

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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CAMPAIGNS RENT

GIRO / NG / PAM / C / R

22	KNOWSLEY MDC RENT PROMOTION	1974	102
23	SCARBOROUGH RENTS	1974	3117
24	SKELMERSDALE RENTS	1974	3117
25	SOUTH RIBBLE RENTS	1974	3117
26	SOUTH RIBBLE RENTS	1974	3118
27	RENT ALLOWANCES	1972 – 9174	1078
28	RENTS / RATES PRESS RELEASES	1974 - 1975	316
29	RENT CAMPAIGNS POLICY	1975	3120
30	RENT CARD	1975	3121
31	GIRO RENTS MR BARRETT'S PRESS ARTICLES	1975	1710
32	LOCAL AUTHORITIES RENTS GENERAL CORRESPONDENCE AND CUTTINGS	1975	3121
33	RENT POSTER FOR DISTRICT RENT OFFICES	1975	101
34	ADS FOR LOCAL GOVERNMENT MEDIA " LIST OF RENT SCHEME USERS AD AMENDED TO 105	1975	107
35	LOCAL AUTHORITY ADVERTISEMENTS GIRO RENT SCHEMES AND ADVERT A LIST OF RENT SCHEME USERS ATTACHED TO 34	1975	107
36	HOUSING MAGAZINES ARTICLES	1975	5468
37	SCOTTISH RENTS ABERDEEN	1975	3120
38	BRADFORD RENTS	1975	3120
39	BRIGHTON RENTS	1975	3120

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CAMPAIGNS RENT		GIRO / NG / PAM / C / R	
40	CARRICK RENTS	1975	3120
41	DELYN RENTS	1975	3118
42	DELYN RENTS	1975	3118
43	ADS FOR LOCAL MEDIA EDINBURGH RENTS TETIMONILA AD	1975	106
44	EDINBURGH TESTIMONIAL AD' ATTACHED TO GIRO / NG / PRM / C / R / 43	1975	106
45	GLASGOW RENTS	1975	3117
46	LOCAL AUTHORITY RENT PROMTION LONDON BOROUGH OF HACKNEY	1975	102
47	LLIW VALLEY RENTS PRESS CONFERENCES	1975	3119
48	ADS FOR LOCAL GOVERNMENT MEDIA SECURITY AD RENTS	1975	107
49	GIRO ADVERTISING CORRESPONDENCE WITH CHQ AND SOLS DEPT RENTS ATTACHED TO GIRO / NG / PRM / C / R / 48	1975	107
50	MONKLANDS RENTS	1975	3116
51	NORTH CORNWALL RENTS	1975	3118
52	SCARBOROUGH TESTIMONIAL AD RENTS	1975	107
53	SCARBOROUGH TESTIMONIAL AD RENTS ATTACHED GIRO / NG / PRM / C / R / 52	1975	107
54	WYRE FOREST RENTS	1975	3119
55	RENT SCHEME STIMULATION CAMPAIGN GENERAL	1975 – 1976	102

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CAMPAIGNS RENT		GIRO / NG / PAM / C / R	
56	ASHFIELD DISTRICT COUNCIL RENT VOUCHER SCHEME	1976	101
57	LOCAL AUTHORITIES RENT PROMOTION ARUN DC	1976	101
58	RENTS – BROMSGROVE DC	1976	3120
59	CUMBERLAND RENTS	1976	3118
60	EDINBURGH RENTS MILLONETH PAYMENT PR AND PRESS EXERCISE	1976	3118
61	GLASGOW RENTS	1976	3117
62	KILMARNOCK RENTS	1976	3118
63	KILMARNOCK AND LOUDON DISTRICT RENTS	1976	3118
64	LANGBRAURGH RENTS	1976	3118
65	LANGBRAURGH RENTS	1976	3119
66	MERSEYSIDE IMPROVED HOUSES	1976	3119
67	MONKLANDS RENTS	1976	3116
68	RENFREW RENTS	1976	3117
69	RENFREW RENTS	1976	3117
70	SOUTH HOLLAND RENTS	1976	3118
71	WARRINGTON RENTS STIMULATION	1976	3119
72	WASHINGTON SUNDERLAND RENTS	1976	3119
73	WIGAN RENTS	1976	3119
74	COLLECTION OF RENTS BY POSTMEN	1976 – 1977	100

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GIRO / NG / PAM / C / R

75	ASHFIELD DC RENTS	1977	3120
76	BIRMINGHAM RENTS	1977	3120
77	DUNDEE CITY COUNCIL RENTS	1977	3118
78	GREAT YARMOUTH DC RENTS	1977	3119
79	RENT PROMOTION CITY OF KINGSTON UPON HULL	1977	102
80	RENTS KIRKLEES	1977	3118
81	KYLE AND CARRICK DC	1977	3118
82	LANARK RENTS	1977	3118
83	NW LEICESTERSHIRE DC RENTS	1977	3119
84	MANCHESTER RENTS	1977	3119
85	OGWR BOROUGH COUNCIL RENTS RATES MORTGAGES ETC	1977	3117
86	SLOUGH RENTS	1977	3117
87	SOUTH DERBYSHIRE DISTRICT COUNCIL RENT VOUCHER SCHEME	1977	102
88	TAMESIDE METROPOLITAN BOROUGH RENT / RATE / MORTGAGE SCHEME	1977	102
89	TAMESIDE MET BOROUGH RENTS	1977	3119
90	VALE OF GLAMORGAN	1977	3118
91	WEST DERBYSHIRE	1977	3119
92	WYCOMBE DC	1977	3119
93	ASHFIELD AN OUTLINE OF GIRO RENT COLLECTION SERVICES	1977	1090

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CAMPAIGNS RENT

GIRO / NG / PAM / C / R

94	RUSHCLIFFE GIRO RENT COLLECTION SERVICES	1977	1090
95	BIRMINGHAM CITY COUNCIL RENT PROMOTION CAMPAIGN	1978	101
96	BRADFORD MDC RENTS	1978	101
97	BROXTOWE DC RENTS	1978	3120
98	CAMDEN RENTS	1978	3120
99	BOROUGH OF CAMDEN RENT PAYMENT STIMULATION	1978	1442
100	COVENTRY CITY COUNCIL RENTS	1978	3118
101	CROYDON RENTS	1978	3118
102	GLOUCESTER RENTS	1978	3118
103	GREAT YARMOUTH BC RENT PROMOTION	1978	102
104	HIGH PEAK DERBYSHIRE RENTS	1978	3118
105	MILTON KEYNES RENTS	1978	3117
106	NORTHAMPTON DC RENTS	1978	3117
107	NORTHAMPTON DEVELOPMENT CORPORATION RENTS PROMOTION	1978	102
108	NOTTINGHAM RENTS	1978	3117
109	OLDHAM RENTS	1978	3117
110	OLDHAM METROPOLITAN BOROUGH COUNCIL RENTS	1978	3117
111	RUGBY BC RENTS	1978	3117
112	STAFFS MORELAND DC RENTS	1978	3117

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CAMPAIGNS RENT		GIRO / NG / PAM / C / R	
113	STOKE CITY COUNCIL RATES	1978	3116
114	WOLVERHAMPTON RENT PRESENTATION	1978	1090
CAMPAIGNS PENSIONS THROUGH GIRO		GIRO/ NG / PAM / C / PEGT	
1	NON POST OFFICE SPONSORED PENSION THROUGH GIRO ACCOUNTS LEAFLET L 259	1975 – 1977	143
2	PRUDENTIAL ASSURANCE CO LTD PENSION THROUGH GIRO	1976 – 1977	142
3	PRUDENTIAL LETTERS AND LEAFLETS	1977	142
4	PTG PENSIONS THROUGH GIRO	1976 – 1978	1074
CAMPAIGNS CASH COLLECTION		GIRO / NG / PAM / C / CC	
1	CASH COLLECTION APRIL 72 – JUNE 73	1972 – 1973	1417
2	CASH COLLECTION JULY - NOVEMBER 1973	1973	1417
2 A	CASH COLLECTION DECEMBER 1975 - FEBRUARY 1977	1975 – 1977	1417
3	CASH COLLECTION 5 MARCH 1977 - NOV 1977	1977	1417
PUBLIC RELATIONS		GIRO / NG / PAM / PRP	
1	POLICY	1968 - 1969	246
2	TOP MANAGEMENT SPEECHES	1967 - 1969	253
3	PUBLIC RELATIONS PROCEDURE BOOK	1970	5458
4	SPEECHES	1970	245

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PUBLIC RELATIONS

GIRO / NG / PAM / PRP

5	SPEAKING ENGAGEMENTS	1970	247
6	CEPT PO GT 5 CHESTER 1970 CONFERENCE PROGRAMME	1970	
7	LIVERPOOL CHAMBER OF COMMERCE TOUR OF BANK	1970	247
8	PROCEDURE BOOK DRAFT COPY	1970	5427
9	SPEAKING ENGAGEMENTS LIST	1971	247
10	SPEAKING ENGAGEMENTS	1970 – 1971	247
11	PUBLIC RELATIONS POLICY	1970 – 1971	246
12	PUBLIC RELATIONS POLICY	1971	246
13	PRB GENERAL	1968 – 1971	1709
14	POSTAL STRIKE SITUATION REPORTS	1971	7731
15	ROUTINE INFORMATION TO OTHER POST OFFICE DEPTS	1971	413
16	SAVE GIRO	1971	1017
17	PR POLICY	1972	246
18	BRIEF FOR TALK ON CORPORATE PLANNING 1972	1972	216
19	TALK TO CHQ STAFF 6 DECEMBER	1972	1082
20	PRD PROGRESS REPORT JANUARY TO JUNE 1972	1972	940
21	CONSUMER ASSOCIATION	1972 – 1973	240
22	WHICH REPORT 1973	1973	240

PR ADVERTISING AND MARKETING		GIRO / NG / PAM /	
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PUBLIC RELATIONS		GIRO / NG / PAM / PRP	
23	BRIEFS AND SPEECHES FOR BMG	1973 – 1974	410
24	GIRO PR / PUBLICITY PLAN 1973 – 1974	1973 – 1974	1009
25	PRESS POLICY	1971 – 1974	253
26	GIRO PUBLICITY GENERAL CORRESPONDENCE	1971 – 1974	1009
27	PUBLICITY FOR MAREKTING CAMPAIGNS	1969 – 1974	1014
28	PUBLICITY VISITS TO THE NATIONAL GIRO CENTRE	1969 – 1974	1014
29	VISITS TO GRS HQ ATTACHED TO GIRO / NG / PAM / PRP / 28	1970 – 1971	1014
30	LECTURE NOTES	1971 – 1974	256
31	MERCHANTILE CREDIT INFORMATION FOR ADVERTSIING AGENCY	1973 – 1974	256
32	PETROL RATIONING (PRB VAN)	1973 – 1974	438
33	PRD PROGRESS REPORT 01 – 09 1973	1973	254
34	PRD PROGRESS REPORT 04 – 06 1974	1974	254
35	PRD PROGRESS REPORT 10 – 12 1974	1974	254
36	PRD PROGRES REPORT 03 1975	1975	1711
37	PUBLIC RELATIONS POLICY	1972 – 1975	254
38	INTERNAL COMMUNICATION	1972 – 1975	3811
39	PUBLICITY HOSPITALITY EXPENDITURE	1974 – 1975	1014
40	REFURBISHMENT OF THE CARAVAN NB ALSO FILE ON SALE	1970 – 1975	5488

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PUBLIC RELATIONS		GIRO / NG / PAM / PRP	
41	PURCHASE OF A NEW VAN NO CONTENTS NOTE WRITTEN ON FILE	1975	438
42	PAYMENT OF FEES TO STAFF FOR BROADCASTS TALKS ETC	1975	1710
43	INSTITUTE OF PUBLIC RELATIONS	1974 – 1975	1711
44	IPR (INSTITUTE OF PUBLIC RELATIONS)	1975	368
45	INSTITUTE OF PUBLIC RELATIONS 28 01 1975	1975	1711
46	GENERAL CORESPONDENCE RECORD MR BARRETT'S FILE	1974 – 1975	2967
47	GENERAL CORESPONDENCE RECORD MR BARRETT'S FILE	1975	2967
48	PRB DUTY NOTES	1976	1711
49	PRESS VISIT TO NGC	1976	5468
50	PUBLIC RELATIONS / PUBLICITY MEETINGS SEE GIRO NG C DC PRP		
51	WORK FLOW IN PRESS OFFICE	1977	5469
52	CORREPENDENCE	1975 – 1977	5468
53	BACKGROUND INFORMATION ON ON GIRO	1975 – 1977	5470
54	REQUESTS FOR SPEAKERS	1977	5468
55	PRESS AND PUBLICITY FOR INTRODUCTION OF FOREIGN GUARANTEE CARDS MAY – JUNE 1977	1977	2008
56	LLOYDS BANK LTD VISIT TO GIRO	1977	1414

