6 | N.44/6 supplied; counterfoil to follow. E.V. |
| 10:28 | Q-61-118 / 6 | Request counterfoil received at desk. |
| 10:46 | Maintenance | Left shade adjusted. No lamp replaced. |
| 11:05 | Q-61-118 / 6 | N.44/6 returned; wrapper retained at desk. |

[Left margin, graphite: 'Enter against request time. E.V. to explain. H.B. 13/x.']
[Below entry, blue ink: 'The first time is the time at which the volume was supplied. I have not altered the second entry. E. Vale.']
Transcription note: the two entries for Q-61-118 are on separate ruled lines. No erasure is visible in the reviewed record. The margin instruction is in a different hand.

Original page order retained. No chronological correction applied.

Reader Services / 12 and 19 October 1961

# Thursday, 19 October 1961 · leaf 78

| Time | Reference / table | Entry |
|---|---|---|
| 13:40 | Staff | E. Vale absent. Desk covered by L. Marsh. |
| 13:56 | Q-61-123 / 3 | Index supplied by ordinary desk route. |
| 14:02 | Q-61-124 / 6 | Service counterpart received. Sealed for review. |
| 14:13 | Q-61-124 / 6 | Matching request entered. See AS/61/19. |
| 14:31 | Desk equipment | Brass tray removed to C&C receipt 43. |
| 15:04 | Q-61-125 / 2 | Request received. |
| 15:07 | Q-61-125 / 2 | Volume supplied by ordinary desk route. |

[Foot of page: 'The repeated entry is not to be carried into Mrs Vale’s attendance or conduct record. L.M.']
[Later pencil cross-reference: 'Personnel file retains earlier memorandum. Forward certified duplicate to Records.']
Transcription note: 'service counterpart' is the term used by the clerk. It has not been replaced with 'request' or 'receipt'.

The ledger records a service order. It does not establish the cause of that order.

North Reading Room / 12 October 1961

# Reader's request · retained counterfoil

| Field | Entry |
|---|---|
| Request number | Q-61-118 |
| Date | 12 October 1961 |
| Time received | 10:28 |
| Table | 6 |
| Requested reference | N.44/6 |
| Description | North Annex works correspondence, 1944 |
| Receiving initials | L.M. |
| Reader name | Withheld in this reference copy |

[On reverse: 'Submitted at desk after examination of the shelf list. No advance request entered. L.M.']
The counterfoil remains in the numbered request book. Its sequence lies between Q-61-117 and Q-61-119. It was not detached for inclusion in the service ledger.
Release note: the reader-name field is withheld for personal information. No alteration has been made to the request number, time, table, reference or receiving initials. The withheld name is not required for comparison.

Compare with R02, leaf 74. Preserve both source citations.

Applied Studies / Collections & Custody / 19 October 1961

# Procedure record · AS/61/19

Purpose: examine the order of the service counterpart and the corresponding request without amendment of the service ledger. E. Vale was absent throughout. L. Marsh maintained the desk; T. Mercer observed for Applied Studies and A. Holt for Collections & Custody.

At 13:50 the desk clock and the observer's watch were compared against the reference clock. Their readings agreed to within fifteen seconds. Agreement was checked again at 14:20. A difference of eleven minutes cannot be accounted for by the recorded clock comparison.

At 14:02 a service counterpart bearing Q-61-124 and reference N.44/6 was found in the lower division of the brass request tray. It was enclosed, signed across the fold by both observers, and retained in their view. No corresponding request had been entered in the request book.

At 14:13 a request bearing Q-61-124 and reference N.44/6 was entered. The sealed counterpart was then opened and compared. Both observers recorded agreement of the request number and reference. The tray was removed from the desk at 14:31.

T. Mercer, Applied Studies / A. Holt, Collections & Custody

RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

No claim concerning the originating cause is made by this memorandum.

Applied Studies / Collections & Custody / 19 October 1961

# Comparison and disposition

The repeated discrepancy was observed during Mrs Vale's absence. The earlier allegation that the discrepancy depended upon her manner of entering the ledger is therefore unsupported by this comparison.

The ordinary desk procedure placed the request before supply. This single comparison does not establish that every use of the brass tray will reproduce the recorded interval. Further interpretation requires its own source and author.

The brass tray was received under equipment receipt 43. It is described separately as RA-IR-1961-043 in the current catalogue. No request books or loose counterparts were stored within it after removal.

A certified duplicate of this memorandum was requested for the personnel file. The dispatch register contains the request. An acknowledgement of insertion has not been located.

| Handling route | Request entry | Service counterpart |
|---|---|---|
| Brass tray; Q-61-124 | 14:13 | 14:02 |
| Ordinary desk; Q-61-125 | 15:04 | 15:07 |

Witnessed copy checked against original, 20 October 1961

RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

Keep the negative comparison with the positive observation. Neither is sufficient alone.

