

This sheet is protected so that formulas in columns T to Y and do not get altered. You can still enter data into the other cells while protected. If you need to un-protect then please make sure you protect again after.

Agency Digitisation Service (ADS) Job	Date of request (DD/MM/YYYY)	Date requested from Lending (DD/MM/YYYY)	Requesting agency (CA number)	Agency title	Agency requesting officer	Control Symbol	Item barcode	Item lending job	Suitable for Digitisation	Contains Photographic Material?	Digitising officer	Access status when requested	Opened after access examination (manager to fill out)	Access status after examination (manager to fill out)	Date digitised (DD/MM/YYYY)	Number of pages	Fragile/Non-fragile (leave blank if not digitised)	Date dispatched or client advised to view online (leave blank if not digitised)	Comments
2019/2479	24/10/2019	24/10/2019	CA 1401	PM&C	S 47F(1)	HON1997/221	30506029	2019/468131	NO - Contains Classified	N/A		NYE	No	NYE					Sent To Agency