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PUBLIC RELATIONS		GIRO / NG / PAM / PRP	
57	TELEX	1976 – 1977	5458
58	QUEEN'S SILVER JUBILEE APPEAL	1976 – 1977	2521`
59	SLATTER REPORT ON PUBLIC RELATIONS PUBLICITY AND INTERNAL RELATIONS IN THE POST OFFICE	1977	365
60	PRESS SCHEDULES	1978	5427
61	PUBLICITY GENERAL (INCLUDING SPEECHES AND ARTICLES)	1978	1077
62	PRESS CONTACTS GENERAL	1975 – 1978	378
63	SCANNING THE PROVINCES	1978	1725
64	SPORTS SPONSORSHIP MIKE O'BRIEN RACING CAR	1978	1631
65	POST OFFICE PR BRIEFINGS	1978	5427
66	CAPITAL RESTRUCTURING PAPERS	1978	365
67	COMPLAINTS ABOUT UNSOLICITED CORRESPONDENCE	1978	1438
68	GENERAL CORREONDENCE 1 JANUARY – 30 APRIL 1978	1978	1442
69	GENERAL CORRESPONDENCE ILLUMINATED POST OFFICE AND GIRO SIGNS	1978	441
70	ASSOCIATION OF INDUSTRIAL DEVELOPMENT OFFICERS	1978	365
71	VISIT OF SIR WILLIAM BARLOW CHAIRMAN OF THE POST OFFICE 1 FEBRUARY 1978	1978	1704
72	CHARIMAN'S VISIT TO NGC 1 FEBRUARY 1978	1978	1705

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PUBLIC RELATIONS		GIRO / NG / PAM / PRP	
73	VIP VISITORS	1978	367
74	POSTAL OPEN DAYS AT BOOTLE	1978	366
75	POSTAL OPEN DAYS AT BOOTLE	1978	1313
76	AUDIO VISUAL EQUIPMENT MILK STREET (SEE GIRO / NG / EB / L / 8)	1978	1636
PUBLIC RELATIONS MAGAZINES		GIRO / NG / PAM / PRP / M	
1	GIRO WORLD POLICY	1971 – 1974	370
2	GIRO WORLD QUESTIONNAIRE	1974	368
3	GIRO POST POLICY	1970 – 1974	368
4	GIRO POST CONTRACT	1973 – 1974	369
5	GIRO POST ADVERTISING	1974	369
6	GIRO POST HOUSING MANAGERS SCARBOROUGH JUNE 1974	1974	369
7	GIRO POST HOUSING MANAGERS SEPTEMBER 1974	1974	369
8	GIRO POST POST OFFICE CORPORATION	1974 – 1975	370
9	GIRO WORLD ADVERTISING	1975	368
10	GIRO POST SUB POSTMASTERS 05 1975	1975	369
11	GIRO CONTACT SUMMER 1976	1976	369
12	GIRO CONTACT WINTER 1976	1976	369
13	MEMO MAGAZINE	1976	370

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PUBLIC RELATIONS MAGAZINES

GIRO / NG / PAM / PRP / M

14	GIRO WORLD STAFF MAGAZINE ISSUE 1	1970	330
15	GIRO WORLD STAFF MAGAZINE ISSUE 2 AND 3	1971	330
16	GIRO WORLD STAFF MAGAZINE ISSUE 4	1971	330
17	GIRO WORLD STAFF MAGAZINE ISSUE 5	1971	330
18	GIRO WORLD STAFF MAGAZINE ISSUE 6	1971	330
19	GIRO WORLD STAFF MAGAZINE ISSUE 7	1971	330
20	GIRO WORLD STAFF MAGAZINE ISSUE 8	1972	330
21	GIRO WORLD STAFF MAGAZINE ISSUE 9	1972	330
22	GIRO WORLD STAFF MAGAZINE ISSUE 10	1972	330
23	GIRO WORLD STAFF MAGAZINE ISSUE 11	1972	330
24	GIRO WORLD STAFF MAGAZINE ISSUE 12	1972	330
25	GIRO WORLD STAFF MAGAZINE ISSUE 13	1972	330
26	GIRO WORLD STAFF MAGAZINE ISSUE 14	1972	330
27	GIRO WORLD STAFF MAGAZINE ISSUE 15	1973	330

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PUBLIC RELATIONS MAGAZINES

GIRO / NG / PAM / PRP / M

28	GIRO WORLD STAFF MAGAZINE ISSUE 16	1973	330
29	GIRO WORLD STAFF MAGAZINE ISSUE 17	1973	330
30	GIRO WORLD STAFF MAGAZINE ISSUE 18	1973	330
31	GIRO WORLD STAFF MAGAZINE ISSUE 19	1973	330
32	GIRO WORLD STAFF MAGAZINE ISSUE 20	1973	330
33	GIRO WORLD STAFF MAGAZINE ISSUE 21	1973	330
34	GIRO WORLD STAFF MAGAZINE ISSUE 22	1974	330
35	GIRO WORLD STAFF MAGAZINE ISSUE 23	1974	330
36	GIRO WORLD STAFF MAGAZINE ISSUE 24	1974	330
37	GIRO WORLD STAFF MAGAZINE ISSUE 25	1974	330
38	GIRO WORLD STAFF MAGAZINE ISSUE 26	1974	330
39	GIRO WORLD STAFF MAGAZINE ISSUE 27	1974	330
40	GIRO WORLD STAFF MAGAZINE ISSUE 28	1974	330
41	GIRO WORLD STAFF MAGAZINE ISSUE 29	1975	330

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PUBLIC RELATIONS MAGAZINES

GIRO / NG / PAM / PRP / M

42	GIRO WORLD STAFF MAGAZINE ISSUE 30	1975	330
43	GIRO WORLD STAFF MAGAZINE ISSUE 31	1975	330
44	GIRO WORLD STAFF MAGAZINE ISSUE 32	1975	330
45	GIRO WORLD STAFF MAGAZINE ISSUE 33	1975	330
46	GIRO WORLD STAFF MAGAZINE ISSUE 34	1975	330
47	GIRO WORLD STAFF MAGAZINE ISSUE 35	1975	330
48	GIRO WORLD STAFF MAGAZINE ISSUE 36	1975	330
49	GIRO WORLD STAFF MAGAZINE ISSUE 37	1975	330
50	GIRO WORLD STAFF MAGAZINE ISSUE 38	1976	330
51	GIRO WORLD STAFF MAGAZINE ISSUE 39	1976	330
52	GIRO WORLD STAFF MAGAZINE ISSUE 40	1976	330
53	GIRO WORLD STAFF MAGAZINE ISSUE 41	1976	330
54	GIRO WORLD STAFF MAGAZINE ISSUE 42	1976	330
55	GIRO WORLD STAFF MAGAZINE ISSUE 43	1976	330

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PUBLIC RELATIONS MAGAZINES

GIRO / NG / PAM / PRP / M

56	GIRO WORLD STAFF MAGAZINE ISSUE 44	1976	330
57	GIRO WORLD STAFF MAGAZINE ISSUE 45	1976	330
58	GIRO WORLD STAFF MAGAZINE ISSUE 46	1977	330
59	GIRO WORLD STAFF MAGAZINE ISSUE 47	1977	330
60	GIRO WORLD STAFF MAGAZINE ISSUE 48	1977	330
61	GIRO WORLD STAFF MAGAZINE ISSUE 49	1977	330
62	GIRO WORLD STAFF MAGAZINE ISSUE 50	1977	330
63	GIRO WORLD STAFF MAGAZINE ISSUE 51	1978	330
64	GIRO WORLD STAFF MAGAZINE ISSUE 52	1978	330
65	GIRO WORLD STAFF MAGAZINE ISSUE 53	1978	330
66	GIRO WORLD STAFF MAGAZINE ISSUE 54	1978	330
67	GIRO WORLD STAFF MAGAZINE REPORT AND ACCOUNTS ISSUE JULY 1977	1977	330
68	RESOURCES FOR LEARNING PAYDAY MAGAZINE	1978	5494
69	POST OFFICE GAZETTE	1978	370

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MISS GIRO COMPETITION		GIRO / NG / PAM / PRP / MG	
1	MISS GIRO	1976 – 1977	369
MARKETING		GIRO / NG / PAM / M	
1	MARKETING STRATEGY	1970	1709
2	DEVELOPING THE ANNUAL MARKETING PLAN	1970	323
3	MARKETING EXTENSIONS / MODIFICATIONS	1969 – 1970	1067
4	MARKETING	1969 – 1970	1067
5	MANAGEMENT MEETINGS	1968 – 1970	255
6	MARKETING MEETING	1970	254
7	MEETINGS BUSINESS RELATIONSHIP BRANCH	1967 – 1969	255
8	MARKETING COMMITTEE REPORTS	1969 – 1970	255
9	MARKETING CORRESPONDENCE WITH ALDERMAN S MAHON	1970	1442
10	MARKETING PLAN 1971	1971	215
11	MARKETING COMMUNICATIONS DIVISIONAL MEETINGS	1971	254
12	MARKETING RESEARCH	1971	1709
13	OPTIMISATION OF INVESTMENTS CORPORATE CONTROL OF	1971	589
14	SELL : MARKETING STAFF	1971	1709
15	GRS MARKETING PLAN 1972	1972	215
16	CUSTOMER CORRESPONDENCE	1970 – 1972	1441

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MARKETING		GIRO / NG / PAM / M	
17	CORRESPONDENCE WITH THE COUNTESS ATLEE RE GIRO	1971 – 1972	8075
18	WJ BAYES RE IMBURSEMENT OF POOLS WIN	1972	399
19	MARKETING SEPTEMBER 1970	1970 – 1973	1067
20	CORRESPONDENCE WITH BOROUGH TREASURER OF BARNSLEY SUGGEST- IONS RE GIROCHEQUE SECURITY	1973	1442
21	CORRESPONDENCE WITH MR RH BAILEY HEADPOSTMASTER EPSOM SURREY	1972 – 1973	1441
22	LETTER FILE	1973	904
23	STANDING GROUP ON THE MARKETING FUNCTION	1973	1019
24	GRS MARKETING PLAN	1973	215
25	GRS MARKETING PLAN	1973	501
26	RD MARKETING PLAN SUMMARY	1973	215
27	GRS MARKETING PLAN 1974	1974	216
28	GRS MARKETING PLAN 1974	1974	4276
29	GRS MARKETING PLAN 1974	1974	8294
30	1974 MARKETING PLAN REGIONAL DIRECTORS' SUMMARY	1974	216
31	GRS BUSINESS PLAN 1974 – 1984 HIGHLIGHTS	1974	216
32	STANDING GROUP ON THE MARKETING FUNCTION	1973 – 1974	471
33	MARKETING CALENDAR JANUARY 1973 – DECEMBER 1974	1973 – 1974	1437

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MARKETING		GIRO / NG / PAM / M	
34	THE HONDURAS HURRICANE DISASTER APPEAL	1974	2524
35	LIAISON WITH DATAPOST	1974	1424
36	GRS MARKETING PLAN	1975	1069
37	RE ORGANISATION OF MARKETING DIVISION	1970 – 1975	1079
38	MARKETING PRESENTATION TO THE CHAIRMAN	1975	1085
39	LETTER FILE PART 2 ATTACHED TO GIRO / PAM / M / 22	1974 – 1975	904
40	MERCHANDISING PROPOSAL	1976	1709
41	REPORTS GIRO	1976	367
42	BACKGROUND INFORMATION	1972 – 1976	5470
43	NSB GIRO AMALGAMATION CUTTINGS	1976	1709
44	GRS MARKETING ACTIVITY 1977 - 1978	1977	216
45	MARKETING CALENDAR 2	1975 – 1977	1437
46	MARKETING CALENDAR 3 BUSINESS ACCOUNTS CAMPAIGN PLAN	1976 – 1977	1437
47	CHANGE GIVING	1971 – 1977	1419
48	CHANGE GIVING 2	1976 – 1977	1419
49	PENSIONS THROUGH GIRO PRUDENTIAL ASSURANCE CO LEAFLET SOLICITORS ADVICE	1977	142
50	GRS MARKETING ACTIVITY	1978	116