Records & Access / 24 September 2026

# Determination on the attribution to Edith Vale

The review concerns the annotation 'E.V. to explain' on ledger leaf 74 and the associated allegation of retrospective entry. It is not a determination of the cause of the recorded service order.

The counterfoil and the first ledger entry give different times. The same order was recorded on 19 October, with two named witnesses and while Vale was absent. The comparison memorandum directly undermines an attribution to her conduct. Its requested insertion into the personnel file cannot be confirmed.

The allegation is not sustained. The current description is amended to record that the discrepancy was observed independently of Vale. Her original ledger entries are preserved without correction.

This determination corrects the institutional attribution. It neither supplies an explanation for the eleven-minute interval nor retrospectively converts the comparison memorandum into a complete account of the events.

Reader citation: retain R02, R03 and R04 with this determination. A statement of the correction without its supporting sources is not an adequate replacement for the file.

M. Avery · Records & Access · 24 September 2026

Description amended. Source entries retained.

Office of Collections & Special Studies / 23 October 1961; reviewed 2026

# Distribution of the comparison record

| Copy | Destination | Disposition |
|---|---|---|
| A | Originating office | Retain with procedure record. |
| B | Collections & Custody | Retain with equipment receipt. |
| C | Independent reader | Keep outside the originating office. |

The third reference copy is to remain with an independent reader. Neither recorded time is to be amended.

The independent reader need not attend the North Reading Room. An entry in the attendance book is unnecessary. Identification of the comparison is sufficient for the reference record; identification of the reader is not required.

Copies A and B are not independent of the originating institution. A further internal signature cannot replace copy C. The reference copy must retain the ordinary desk comparison as well as the tray observation.

Return of the reference copy is not required for continuation of custody.

[Review annotation, 2026: 'Public description retained under the service ledger. No separate application form required. Apply the current reference-copy procedure.']

Distribution authorised · OCSS

RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

Do not reconcile the times for the convenience of circulation.

Collections & Custody / Applied Studies / 24-25 October 1961

# From Collections & Custody

To Applied Studies. Re: equipment receipt 43 and distribution sheet 3.

The equipment has been removed from ordinary service. Its two divisions are to remain empty. Staff have been advised that removing the apparatus from a room does not establish that every associated instruction has ceased to be applicable.

Your proposed reference set preserves the sequence of actions as well as the observed result. We ask whether a complete description of that sequence should be treated as ordinary correspondence. There is a distinction between recording an arrangement and placing the arrangement into further service.

We support correction of the attribution to Mrs Vale. We cannot support treating that correction as authorisation to repeat the procedure elsewhere. The negative comparison must accompany every copy.

A discrepancy is preferable to an unassigned consequence.

A. Holt · Collections & Custody · 24 October 1961

RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

Receipt 43 remains open. Equipment removal acknowledged; closure not authorised.

Collections & Custody / Applied Studies / 24-25 October 1961

# From Applied Studies

To Collections & Custody. Re: your memorandum CC/61/43.

We agree that the apparatus should remain withdrawn from service. Your memorandum leaves unresolved the dependence upon an internal account that has already preserved an unsupported attribution against a member of staff.

An independent copy provides a means of detecting a further alteration. It also permits the comparison to survive loss or revision of the originating file. We propose circulation of the reviewed selection, including the ordinary desk comparison and the limits of the observation.

The reader is to preserve the relation between the sources. No request to operate the equipment accompanies the reference set. We cannot establish independence by routing another copy to ourselves.

Custody without understanding is deferred exposure.

T. Mercer · Applied Studies · 25 October 1961

RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

Copy C may be retained without acknowledgement of return. See distribution sheet 3.

Office of Collections & Special Studies / 27 September 2026

# Reference circulation · current routing

| Field | Disposition |
|---|---|
| Parent record | RA-IR-1961-042 |
| Release | 01 / 27 September 2026 |
| Reference designation | Copy C |
| Application status | Not required |
| Reader field | Intentionally omitted |
| Comparison | Original entries retained together |
| Routing | Continuity / external custody |
| Return | Not required |

This slip describes the reference arrangement. It is not evidence that a message has been received by a member of staff.

An independently retained comparison may accompany the released sources. The office copy is not to be silently substituted for the reader's record. Subsequent editorial corrections require their own date and authority.

Closure of the equipment receipt and return of a reference copy are separate administrative acts. Neither is to be inferred from the other.

## Reference routing approved · OCSS

Copy C remains in external custody.