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MARKETING		GIRO / NG / PAM / M	
51	MARKETING DIVISION GRS MONTHLY BUDGET REPORT 1978	1978	1442
GIRO SALES FORCE		GIRO / NG / PAM / M / SF	
1	GIRO MARKETING – SALE FORCE - PROPOSED GRADING AND RECRUITMENT	1967 – 1972	3925
2	GRADING OF GRSD SALES STAFF POSTAL BUSINESS CONSIDERATIONS	1972	3925
3	SALES DIVISION RESTRUCTURING	1970 – 1972	1080
4	MISCELLANEOUS CORRESPONDENCE WITH RDS GENERAL	1969 – 1972	1015
5	MISCELLANEOUS CORRESPONDENCE WITH RDS NORTH EAST REGION	1969 – 1972	1015
6	SALES DIVISION RESTRUCTURING	1973	1080
7	RD’S(P) CONFERENCE 15 MARCH 1973	1973	1077
8	RD’s INFORMATION SHEET	1973	1710
9	OFFICIAL CARS FOR GIRO SALES FORCE SEE GIRO NG SB ST 20	1971 – 1973	
10	MISCELLANEOUS CORRESPONDENCE WITH RDS – SOUTH WESTERN REGION	1968 – 1974	1015
11	CALL RATES FOR CONSULTANTS	1973 – 1974	1053
12	COMPANIES PREPARED TO ACCEPT TRANSFERS	1974	1709
13	SALES DIVISION RESTRUCTURING	1974 – 1975	1080
14	SALES REVIEW MEETINGS	1975	170
15	POSTAL REGION VISITS GENERAL	1972 – 1975	1077

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GIRO SALES FORCE		GIRO / NG / PAM / M / SF	
16	DPS BOOTLE SALES OFFICE	1975	467
17	MISCELLANEOUS CORRESPONDENCE WITH RDS EASTERN REGION	1975	1015
18	MISCELLANEOUS CORRESPONDENCE WITH RDS LPR	1975	1015
19	MISCELLANEOUS CORRESPONDENCE WITH RDS NORTHERN IRELAND	1975	1015
20	MISCELLANEOUS CORRESPONDENCE WITH RDS SCOTLAND	1975	1015
21	MISCELLANEOUS CORRESPONDENCE WITH RDS WALES AND BORDER COUNTIES	1975	1015
22	SCOTTISH ELECTRICITY BOARDS	1975 – 1976	361
23	SALES DIVISION RESTRUCTURING	1976 – 1977	1080
24	RDs (P) CONFERENCE	1977	1087
25	SALES REPORT	1974 – 1977	1438
26	LOST GIROCHEQUES	1977	1440
27	NIGHT SAFES	1977	1440
28	SEVERN TRENT WATER AUTHORITY	1977	1087
29	NORTH WEST WATEWR AUTHORITY	1977	1086
30	PAY CO ORDINATION COMMITTEE RE SALES FORCE SALARIES AND ASSISANT SALES MANAGERS (SEE GIRO / NG / SB / C / 12)	1975 – 1977	468
GIRO USER GROUPS		GIRO / NG / PAM / GUG	
1	CROYDON GUG	1971	260

PR ADVERTISING AND MARKETING

GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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GIRO USER GROUPS

GIRO / NG / PAM / GUG

2	CROYDON GIRO USERS GROUP	1972	1004
3	GIRO USERS' GROUPS VISIT 5 OCTOBER 1972	1972	260
4	CROYDON GIRO USERS GROUP	1972 – 1973	260
5	GIRO USERS GROUPS	1972 – 1974	260
6	USERS GROUPS REPLIES LABEL PRINTOUT	1974	260
7	CROYDON GIRO USER GROUP	1974 – 1975	261
8	CROYDON GIRO USER GROUP	1974 – 1975	261
9	GIRO USER GROUP SECRETARIES MEETING AND DINNER LONDON 28 04 1975	1975	260
10	THAMES VALLEY READING GIRO USERS GROUP	1975 – 1976	260
11	CROYDON GIRO USERS GROUP	1976	261
12	GIRO USERS GROUP CORRESPONDENC	1976	261
13	POLICY GIRO USERS GROUPS	1971 – 1977	260
14	MISCELLANEOUS CORRESPONDENCE RECEIVED IN 1977 FROM MEMBERS OF GUG	1977	260
15	VISIT TO NGC BY GIRO USER GROUP SECRETARIES	1977	260
16	GIRO USER GROUP MEETING	1977	260
17	MEETING OF GIRO USER GROUPS BIRMINGHAM SALES OFFICE	1977	260
18	CROYDON GUG	1977	261

PR ADVERTISING AND MARKETING GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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GIRO USER GROUPS GIRO / NG / PAM / GUG

19	GAY GIRO ENTHUSIASTS GROUP	1976 – 1977	260
20	THAMES VALLEY GUG	1977	260
21	GUG MR QUIRKE SUGGESTIONS AND REPLIES	1977 – 1978	260
22	REPLIES FOR GUG MEETING	1978	260
23	CROYDON GUG	1978	261

PR ADVERTISING AND MARKETING GIRO / NG / PAM /

NO	TITLE	DATES	LOCATION BOX BAY
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BANK'S TENTH ANNIVERSARY GIRO / NG / PAM / TA

1	TENTH ANNIVERSARY	1977 – 1978	686
2	10 TH ANNIVERSARY BOOTLE	1978	3432
3	TENTH ANNIVERSARY	1978	3432
4	ANNIVERSARY RECEPTION NATIONAL GIROBANK 10 TH ANNIVERSARY RECEPTION PAINTERS HALL TUESDAY 26 SEPTEMBER 1978	1978	7351
5	INVITES 10 TH ANNIVERSARY BOOTLE MASTER LIST ONLY	1978	3432
6	CHAIRMAN'S 10 TH ANNIVERSARY SPEECH BOOTLE	1978	275
7	10 TH ANNIVERSARY CHAMPAGNE RECEPTION	1978	3432
8	10 TH ANNIVERSARY MEDIA ADVERTISING	1978	140

PR ADVERTISING AND MARKETING

GIRO / NG / PAM

/

NO TITLE

DATES

**LOCATION
BOX BAY**

BANK'S TENTH ANNIVERSARY

GIRO / NG / PAM / TA

**9 TENTH ANNIVERSARY
ADVERTISEMENT DEVELOPMENT
OF ADVERTISEMENT MEDIA SCHEDULE**

1978

140

PROJECTS

Giro had no sooner opened than it commenced on a series of projects to improve its service and profitability. As the company was still in its formative period with a very fluid and developing structure, it is not always easy to identify who owned these projects. Most had a marketing, Technology, operational and staff input and as such brought together people from all those areas.

The early 1970s saw the development of a number of major projects to meet the changing needs of the Business. In particular in 1972 there was a Tariff restructuring and a change in conditions of service to increase revenue and reduce the losses being suffered by the national Giro. The Giro also started to enter into partnerships to offer services, which it could not offer in its own right. One of the most successful was link up with the Mercantile Credit Co Ltd for a range of personal loans. 1973 also saw the abolition of the Inland Money Order Service to be replaced by Postal Orders. By 1974 projects were beginning to split into general projects and those specific to the bank's range of products and services. The later in particular became so product orientated, ongoing and detailed that they are now listed as Products (GIRO/ NG/PRO).

Projects of a purely technical nature are listed under Service Products Using Computers.(GIRO / NG / T / SP).

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
1	SCALE PAYMENT AND CROWN PO STATISTICS PROGRAM NOTES	1969	597
2	ADDITIONAL TRANSFER FACILTIES	1969	598
3	PROVISION OF GIRO / JSB STANDING ORDER FACILITY	1969	598
4	SELECTIVE EDIT OF STATEMENT (EMERGENCY) TAPES FOR HISTORY SPECIFY 3 PART STATIONERY	1969	598
5	WODS AT ANY OFFICE	1968 - 1969	599
6	ENQUIRY TELEPHONE NUMBER ON STATEMENTS	1969	599
7	FLOWCHART OF SYSTEM AND RANDOM PAPERS	1969	654
8	REVIEW TEAM REPORT	1969	821
9	REVIEW TEAM REPORTS	1969	996
10	INFORMATION ETC REVIEW TEAM	1969	550
11	STUDY ON RESTRICTED DEGRADATION OF SERVICE	1969	999
12	SCHEDULE OF MODIFICATIONS AND AMENDMENTS TO PROJECTS AND PROGRAMMES	1969	999
13	REPORT OF WORKING PARTY ON RECONCILIATION	1969	999
	1968 – 1970		
14	HODGE GROUP		
	PROPOSALS	1970	3273
	THE JULIAN HODGE GROUP	1970	1010
	HODGE GROUP DEPOSIT SCHEME	1970	618

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
15	PAYMENT FOR DNS INVESTMENTS BY GIRO TRANSFER	1970	396
16	POSTAL ORDERS		
	USE OF FOR LOTTERY BY GIRO TRANSFER	1970	
17	VENDING MACHINES TAX RESERVE CERTIFICATE PURCHASE BY STANDING ORDER	1968 - 1970 1970	3679
18	PUNCH CARDS	1970	1313
19	NON ASSOCIATION OF DOCUMENTS AND STATEMENTS	1970	5095
20	EXECUTIVE COMMITTEE CLEARING BANKS OUTSTANDING QUESTIONS INVESTIGATION INTO RD GIROCHEQUES TIME OF RETURNS TO JSBS	1971	2974
21	POSTAL ORDERS 1971 SCHEME SUBSEQUENT AMENDMENTS	1971	
22	MERCANTILE CREDIT COMPANY LTD	1970 – 1972	1070
23	REVISED CHARGES FOR GIRO SERVICES (1 JULY 1972)	1972	562
24	NEW TARIFF STRUCTURE	1972	1709
25	CONDITIONS OF SERVICE CHANGES TO INCLUDING NOTICE TO CUSTOMERS GENERAL	1972	6102
26	CONDITIONS OF SERVICE CHANGES TO INCLUDING NOTICE TO CUSTOMERS SOLICITORS ADVICE	1972	6102
27	POSSIBLE ABOLITION OF INLAND MONEY ORDER SERVICES LEGAL POSITION	1970 – 1972	1250

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
28	EXAMINATION OF INLAND MONEY ORDER SERVICE STATISTICS	1972	1250
29	EXAMINATION OF INLAND MONEY ORDER SERVICE	1972	1250
30	EXAMINATION OF INLAND MONEY ORDER SERVICE	1972	1250
31	CASHCHEQUES	1970 – 1972	3069
32	DIRECT ISSUE OF GIROCARDS AND WODS RECORDS TO ACCOUNT HOLDERS	1971 – 1972	1555
33	HIGH VALUE CASH WITHDRAWALS HVCW NOTE COUNTER RULES AT FRONT OF FILE	1970 – 1972	428
34	RED CARD FACILITY WITHDRAWAL AND RESUMPTION	1971 – 1972	1015
35	VALUE ADDED TAX VAT	1972	1709

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
36	NATIONAL GIRO HANDBOOK REVISIONS 1972	1972	1072
37	REVISION OF GIROBANK HANDBOOK 1972	1972	2324
38	GIRO HANDBOOK PRIVATE VERSION	1968 – 1973	250
39	COPY OF HANDBOOK	1973	504
40	COPY OF HANDBOOK	1973	504
41	GIRO IN YOUR BUSINESS	1971 – 1973	1436
42	GIRO IN YOUR BUSINESS BOOKLET	1973	
43	MONEY SHOPS	1972 – 1973	1071
44	MERCANTILE CREDIT CO LTD	1973	1070
45	MERCANTILE CREDIT LOAN SCHEME	1973	1308
46	BANK CARDS	1973	1886
47	EMERGENCY PROCEDURES FOR JSB CHEQUES DURING INDUSTRIAL ACTION	1973	2974
48	GILBERT CHEQUE SYSTEM	1972 – 1973	1430
49	TRANSFER OF INLAND MONEY ORDER WORK FROM CHESTERFIELD	1973	1369
50	MONEY ORDER SCHEME AND AMENDMENTS	1973	3066
51	ABOLITION OF INLAND ORDINARY MONEY ORDER SERVICE	1973	1250
52	CHECK LIST OF ITEMS REQUIRING ATTENTION ON THE ABOLITION OF THE INLAND MONEY ORDER SERVICE	1973	1250

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
53	LIST OF LARGE USERS OF THE INLAND MONEY ORDER SERVICE RESULTS OF SURVEY TAKEN ON APPLICATIONS MADE DURING WEEK ENDING 31 MARCH 1973	1973	1250
54	INLAND MONEY ORDER SERVICE INSTRUCTORS COPY	1973	1250
55	AUTHORITY REQUESTED BY SUPPLIES DIVN HH 31 / 1 TO DISPOSE OF RESIDUAL STOCKS OF INLAND MONEY ORDERS	1973	1250
56	COMPLAINT RE CESSATION OF INLAND MONEY ORDER SERVICE TO CHAIRMAN OF PO BOARD FROM SUBPOSTMISTRESS MILTON BRIDGE PENICUIK MIDLOTHIAN	1973	1250
57	POSTAL ORDERS	1973	5441
58	VARIABLE VALUE POSTAL ORDERS	1973	130
59	POSTAL ORDER WORK EVALUATION OF READINGS AT NGC MINUTES AND IMPLEMENTATION	1973	1396
60	RED CARDS REPLACED BY BLUE CARDS	1973	1555
61	VARIABLE CHARGES – PART PENCE	1972 - 1973	1432
62	GOLD CARD FACILITY	1972 – 1973	2326
63	MONEY SHOPS	1972 - 1973	3673
64	SALRIES THROUGH GIRO	1972 – 1973	442
65	VARIABLE STANDING ORDERS	1973	1433
66	ELECTRICITY COUNCIL / GIRO WORKNG PARTY	1971 – 1974	3261

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
67	DHSS NATIONAL INSURANCE STAMPS CHANGES FOR ARRANGEMENTS IN 1975	1974	108
68	PUBLIC SECTOR MAIL SHOT TO ALL LOCAL AUTHORITY COUNCILLORS	1974	101
69	PARTNERSHIP SCHEMES – PEOPLE’S BANK (PROVIDENT CLOTHING)	1974	410
70	COD TRADE CHANGE MONEY ORDER	1964 – 1974	392
71	GIROBANK FACILITIES FOR ARMED FORCES IN NORTHERN IRELAND	1974	6101
72	CO OP RETAIL SOCIETY HIGH VALUE CASH WITHDRAWALS AT POST OFFICES	1974	6097
73	BANKNOTE ENVELOPES 484 / 485	1970 – 1975	1420
74	COPYRIGHT BSANK NOTES AND COIN	1975	1441
75	DEPT OF EMPLOYMENT CHANGE TO DHSS STYLE GIROCHEQUES	1975	1536
76	GENERAL PO PENSIONS RECEIPT FORM TRANSFER TO GIRO	1967 – 1975	1536
77	REPAYMENT OF FEES EXERCISE	1975	1250
78	SEALS FOR CASH COLLECTION		
79	GIRO HANDBOOK	1970 – 1975	1006
80	REVISION OF CHARGES	1976	1442
81	NEW FACILITIES	1972 – 1976	1710
82	NEW FACILITES EXTERNAL INITIATIVE	1975 – 1976	1710
83	GIRO BANKING SERVICES FOR GOVERNMENT DEPARTMENTS	1975 – 1976	1436
84	HMSO NORWICH	1976	959

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
85	FULL BANKING FOR LOCAL AUTHORITIES	1975 – 1976	3679
86	REGISTRATION DUTIES FOR LOCAL AUTHORITIES	1969 – 1976	3676
87	DEPOSITARY DUTIES FOR LOCAL AUTHORITIES	1975 – 1976	3676
88	LOCAL AUTHORITY LOTTERIES	1975 – 1976	1064
89	ISSUE OF FISHING LICENCES FOR WATER AUTHORITIES	1976	108
90	O AND L (OLAU LINE) FERRIES	1975 – 1976	1426
91	LITTLEWOODS POOLS LTD	1976	1416
92	PMC PROJECT POST OFFICE HANDLING OF GIRO BUSINESS DEPOSITS	1976	1424
93	CONDITIONS OF SERVICE FOR UNBANKED DEPOSITS	1975 – 1976	1422
94	BANKNOTE ENVELOPES	1975 – 1976	1420
95	THE QUEEN'S SILVER JUBILEE APPEAL	1976	1087
96	NEW BANKING FACILITIES	1976 – 1977	1011
97	USE OF GIRO BY GOVERNMENT DEPARTMENTS	1969 – 1977	1019
98	IDENTIFICATION OF NEW BUSINESS DEPOSIT BD MARKETS BY HEADPOSTMASTERS	1977	1424
99	GIRO AND THE BOOK TRADE	1976 – 1977	1429
100	TELECOMMUNICATIONS BUSINESS PAYROLL USE OF BACS	1974 – 1977	1430

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
101	WELSH NATIONAL WATER DEVELOPMENT AUTHORITY IDENTITY CARD FOR CASHCHEQUES	1976 – 1977	6714
102	DEPT OF ENERGY FUEL VOUCHERS AND ELECTRICITY BUDGET STAMPS	1975 – 1977	1429
103	BRITISH RAIL SENIOR CITIZENS RAILCARDS	1976 – 1977	1429
104	LOANS FOR PURCHASE OF SEASON TICKETS	1977	3690
105	TAX ALLOWANCE ON LIFE ASSURANCE PREMIUMS	1977	1619
106	SELF DRAWN FUNDING CHEQUES TO INTEREST BEARING ACCOUNTS	1977	1406
107	DEPOSITS OF LOOSE CHEQUES	1975 – 1977	1422
108	BUDGET PAYMENT FACILITY FOR TELEPHONE BILLS	1977	6095
109	BANKNOTE ENVELOPES	1976 – 1977	1420
110	GIRO HANDBOOK	1967 – 1977	792
111	CODE OF PRACTICE PART 1	1977	6096
112	CODE OF PRACTICE PART 2	1977	6096
113	GOVERNMENT DEPARTMENTS	1975 – 1978	3697
114	GOVERNMENT HOME PURCHASE SCHEME	1978	3667
115	CHANNEL ISLANDS AND ISLE OF MAN RESTRICTIONS	1975 – 1978	1937
116	CASHCHEQUES	1978	1621
117	PAYMENTS BUSINESS	1975 – 1978	1074

PROJECTS		GIRO / NG / PJ /	
NO	TITLE	DATES	LOCATION BOX BAY
118	GIRO WITHDRAWALS ON DEMAND AUTHORISATION BY TELEPHONE	1976 – 1978	1536
119	GIRO BUSINESS DEPOSITS CONSISTING OF CHEQUES ONLY	1975 – 1978	1536
120	TELEPHONE BILLING BUDGET ACCOUNTS INCLUDING A NOTE OF BACS TIMESCALES ETC	1975 – 1978	1427
121	TELEPHONE BILLING BUDGET ACCOUNTS	1978	1427
122	GIROCASH	1978	3683
123	TENDER B 141 / 1093 AUTOMATIC CASH DISPENSER	1978	902
124	INSTALLATION OF A CASH DISPENSER AT NGC	1977 – 1978	900
125	INSTALLATION OF A CASH DISPENSER AT NGC DISCUSSIONS WITH STAFF SIDE	1977 – 1978	902
126	INSTALLATION OF A CASH DISPENSER AT NGC OUTLINE SYSTEMS DESCRIPTION	1978	902
127	MARKS AND SPENCER LTD	1975 – 1978	143
128	PRUDENTIAL	1978	3899
129	BRITISH TRANSPORT DOCKS BOARD	1977 – 1978	1052
130	CASHCHEQUE USERS	1978	142

POST OFFICE RE ORGANISATION

During this period the Post Office, in addition to setting up and opening Giro, was also going through major organisational change. This was as a direct result of the Labour Government's determination to modernise the processes of government. It planned to abolish the Post Master General's post and office and replace it with a modern Post Office Corporation. The new Corporation was to be responsible for all the postal services, the telephone services and all remittance services, including Giro. This transformation required an Act of Parliament, which was enacted during 1969. There are previous papers in GIRO/PO/REO.

The papers relate to four major aspects of this change. The first two sections look at the Bill its self and its passage through Parliament. The next section deals with the important issues surrounding Vesting Day, which was the designated day on which the Postmaster General's powers were transferred to the New Corporation. These preparations affected all parts of the business including Giro, and we have a very good set of papers on the aspects involving Giro. The payment of Stamp Duty was another major issue for the Post Office and Giro in particular. There are a number of papers relating to the setting up of systems in Giro to deal with Stamp Duty. Finally the Bill had to have specific sections relating to Giro and we have a small number of papers relating to these aspects. These papers were mainly created by our legal Department, who obviously handled the Giro's part in this major project.

POST OFFICE RE ORGANISATION			GIRO / NG / POR /
NO	TITLE	DATES	LOCATION BOX BAY
THE ACT			GIRO / NG / POR / A
1	POST OFFICE ACT 1969	1969	3168
2	POST OFFICE BILL EXPLANATORY AND FINANCIAL MEMORANDUM	1969	3165
3	LONDON GAZETTE ANNOUNCEMENT OF VARIOUS SCHEMES UNDER THE BILL	1969	3165
4	PO BILL INTRODUCTION PRINT AMENDMENTS 1968 - 1969	1968 - 1969	1247
PROGRESS OF THE BILL			GIRO / NG / POR / PB
1	PO BILL COMMITTEE STAGE QUESTIONS AND ANSWERS	1969	402
2	PO BILL LORDS COMMITTEE STAGE AMENDMENTS	1969	402
3	HOUSE OF LORDS SECOND READING AND WINDING UP SPEECH	1969	401
4	PO BILL LORDS REPORT STAGE CONTAINS PARLIAMENTARY HISTORY OF THE BILL	1969	402
5	POST OFFICE BILL COMMITTEE STAGE	1969	1247
6	PROPOSED INCREASE IN THE SUPPLEMENTAL SERVICE FEES	1969	1247
VESTING DAY			GIRO / NG / POR / V
1	RE ORGANISATION PREPARATIONS FOR VESTING DAY	1969	402
2	PREPARATIONS FOR VESTING DAY REVISION OF FORMS	1969	403

POST OFFICE RE ORGANISATION			GIRO / NG / POR /
NO	TITLE	DATES	LOCATION BOX BAY
VESTING DAY			GIRO / NG / POR / V
3	PREPARATIONS FOR VESTING DAY COMPLETE SET OF GR A 87 PAPERS ISSUED BY PEL	1969	403
4	PREPARATIONS FOR VESTING DAY VESTING OF RECORDS OF THE EXISTING POST OFFICE	1969	1247
5	VESTING DAY ARRANGEMENTS	1968 - 1969	618
6	VESTING DAY CORRESPONDENCE AND GR A PAPERS 1 - 17	1969	667
7	VESTING DAY R.O. PREP PAPERS 1 - 23	1969	667
8	PREPARATIONS FOR VESTING DAY	1969	1557
9	VESTING DAY CHANGES AMENDMENTS TO CHARGES AND CONDITIONS OF SERVICE	1969	403
10	PREPARATIONS FOR VESTING DAY FORM DESIGN	1968 - 1970	402
11	PREPARATIONS FOR VESTING DAY POSTAL ORDERS	1967 - 1971	403
STAMP DUTY MATTERS			GIRO / NG / POR / SD
1	STAMP DUTY OTHER THAN BILL OF EXCHANGE DUTY	1968 - 1969	406
2	STAMP DUTY OUTLINE SYSTEMS SPECIFICATION	1968 - 1969	405
3	STAMP DUTY INLAND REVENUE CORRESPONDENCE FIDGEON	1968 - 1969	404
4	STAMP DUTY NON INLAND REVENUE CORRESPONDENCE	1969	405

POST OFFICE RE ORGANISATION		GIRO / NG / POR /	
NO	TITLE	DATES	LOCATION BOX BAY
STAMP DUTY MATTERS		GIRO / NG / POR / SD	
5	STAMP DUTY ON ADT'S CORRESPONDENCE WITH SOLICITOR'S OFFICE	1969	406
6	STAMP DUTY ON STANDING ORDERS METHODS OF COLLECTION	1969	406
7	STAMP DUTY QUESTIONS AND ANSWERS	1969	405
8	CORRESPONDENCE ON STAMP DUTY	1969	387
9	STAMP DUTY COMPOUNDING AGREEMENTS WITH INLAND REVENUE	1969	386
10	RE ORGANISATION LEGISLATION STAMP DUTY R / S	1968 - 1969	401
11	STAMP DUTY	1966 – 1970	1557
12	STAMP DUTY INLAND REVENUE CORPORATION POLICY	1968 – 1970	404
13	REPS AGAINST STAMP DUTY	1968 – 1970	408
14	MONEY ORDERS STAMP DUTY	1961 – 1970	406
15	STAMP DUTY ON ADT DAIRYMEN'S ASSOCIATION	1969 – 1970	406
16	REMIITENCE SERVICES STAMP DUTY	1968 – 1970	404
17	STAMP DUTY NON INLAND REVENUE CORRESPONDENCE	1965 – 1968	404
18	STAMP DUTY NON INLAND REVENUE CORRESPONDENCE	1969 – 1970	405

POST OFFICE RE ORGANISATION		GIRO / NG / POR /	
NO	TITLE	DATES	LOCATION BOX BAY
STAMP DUTY MATTERS		GIRO / NG / POR / SD	
19	STAMP DUTY AGREEMENTS CORRESPONDENCE WITH INLAND REVENUE	1969 – 1970	391
RE ORGANISATION GENERAL		GIRO / NG / POR / ROG	
1	RESIDUAL MINISTRY STEERING GROUP	1968 - 1969	401
2	RE ORGANISATION LEGISLATION	1967 - 1969	400
3	RE ORGANISATION LEGISLATION	1967 - 1969	399
4	BRANCH CIRCULAR CONCERNING THE EFFECTS OF CORPORATION STATUS ON THE MONEY ORDER SERVICE AND ON MONEY ORDER BRANCH	1969	1247
5	CORPORATION STATUS AMB 2	1969	1556
6	PO RE ORGANISATION	1969 – 1970	253
7	POST OFFICE BORROWING POWERS	1967 – 1971	390
MATTERS AFFECTING GIRO		GIRO / NG / POR / GI	
1	PO STATUS BILL COMPETITIVE ACTIVITIES	1967 - 1969	401
2	AMENDMENTS TO STATUTORY INSTRUMENTS COVERING REMITTANCE SERVICES	1968 - 1969	392
3	AS ABOVE PT 2	1969	392
4	FORM OF PO ACCOUNTS	1969	385
5	RE ORGANISATION LEGISLATION INVESTMENT OF GIRO BALANCES	1966 – 1970	400

PRODUCTS

The National Giro was originally envisaged as a cheap, reliable money transfer system for those people who did not have a bank account. However this very concept demanded that people opened accounts with the National Giro to use the facilities and that businesses maintained accounts to enable personal customers to use the pay through Giro system. Once these two basic accounts had been opened, customers began to demand more facilities such as having their pay paid directly into their account and businesses to pay their takings into the post office, and the National Giro started to spot opportunities to develop services and products for the marketplace. The Bank also took on responsibility of some existing Post Office products such as the Postal Order. Whilst the National Giro did not offer mortgages it did in 1977 start looking at providing a bridging loan service for customers. **During 1978 Budget & Deposit account services were introduced for personal customers.**

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL		GIRO / NG / PRO / G	
1	EXTENSIONS TO SERVICE 1970 – 1974 BRIDGING LOANS DEPOSIT AND BUDGET ACCOUNTS	1970 – 1974	1057
2	EXTENSIONS TO SERVICE 1975 BRIDGING LOANS, DEPOSIT AND BUDGET ACS	1975	1057
3	EXTENSIONS TO SERVICE 1976 BRIDGING LOANS, DEPOSIT AND BUDGET ACS	1976	1057
4	TREASURY LETTERS RE EXTENSIONS TO SERVICE	1976 – 1977	7559
5	EXTENSIONS TO SERVICE 1977 BRIDGING LOANS, BUDGET AND DEPOSIT ACCOUNTS	1977	1057
6	BUDGET ACCOUNT PROCEDURES	1978	1936
AGENTS DEPOSITS		GIRO / NG / PRO / AD	
1	AGENTS DEPOSITS NIGHT SAFES	1970 – 1974	1418
2	AGENTS DEPOSIT SCHEMES NOTIFIED BETWEEN 1 – 31 AUGUST 1974	1974	1309
3	MONEY TRANSFER FACILITIES	1974	1424
4	AGENTS DEPOSITS	1971 – 1974	1000
BUSINESS DEPOSITS		GIRO / NG / PRO / BD	
1	BUSINESS DEPOSITS	1969 – 1974	6097
CARDS		GIRO / NG / PRO / C	
1	GOLD GIROCARDS	1971 – 1974	1061
2	GOLD CARD STATS	1974 – 1975	329
3	GOLD GIRO CARD	1971 – 1975	130

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
CARDS		GIRO / NG / PRO / C	
4	GAURANTEE CARD AND OVERDRAFT FACILITIES (SEE GIRO / NG / PRO / OD / 2)	1974 – 1975	1062
5	GUARANTEE CARDS GENERAL PAPERS	1976	131
6	GUARANTEE CARD VETTING CRITERIA	1976	1237
7	GUARANTEE CARDS GENERAL PAPERS	1976 – 1977	131
8	GUARANTEE CARDS IMPROVED FACILITIES CHANGE IN LIMIT TO WODS TO £50	1977	128
9	GUARANTEE CARDS INTERNATIONAL 1975 – 1978		1084
10	GUARANTEE CARD AND OVERDRAFT FACILITIES	1976 – 1978	1063
LOANS		GIRO / NG / PRO / L	
1	MERCANTILE CREDIT	1969 – 1974	1011
2	PLANNING APPLICATION FORMS BACKGROUND INFORMATION	1974	1943
3	MERCANTILE CREDIT CO LTD GENERAL INFORMATION	1975 – 1976	1941
4	PLANNING ORIGINAL PAPERS	1975 – 1976	1943
5	CO ORDINATION MEETING PAPERS	1975 – 1976	1943
6	PEROSNAL LOANS ACCEPTANCE OR REJECTION	1975 – 1976	1943
7	PERSONAL LOAN PERMISSABLE PURPOSE	1976	1943

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
LOANS		GIRO / NG / PRO / L	
8	PEROSNAL LOANS INTEREST	1975 – 1976	1940
9	INTEREST EARNINGS ON PERSONAL LOANS	1976	3208
10	REVIEW OF EFFECTIVENESS OF VETTING TESTS TO RELAX OR TIGHTEN	1975 – 1976	1947
11	CURRENT ACCOUNT UNACCEPTEDLY OVERDRAWN AND CUSTOMER HAS A PERSONAL LOAN	1975 – 1976	1937
12	PERSONAL LOANS	1975 – 1977	1443
13	PERSONAL LOAN APPLICATION FORM	1975 – 1978	1933
14	VETTING PERSONAL LOANS PAYSLEIPS	1978	1947
OVERDRAFTS		GIRO / NG / PRO / OD	
1	OVERDRAWINGS	1970 – 1974	1012
2	GAURANTEE CARD AND OVERDRAFT FACILITIES	1974 – 1975	1062
3	OVERDRAFTS ON GIRO ACCOUNTS AND ADVANCES LEGAL POSITION	1969 – 1975	6103
4	OVERDRAFTS MISCELLANEOUS DEVELOPMENT WORKING PAPERS	1975	128
5	OVERDRAFT TREATMENT FOR 9 DIGIT ACCOUNTS	1974 – 1975	128
6	GUARANTEE CARD AND OVERDRAFT FACILITIES (SEE GIRO / NG / PRO / C / 10)	1976 – 1978	1063

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
PAY THROUGH GIRO		GIRO / NG / PRO / PTG	
1	PAY THROUGH GIRO	1974	1313
2	PAYMASTER GENERAL'S OFFICE CORRESPONDENCE WITH CIVIL SERVICE PENSIONERS ALLIANCE AND OFFICERS PENSIONS SOCIETY LTD	1970 – 1974	107
3	WAGE AND PENSIONS PAYMENTS BY PRE AUTHENTICATED	1973 – 1974	142
4	ADS FOR UNIONS RE PTG	1974	1424
PENSIONS THROUGH GIRO		GIRO / NG / PRO / PETG	
1	CIVIL SERVICE PENSIONS	1971 – 1975	107
2	RETIREMENT PENSIONS THROUGH GIRO	1974 – 1975	1408
POSTAL ORDERS		GIRO / NG / PRO / PO	
1	POSTAL ORDER TARIFF INCREASES	1968 – 1974	3066
2	POSTAL ORDERS 1974	1974	5442
3	POSTAL ORDERS 1975	1975	5442
4	POSTAL ORDERS 1975 SCHEME	1975	3064
5	POSTAL ORDERS INFORMATION REQUEST FROM NORWAY	1975	3065
6	POSTAL ORDERS BULK ISSUES TO POOLS FIRMS	1975	3065
7	POSTAL ORDERS ENQUIRY FROM NSPCC RE POSTAGE STAMPS ON POSTAL ORDERS	1975	3065
8	BANK CHEQUE CARDS FRAUDULENT USE IN CONNECTION WITH POSTAL ORDERS	1975	1000

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
POSTAL ORDERS		GIRO / NG / PRO / PO	
9	POSTAL ORDERS HISTORY OF	1966 – 1975	3064
10	POSTAL ORDERS	1976	5442
11	POSTAL ORDERS OMB'S STUDY AND PROPOSALS	1976	3065
12	POSTAL ORDERS USE OF COUNTER FOILS IN LOTTERY	1976	3065
13	POSTAL ORDERS	1977	5442
14	POSTAL ORDERS 1977 SCHEME	1976 – 1977	3064
15	POSTAL ORDERS EXEMPTION FROM LIABILITY	1969 – 1977	3065
16	POSTAL ORDERS POUNDAGES QUERIES	1975 – 1977	3065
17	POSTAL ORDFERS SOLICITORS FILE	1976 – 1977	3065
18	POSTAL ORDERS 1978 SCHEME	1978	3065
19	POSTAL ORDERS 1978	1978	5442
20	POSTAL ORDERS CODE OF PRACTICE 1978		6101
21	POSTAL ORDERS CODE OF PRACTICE 1978		6101
22	POSTAL ORDER CONTROLS AND PROCESSING STANDARDS QUALITY OF SERVICE MEETINGS	1978	1389
23	POSTAL ORDER SECTOR PROFITABILITY BY TRANSACTION SEPTEMBER 1976 REVIEW FOR 1976 / 1977 AND 1977 / 1978	1976 – 1978	1322
24	POSTAL ORDERS RE DESIGN	1976 – 1978	129

PRODUCTS		GIRO / NG / PRO	
NO	TITLE	DATES	LOCATION BOX BAY
POSTAL ORDERS		GIRO / NG / PRO / PO	
25	POSTAL ORDERS AND MONEY ORDERS IN SCOTLAND	1978	3066
26	POSTAL ORDERS A ABOLISHING POSTAGE STAMPS AND B SUBSIDISATION OF POOLS FIRMS	1978	1321
UNIT TRUSTS		GIRO / NG / PRO / UT	
1	UNIT TRUSTS	1975 – 1976	3662
BRIDGING LOANS		GIRO / NG / PRO / BL	
1	BRIDING LOANS PART 1	1976 – 1977	1935
2	BRIDGING LOANS PART 2 PLANNING FORMS PROCEDURES (ATTACHED TO ABOVE)	1977	1935
GIROCHEQUES		GIRO / NG / PRO / GC	
1	GIROCHEQUES VALIDITY PERIOD	1977	2975
2	RD GIROCHEQUES MATTERS ARISING	1976 – 1977	2975

RESEARCH

Research concentrated on the impact that the opening of the Service had had up on the general public and whether they were using the Service. The Business was also keen to discover if its advertising campaigns were having any effect and the research department carried out a study on the Business's television advertising. The Department also did its first research on the product area with a study into bill payments.

The early 1970s saw the Business take its first real look at its existing customer base with the introduction of a research programme into new private account holders. This was initially carried out by an external firm Taylor Nelson but the Research was then summarised by the Giro's own Researchers prior to internal circulation. By the mid 1970s the Bank started to carry out research into the markets for its existing and new products. By 1975 the Department was extending its range by researching internal matters such as how staff viewed the restaurant, looking at the financial market place in general and reviewing the attitudes of Post office Staff to Giro.

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
1	A RESEARCH SURVEY ON NATIONAL GIRO (2 COPIES)	1969	212
2	PRELIMINARY SURVEY OF NOP OMNIBUS SURVEY FOR NATIONAL GIRO	1969	1751
3	GALLUP IMPACT TELEVISION RESEARCH ON NATIONAL GIRO AD ON GRANADA TV 03 09 69 WOMEN	1969	1750
4	AS ABOVE FOR MEN	1969	1750
5	MAS RESEARCH ON NATIONAL GIRO AND BILL PAYMENT VOL 1	1969	1750
6	AS ABOVE VOL 3	1969	1750
7	NOP OMNIBUS SURVEY REPORT	1969	1752
8	THE POST OFFICE SEMINAR ON MARKET RESEARCH TECHNIQUES SEMINAR AND DISCUSSION PAPERS	1970	1753
9	GIRO ACCOUNT HOLDERS A STUDY OF ATTITUDES AND ACCOUNT USAGE (2 COPIES)	1971 1971	1753 212
10	NEW PRIVATE ACCOUNT HOLDERS RESEARCH	1971	1709
11	STUDY OF THE PROFITABILITY OF PRIVATE ACCOUNTS	1971	1709
12	STUDY OF THE PROFITABILITY OF PRIVATE ACCOUNTS I ST QUARTERLY REPORT	1971	1709
13	CLOSED ACCOUNT RESEARCH 1971	1971	213
14	A REPORT ON RESEARCH INTO RECENT GIRO ACCOUNT CLOSURES	1971	1750

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
15	LARGE BUSINESS FIRMS USE OF GIRO	1971	1709
16	THE STRUCTURE AND FUTURE OF THE UK BANKING INDUSTRY	1971	1757
17	QUESTIONNAIRE DESIGN MANUAL ISSUED BY SOCIAL AND COMMUNITY RESEARCH	1972	7562
18	STUDY OF THE GIRO PAYMENTS SERVICE BY ARTHUR ANDERSON	1972	1752
19	STUDY OF THE GIRO PAYMENTS SERVICE BY ARTHUR ANDERSON	1972	215
20	STUDY OF THE POTENTIAL MARKET FOR STG (SALRIES THROUGH GIRO)	1972	1751
21	MARKET FOR STG	1971 – 1972	214
22	NEW PRIVATE ACCOUNT HOLDERS RESEARCH INTERNAL REPORT INCLUDES REPORT BY TAYLOR NELSON MARCH 1972	1972	1751
23	NEW PRIVATE ACCOUNT HOLDERS RESEARCH REPORT BY TAYLOR NELSON MARCH 1972	1972	212
24	NEW PRIVATE ACCOUNT HOLDERS RESEARCH REPORT BY TAYLOR NELSON MARCH 1972 TABLES	1972	212
25	NEW PRIVATE ACCOUNT HOLDERS RESEARCH REPORT BY TAYLOR NELSON JUNE 1972	1972	1752
26	NEW PRIVATE ACCOUNT HOLDERS RESEARCH REPORT BY TAYLOR NELSON JUNE 1972	1972	213

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
27	NEW PRIVATE ACCOUNT HOLDERS RESEARCH REPORT BY TAYLOR NELSON OCTOBER 1972	1972	213
28	NEW PRIVATE ACCOUNT RESEARCH 1972	1972	213
29	PRIVATE ACCOUNT RESEARCH MCP BASED ON TNA RESEARCH RESULTS	1973	213
30	A TNA REPORT ON A SURVEY AMONG PRIVATE GIRO ACCOUNT HOLDERS WHO ARE PAID MONTHLY AND HAVE THEIR PAY CREDITED TO THEIR GIRO ACCOUNT 10/592 MAY 1973 4 COPIES	1973	1752
31	THE POTENTIAL FOR STG AND PTG MRCB STUDY	1973	213
32	ATTITUDES AND ACCOUNT USAGE OF STG ACCOUNT HOLDERS 1973	1973	213
33	HENRY DOUBLEDAY RESEARCH ASSOCIATION CHEQUE STATEMENTS	1973	
34	HENRY DOUBLEDAY RESEARCH ASSOCIATION CHEQUE STATEMENTS	1974	7528
35	THE MARKET FOR INTERNATIONAL MONEY TRANSFER SERVICES	1974	940
36	AGENTS DEPOSITS SECTOR REVIEW OCTOBER 1974	1974	2488
37	THE MARKET FOR AGENTS DEPOSIT FACILITIES RETAIL SHOPS	1974	1750
38	A DESCRIPTION OF THE UK MONEY TRANSFER MARKET FOR GIRO FUTURE DEVELOPMENT STUDIES	1974	1750

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
39	SURVEY OF ATTITUDES OF POST OFFICE STAFF TO THE GIRO SERVICE STAGE 2 REPORT 54	1975	1054 S
40	THE TRUSTEE SAVINGS BANKS REPORT NO 59	1975	1805
41	STAFF RESTAURANT SURVEY	1975	1710
42	COLLECTION OF DATA BY TELEPHONE : VALIDATION OF FAXCTUAL DATA REPORT NO 64 BY PO CHQ STATS AND BUSINESS RESEARCH DEPT	1975	1753
43	HENRY DOUBLEDAY RESEARCH ASSOCIATION PAPERS	1975	7530
44	NATIONAL GIRO ADVERTISING EVALUATION AND DEVELOPMENT FOR ROYDS MANCHESTER LTD ON BEHALF OF THE POST OFFICE	1976	1751
45	PAYMENT OF SALARIES AND WAGES INDIVIDUAL COMPANY REPORTS BY PA MANAGEMENT CONSULTANTS LTD GRS / SBRD COMMENT ON REPORTS	1976	1750
46	CLOSURE OF PAY FUNDED ACCOUNTS RESEARCH BY QUESTIONNAIRE DESIGN AND DESPATCH	1975 – 1976	1750
47	PRIVATE ACCOUNTS ALTERNATIVE PRICING STRATEGY 1977	1977	1237
48	SECTOR PROFITABILITY 3 RD QUARTER	1976 – 1977	1445
49	BUSINESS SECTOR ANALYSIS	1977	892
50	THE POST OFFICE NATIONAL GIRO SURVEY OF COSTS AND OTHER ASPECTS OF PAYING SALARIES AND WAGES IN CASH BY PA MANAGEMENT CONSULTANTS	1977	1753

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
51	THE POST OFFICE NATIONAL GIRO SURVEY OF COSTS AND OTHER ASPECTS OF PAYING SALARIES AND WAGES IN CASH BY PA MANAGEMENT CONSULTANTS GRS / SBRD COMMENTS	1977	1753
52	NATIONAL GIRO NORTH WEST 1977 CAMPAIGN RESEARCH REPORT ROYDS	1977	1072
53	NATIONAL GIRO NORTH WEST 1977 CAMPAIGN RESEARCH REPORT ROYDS	1977	1072
54	ADULT POPULATION SAMPLING USING POST CODES	1977	7562
55	POST OFFICE VIEWDATA	1977	3122
56	MARKET RESEARCH	1974 – 1978	1069
57	PERSONAL ACCOUNTS - STATISTICAL CLASSIFICATION	1978	1618
58	A SURVEY OF POSTAL ORDER USAGE 101	1978	1752
59	NATIONAL GIRO NORTH WEST 1977 CAMPAIGN 2ND RESEARCH REPORT (3 COPIES)	1978	1072 9462 253
60	ADVERTISING AWARENESS SURVEY TELEPHONE BILL INSERTS APRIL – JUNE 1978 106	1978	1750
61	A SURVEY ON GIRO TEST ADVERTISING IN NORWICH GUILFORD BRIGHTON AND HOVE VOLUME 1 INTERPRETATION AND FINDINGS	1978	256
62	A STUDY OF ANIMATIC COMMERCIALS FOR NATIONAL GIROBANK	1978	1753

RESEARCH		GIRO / NG / R /	
NO	TITLE	DATES	LOCATION BOX BAY
63	RESEARCH REPORT ON CONSUMER REACTIONS TO THE NATIONAL GIRO BANK	1978	9462
64	QUALITATIVE RESEARCH FOR CREATIVE DEVELOPMENT OF A NATIONAL GIROBANK SYMBOL	1978	9462
65	OPERATIONAL RESEARTCH SOCIETY	1978	3674
66	EUROPEAN BANKING SYSTEMS CREDIT CARDS / BANK CARDS	1978	10938
67	BANKING SYSTEMS ABROAD IBRO	1978	502
68	VIEWDATA PROPOSED PROGRAMME	1978	3121
69	VIEWDATA PROPOSED CONTRIBUTIONS	1978	3122
70	VIEWDATA GIROBANK'S CONTRIBUTION	1978	3122
71	VIEWDATA MINUTES OF MEETINGS	1978	3121
72	VIEWDATA NEWSLETTER	1978	3121
73	VIEWDATA POST OFFICE – PRESS RELEASES	1978	3121
74	VIEWDATA PRESS CUTTINGS	1978	3121
75	VIEWDATA	1978	3121
76	THE PRESTEL USERS GUIDE AND DIRECTORY WITH TELETEXT VIEWDATA MAGAZINE JULY 1978	1978	3123
77	THE PRESTEL USERS GUIDE AND DIRECTORY WITH TELETEXT VIEWDATA MAGAZINE OCTOBER 1978	1978	3123

GIRO RELATIONS WITH THE POST OFFICE

Whilst Giro was part of the Post Office, it was viewed as carrying out an independent function within the Organisation. This inevitably led to it having to develop relationships and service levels with other parts of the Business. In particular the Giro relied heavily upon the use of the Crown and Sub Post offices for carrying out cash transactions and the postal system for delivering its customer mail to the main centre in Bootle. This was a two way process in that the Post Office also considered how it could use Giro to replace some of its own services such as international services and some domestic based facilities. These matters had obviously been considered prior to opening and papers are available in GIRO/PO and GIRO/PG/POC.

Another way in which the National Giro inter-phased with the Post Office was through the Post Office Users National Council. This body formed part of the process for approving increases in Post office Charges and tariffs and as such was involved in the tariff changes the National Giro was hoping to introduce during 1972. In 1973 a major review of the computing facilities and arrangements within the Post Office Corporation commenced. The Giro was heavily involved in these deliberations. Between 1972 and 1974 the National Giro's relationship with the Post office Corporation was put onto a more formal basis with the development of the Post Office Counters Contract which laid out exactly what each side would provide and more importantly how this would be costed between the businesses. This has remained the basis of the relationship between the two organisations ever since.

1976 saw the passage through Parliament and the enactment of the Post Office (Banking Services) Act. This enabled the Post Office, through its banking subsidiary, to provide a more complete banking service, have access to Government Money Transfer business on a basis of fair competition with the services offered by the banks, and to re-construct the National Giro's capital structure to better suite its needs and future earnings foundation. The Act also removed the name National Giro from the statute book and it became necessary to find a new one. Previous papers can be found in National Giro Policy and Business Plans (GIRO / NG / BPP).At the same time the Carter Committee was reviewing the Post Office.

The following year the first tentative steps were taken towards investigating the possibilities for automating processes and transactions across the Post Office Counter. This was a joint initiative between Post Office Counters and National Giro.

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
1	POSSIBILITY OF GIRO REPLACING TCMOs IN THE COD SERVICE	1969	1248
2	GIRO POSTAL ASPECTS STATIONERY	1967 - 1969	
3	GENERAL GIRO IN PAYMENTS OF CASH AT POST OFFICE	1967 - 1969	
4	GIRO PROGRESS REPORTS TO THE POST OFFICE BOARD	1969 – 1970	3271
5	POUNC MAIN FILE	1966 – 1970	
6	ESTABLISHMENTS OF THE POSTAL BUSINESS	1966 – 1970	5453
7	COST OF COMMUNICATIONS	1970	1701
8	CARMARTHEN POAC CORRESPONDENCE ON REPORT A/C GPO LOSSES	1969 – 1970	387
9	NATIONAL GIRO DRAFT COUNTER RULES	1970	3209
10	COUNTER PROCEDURES AND GUIDE FOR GIRO TRANSACTIONS	1970	3209
11	FINAL REPORT OF GRSD / COD WORKING PARTY ON COUNTER PERFORMANCE	1970	2643
12	A METHOD STUDY ANALYSIS OF GIRO COUNTER PROCEDURES 3 COPIES	1970	2643 2527 904
13	INTERIM REPORT OF THE GRSD / OOD WORKING PARTY ON COUNTER PERFORMANCE	1970	2984
14	GIRO PROGRESS REPORTS TO POST OFFICE BOARD	1971	3270

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
15	STAMP DUTY	1968 – 1971	1557
16	BRIEFS FOR DIRECTORS	1969 – 1971	387
17	TREATMENT OF POST OFFICE BOARD PAPERS	1972	386
18	POST OFFICE (BORROWING) BILL	1972	1012
19	PROJECTED TRANSFER OF REMITTANCE SERVICES TO BOOTLE	1970 – 1972	1250
20	CHANGE IN DESIGNATION NOW GIRO AND REMITTANCE SERVICES ONLY	1972	1248
21	POLICY AND BANK DIVISION FUNCTION AS A CO ORDINATING POINT WITH REST OF PO	1970 – 1972	381
22	GENERAL CORRESPONDENCE	1971 – 1972	381
23	PO EMPLOYEES OVERDRAWN GIRO ACCOUNTS (HANDLING PROCEDURES)	1972	399
24	INTERIM REPORT OF THE GRSD / OOD WORKING PARTY ON COUNTER PERFORMANCE	1973	678
25	POST OFFICE GIRO – SKETCH PLANS	1965 – 1971	4329
26	A PRELIMINARY REPORT ON A DEPTH INVESTIGATION OF ATTITUDES TO THE POSTAL SERVICE	1973	
27	POST OFFICE / TOUCHE ROSS WORKING PARTY ON GIRO CONTROLS	1972 – 1973	1013
28	TOPP	1973	1019

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
29	GIRO – EFFECT ON COUNTER SERVICES	1968 – 1973	396
30	THE POST OFFICE – THE FLOW OF INFORMATION TO THE MINISTRY OF POSTS AND TELECOMMUNICATIONS	1973	409
31	REPORT OF THE JOINT WORKING PARTY ON ACCOUNTING ARRANGEMENTS BETWEEN THE POST OFFICE AND HMSO	1973 – 1974	1017
32	POST OFFICE BORROWING AND LENDING MAIN PAPERS	1973 – 1974	3689
33	PO TELECOMMUNICATIONS BUSINESS PLAN 1974 – 1984	1974	8332
34	REVIEW OF POST OFFICE GUIDE POG	1974	3068
35	SUB POSTMASTERS CONTRACT NON POST OFFICE OCCUPATIONS LINKED TO PRIVATE RENT COLLECTION SCHEMES	1972 – 1974	1082
36	HALF DAY CLOSING ON SATURDAYS	1972 – 1974	1063
37	COUNTER PROCEDURES METHOD STUDY ANALYSIS OF	1970 – 1974	6101
38	DON'T BE FOOLED (ADVICE ON AT THE PO COUNTER)	1974	222
39	POST OFFICE / TOUCHE ROSS WORKING PARTY ON GIRO CONTROLS GENERAL CORRESPONDENCE	1973 – 1975	1013
40	SATURDAY CLOSING	1972 – 1975	1422
41	POST OFFICE BORROWING AND LENDING MAIN PAPERS	1974 – 1975	3292

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
42	POST OFFICE MANAGEMENT HANSARD 23 10 75	1975	6712
43	EXTENSION OF POSTS' LEGAL POWERS	1975	1057
44	POST OFFICE CHEQUE CLEARANCE JOINT STUDY GROUP	1972 – 1975	1428
45	TRANSFER OF POSTAL WORK FROM GP TO GD	1975	565
46	POST OFFICE GUIDE SURVEY	1975	6715
47	POST OFFICE GUIDE REVISION	1975	3072
48	POST OFFICE RULES C 5 COUNTER AND ACCOUNTING FOR NATIONAL GIRO	1970 – 1975	7549
49	GIRO'S GROWTH AND ITS REPERCUSSIONS ON THE POSTAL BUSINESS	1976	3864
50	POST OFFICE BORROWING AND LENDING MAIN FILE	1976	3692
51	JOINT STUDY GROUP ON CASH COLLECTION FOR GIRO REMITTANCE SERVICES	1976	1418
52	COUNTER TRAFFIC	1976	1004
53	COUNTER AUTOMATION	1976	3679
54	HALF DAY CLOSING ON SATURDAYS	1975 – 1976	1063
55	POST OFFICE GUIDE AMENDMENTS 1976 EDITION	1976	3072
56	OPENING OF SPSO'S DURING WAKES OR HOLIDAY WEEKS	1977	100
57	POST OFFICE GUIDE AMENDMENTS	1977	3072

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
58	GIRO COUNTER RULES	1968 – 1977	792
59	POST OFFICE C5 COUNTER AND ACCOUNTING EXCLUDING TREATMENT OF POSTAL PACKETS NATIONAL GIRO RULES	1977	7559
60	LIAISON WITH POSTS	1976 – 1977	130
61	GIRO AS BANKERS TO THE POST OFFICE	1975 – 1977	1059
62	CHEQUE HANDLING FOR THE POST OFFICE	1977	4590
63	STEM / SIFT PAPERS	1977 – 1978	5453
64	THE POST OFFICE WHITE PAPER JULY 1978 (3 COPIES)	1978	508 753 1090
65	SATURDAY CLOSING (2)	1976 – 1978	1422
66	BUILDING SOCIETIES – ENCASHMENT FACILITIES AT POST OFFICES	1978	124
67	GUIDE TO REMOVAL EXPENSES	1976	124
68	POST OFFICE PENSION CASHCHEQUE CONVERSION WEEKLY AUGUST 1978	1976 – 1978	2029
69	CONVERSION OF POST OFFICE PENSIONERS PAID BY CASHCHEQUE TO ACCOUNTS FINANCE ASPECTS	1975 – 1978	143
70	REGIONAL SHOW PIECE OFFICES	1978	1631
71	COMMENTS ON THE POSTAL DRAFT CODE OF PRACTICE	1978	6096
72	KNOW YOUR FACTS POST OFFICE DATA PROCESSING SERVICE	1977	2170
73	POST OFFICE COMPUTING PLAN 1976 – 1986	1975 – 1978	918

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
74	TELLING THE CUSTOMER ABOUT YOUR JOB	1978	502
75	COUNTER CLERK'S GUIDE TO HANDLING GIRO TANSACTIONS 1978	1978	141
76	POST OFFICE GUIDE 1978 REVISION	1978	3072
POST OFFICE USERS NATIONAL COUNCIL		GIRO / NG / RPO / POUNC	
1	GIRO PRESENTATION TO POUNC 13 APRIL 1972	1972	1059
2	GIRO PRESENTATION TO POUNC 13 APRIL 1972 MAIN PRESENTATION	1972	5483
3	GIRO PRESENTATION TO POUNC 13 APRIL 1972 MAIN PRESENTATION	1972	5483
4	GIRO PRESENTATION TO POUNC 13 APRIL 1972 SUPPLEMENTARY INFORMATION	1972	5483
5	GIRO PRESENTATION TO POUNC APRIL 1972 COPY	1972	5483
6	POUNC REPORT ON THE POST OFFICE PROPOSALS FOR INCREASED GIRO TARIFFS	1972	1313
7	POUNC CORRESPONDENCE WITH MR S DURRAN	1972 – 1973	1442
8	POUNC MAIN FILE	1971 – 1974	3074
9	POST OFFICE USERS NATIONAL COUNCIL JANUARY TO DECEMBER 1974 POUNC	1974	1076
10	REMMITTANCE SERVICES MEETING WITH POUNC 21 01 1975 (See : GIRO / NG / RS / 6)	1974 – 1975	6092

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE USERS NATIONAL COUNCIL		GIRO / NG / RPO /	POUNC
11	POST OFFICE USERS NATIONAL COUNCIL	1970 – 1975	1013
12	POST OFFICE USERS NATIONAL COUNCIL SUB COMMITTEE ON GIRO	1975	1087
13	REPORTS POUNC	1976	1710
14	POUNC	1976 – 1977	1710
15	POUNC 1975 – 1978	1975 – 1978	1076

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
POSTS / GIRO REVIEW OF COMPUTING GIRO / NG / RPO / PGRC			
1	TRANSFER OF COMPUTING FACILITIES TO DPS	1970 – 1973	655
2	CONTROL OF COMPUTERS TRANSFER FROM GRSD TO DPS	1970 – 1973	677
3	COMPUTING IN THE POST OFFICE REVIEW BY MR MOORE CIVIL SERVICE	1973	678
4	PAPER ON MR MOORE ASSIGNMENT MANAGEMENT SERVICES CIVIL SERVICE DEPARTMENT	1973	3864
5	DIVISION OF RESPONSIBILITY BETWEEN GRSD / MS AND DPS / GD	1970 – 1974	903
6	POST OFFICE COMPUTING PLAN 1974 – 1975 / 1984 – 1985	1974	918
7	RE EQUIPMENT OF GIRO STEERING GROUP PAPERS	1976	685
8	POSTS / GIROBANK COMPUTER STEERING GROUP	1972 – 1976	685
POST OFFICE COUNTERS CONTRACT		GIRO/ NG / RPO / CC	
1	CONTRACT WITH POSTS FILE 1	1972 – 1974	1002
2	CONTRACT WITH POSTS FILE 2	1974	1003
3	THE SUB POSTMASTERS CONTRACT	1976	1438

GIRO RELATIONS WITH THE POST OFFICE		GIRO / NG / RPO /	
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE BANKING SERVICES ACT NB PREVIOUS PAPERS (See GIRO / NG / BBP)		GIRO/ NG / RPO / BSA	
1	OFFICIAL REPORT OF STANDING	1976	753
2	POST OFFICE BANKING SERVICES BILL	1975 – 1976	1076
3	GIRO BILL	1976	408
4	GIRO BILL	1976	408
5	GIRO BILL FILE 7	1975 – 1976	408
6	HANSARD REPORTS ON SECOND READING OF THE BILL IN THE HOUSE OF COMMONS	1976	9978
7	THE POST OFFICE BANKING SERVICES ACT	1976	7904
8	1965 WHITE PAPER, 1975 WHITE PAPER 1976 BILL	1965 – 1976	1238
COUNTER AUTOMATION		GIRO / NG / RPO / CA	
1	POST OFFICE COUNTER AUTOMATION CFPB STUDY	1977	2987
2	COUNTER AUTOMATION FEASABILITY STUDY GROUP MINUTES	1977	1464
3	COUNTER AUTOMATION FEASABILITY STUDY GROUP PAPERS	1977	1464

REMITTANCE SERVICES

The Postmaster General's office already carried out a range of financial transactions, such as Inland Money Orders, Overseas Money Orders and Postal orders, before the national Giro was given the go ahead in 1965. These were known collectively as Remittance Services and it was seen as the natural home for the Giro when it was introduced. In the first Annual Reports and Accounts (See GIRO/NG/ARA) the section on Giro was always known as GRS, Giro and Remittance Services. Gradually the remittance Services was absorbed into the National Giro until they became indistinguishable. **During 1978 a Code of Practice was been developed for GRS as part of the Post office Code of Practice.**

Remittance Services already appear in a number of categories including National Giro Policy and Business Plans (GIRO/NG/BPP), Committees (GIRO/NG/C), International (GIRO/NG/IS), Giro Relations with the Post Office (GIRO/NG/RPO) and Strategic Aims (GIRO/NG/SA)

REMITTANCE SERVICES

GIRO / NG / RS /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	REMITTANCE SERVICES GENERAL	1967 – 1974	1015	
2	REMITTANCE SERVICES GENERAL	1973 – 1974	2004	
3	REMITTANCE SERVICES STUDY GROUP	1973 – 1974	6099	
4	REMITTANCE SERVICES RESTRUCTURING	1974	6095	
5	REMITTANCE SERVICES STUDY GROUP	1974 – 1975	1077	
6	REMITTANCE SERVICES MEETING WITH POUNC 21 01 1975	1974 – 1975	6092	
7	REMITTANCE SERVICES REPORTS	1893 – 1969	1256	
8	REMITTANCE SERVICES PRICE INCREASES 1978	1977 – 1978	130	
9	REMITTANCE SERVICES CODE OF PRACTICE	1977 – 1978	6095	
10	REMITTANCE SERVICES CODE OF PRACTICE	1978	6095	
11	REMITTANCE SERVICES PROPOSALS TO CONVERT MONEY ORDERS TO GIRO INPAYMENT SERVICES MINUTES	1977 – 1978	816	
12	GRS MONTHLY BUDGET REPORT	1978	775	

SECRETARIAT

Whilst the national Giro relied heavily upon the Post Office's Legal Department and its external lawyers, it created a Secretariat to handle the correspondence with these departments and people and to store the advice provided by these bodies. It also began to build up papers relating to external legal matters such as acts of parliament etc which could affect the way in which Giro was run and operated in its markets.

SECRETARIAT

GIRO / NG / SEC /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	UNCROSSED MONEY ORDERS ACCEPTED AT POS AS GIRO DEPOSITS OR INPAYMENTS	1970	1248	
2	TCMOS FOR DEPOSIT TO NSB OR GIRO AC	1970	1248	
3	IRREGULAR PAYMENT OF GIROCHEQUES THROUGH JSBS : NGC'S POSITION SO FAR AS LIABILITY IS CONCERNED	1970	1248	
4	COMPOSITION AGREEMENT FOR STAMP DUTY REFUND FOR FORMS SPOLED DUPLICATES ETC	1970	1247	
5	AUTHORISATION OF CONTRACTS POSTS	1970	1247	
6	DHSS PART 1	1928 – 1970		
7	DEVOLVED POWERS	1970	6091	
8	NATIONAL WESTMINSTER BANK NORTH CENTRAL FINANCE AND LOMBARD BANKING BILL	1970	6107	
9	FAMILY LAW REFORM BILL	1970	6100	
10	CO OP BANK BILL	1970	6100	
11	COUNTY BOROUGH OF BOOTLE ASSITANCE UNDER THE INDUSTRIAL ACTS 1972 AND LOCAL GOVERNMENT ACTS 1970	1972	3404	
12	HOUSING (FINANCIAL PROVISIONS) SCOTLAND BILL	1971 – 1972	383	
13	CREDIT REFERENCES BANKERS DUTIES OF CONFIDENTIALITY	1966 – 1973	6107	
14	NORTHERN IRELAND CONSITUTION BILL 1973	1973	6712	

SECRETARIAT		GIRO / NG / SEC /	
NO	TITLE	DATES	LOCATION BOX BAY
15	NEW LEGISLATION IN THE NOISE ABATEMENT FIELD	1973	409
16	SELECT COMMITTEE ON TAX CREDIT	1973	1017
17	BANKING LEGISLATION PROPOSED PROPOSED REPEAL OF SECTION 21 OF BANK CHARTER ACT 1844	1973	403
18	PRICE RESTRAINT 1972 FREEZE 6 NOVEMBER –	1972 – 1973	403
19	COUNTER INFLATION ACT 1972 TEMPORARY PROVISIONS	1972 – 1973	403
20	EXTRACT FROM THE LONDON GAZZETTE 29 JUNE 1973 RE POST OFFICE SCHEMES	1973	3152
21	EXTRACT FROM THE LONDON GAZZETTE 6 SEPTEMBER 1973 RE POST OFFICE SCHEMES	1973	3152
22	STATUTORY INSTRUMENTS PO ACTS LONDON GAZETTE	1953 – 1974	3152
23	DEVOLVED POWERS	1974	6091
24	STATEMENTS MADE IN COURT BY	1973 – 1974	2326
25	CONSUMER CREDIT ACT EARLY PAPERS BILL ETC	1974	1443
26	CONSUMER CREDIT ACT LITERATURE	1974	3975
27	FACTORIES ACT	1967 – 1974	4718
28	CONTROL OF POLLUTION ACT	1974	8289
29	STANDARD AND CHARTERED BANK BILL	1974	409
30	DRAFT GAS (NORTHERN IRELAND) ORDER 1975	1975	6712

SECRETARIAT

GIRO / NG / SEC /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
31	STATUTE LAW (REPEALS) BILL 1975	1975	6714	
32	THE UNSOLICITED GOODS AND SERVICES (NORTHERN IRELAND) ORDER 1975	1975	6712	
33	INFLATION ACCOUNTING BRIEF GUIDE TO THE REPORT OF THE DEPT OF TRADE INFLATION ACCOUNTING COMMITTEE	1975	753	
34	COMPUTERS : SAFEGUARDS FOR PRIVACY HMSO	1975	753	
35	COMPUTERS AND PRIVACY HMSO	1975	753	
36	TRUSTEE SAVINGS BANKS ACT 1976 CHAPTER 4	1976	753	
37	STOCK EXCHANGE COMPLETION OF BARGAINS ACT 1976	1976	6712	
38	INDECENT DISPLAYS BILL	1976	6715	
39	DEVELOPMENT LAND BILL	1976	6715	
40	LAND DRAINAGE BILL	1976	6712	
41	COMMUNITY LAND BILL	1975 – 1976	408	
42	COUNTY OF SOUTH GLAMORGAN BILL	1976	409	
43	FAIR TRADING	1976	3679	
44	LAW COMMISSION REPORT ON THE LIABILITY FOR DAMAGE OR INJURY TO TRESPASSERS ETC LAW COM NO 75	1976	6714	
45	A PROPOSAL FOR A COUNCIL DIRECTIVE ON THE APPROXIMATION OF THE LAWS REGULATIONS AND ADMINISTRATIVE PROVISIONS OF THE MEMBER STATES CONCERNING LIABILITY FOR DEFECTIVE PRODUCTS	1976	6714	

SECRETARIAT		GIRO / NG / SEC /	
NO	TITLE	DATES	LOCATION BOX BAY
46	COMPANIES HOUSE SEARCH LUXOR PRESS LTD	1976	6104
47	POST OFFICE EMPLOYEES OFFENCES AGAINST GIRO (LEGAL ASPECTS OF PROCEDURES)	1970 – 1977	6092
48	STATUTORY INSTRUMENTS CORRESPONDENCE ETC AND COPIES OF SUPERSEDED INSTRUMENTS FOR MONEY ORDERS	1904 – 1977	1251
49	DRAFT NORTHERN IRELAND ACT INTERIM PERIOD EXRENSION ORDER ATTACHED TO GIRO / NG / SEC / 14	1974 – 1977	6712
50	NORTHERN IRELAND EMERGENCY PROVISOINS BILL 1977 ATTACHED TO GIRO / NG / SEC / 14	1977	6712
51	STATE IMMUNITY BILL 1977	1977	3072
52	PUBLIC RECORDS ACT DISPOSAL OF DOCUMENTS	1977	3152
53	ADDITIONAL POWERS FOR LOCAL AUTHORITIES TO CONTROL OFF STREET PARKING	1977	6714
54	LAW COMMISSION AND SCOTTISH LAW COMMISSION REPORT ON LIABIITY FOR DEFECTIVE PRODUCTS	1977	6714
55	POST OFFICE BORROWING AND LENDING TAP BILLS (TREASURY BILLS) WEEKLY ADVICE OF MATURITIES TO TFD	1978	3663
56	CONTRACT WRITTEN OR IMPLIED ?	1978	3212
57	AUTHENTICATION STAMP	1978	5847
58	COUNTY OF MERSEYSIDE BILL	1978	4718

GIRO STRATEGIC AIMS

The Post Office as a public corporation needed to produce an annual business plan for presentation to Parliament. Obviously there was a section upon Remittance Services, which included a set of aims and objectives for the Giro. These had to be developed within the Giro and then fed up to the Post Office planning Department. In addition various reviews were undertaken on the Giro even as early as 1969. These have been currently included here but will eventually form their own series. Early strategy papers are available in GIRO/PG/POG.

Papers in this section cover the internal reviews undertaken as part of the 1971 Review and should be used in conjunction with the Committee Papers (See GIRO NG C) and External Consultants Papers (See GIRO NG ECR). 1972 saw a quickening in the pace of reports and plans produced by National Giro. This included presentations to Government Ministers and the production of Development plans to grow and change the National Giro. Informal discussions had started in 1973 about a possible merger between the National Giro and the National Savings Bank. In 1977 a full feasibility study was implemented following a proposal by the Government.

STRATEGIC AIMS			GIRO / NG / SA /
NO	TITLE	DATES	LOCATION BOX BAY
POST OFFICE			GIRO / NG / SA / PO
1	AIMS AND OBJECTIVES FOR THE POSTAL BUSINESS	1968 - 1969	396
2	LONG TERM PLANNING COUNTER STUDY	1969	618
3	POST OFFICE BOARD GIRO STEERING GROUP REPORT AND APPENDICES	1970	1076
4	GIRO PRESENTATION TO THE THE MINISTRY (POSTS AND TELE-COMMUNICATIONS)	1971 – 1972	1009
5	GIRO PRESENTATION TO THE MINISTER 02 FEBRUARY 1972	1972	246
6	GIRO PRESENTATION TO THE MINISTER 02 FEBRUARY 1972 ADDITIONAL PAPERS	1972	246
7	GIRO PRESENTATION TO THE MINISTER 02 FEBRUARY 1972 GENERAL	1971 - 12972	246
8	PRESENTATION TO NEW MINISTER SIR JOHN EDEN 03 MAY 1972	1972	246
FINANCIAL REVIEWS			GIRO / NG / SA / FR
1	FINANCIAL REVIEWS	1968 - 1969	773
2	LONG TERM FINANCIAL REVIEW	1969	381
3	FINANCIAL REVIEWS	1970	773
4	FINANCIAL REVIEWS	1971	773
5	FINANCIAL REVIEWS	1972	773
6	FINANCIAL REVIEW NOVEMBER 1971 TO MARCH 1972 JULY 1972 MANPOWER PLAN	1971 – 1972	170

GIRO STRATEGIC AIMS			GIRO / NG / SA /
NO	TITLE	DATES	LOCATION BOX BAY
FINANCIAL REVIEWS			GIRO / NG / SA / FR
7	SCNI FINANCIAL TARGETS GIRO	1972	1017
NATIONAL GIRO			GIRO / NG / SA / G
1	GIRO ORGANISATION INCS MANAGMENT CHART	1969	5453
2	PRIVATE SUGGESTIONS FP THOMSON WATT	1969	394
3	POLICY DRAFT WHITE PAPER GIRO	1965 - 1969	390
4	THE PURPOSE AIMS STRATEGIES AND OBJECTIVES OF GIRO 2 COPIES	1969	5094 1368
5	PURPOSE AIMS STRATEGIES AND OBJECTIVES OF GIRO BACKGROUND INC MANAGEMENT CHART	1969	1369
6	WORKING PARTY THE FUTURE DEVELOPMENT OF GIRO 1	1970	3210
7	WORKING PARTY THE FUTURE DEVELOPMENT OF GIRO 2	1970	3210
8	WORKING PARTY THE FUTURE DEVELOPMENT OF GIRO REPEATS	1970	3210
9	WORKING PARTY THE FUTURE DEVELOPMENT OF GIRO REPORT	1970	3210
10	DEVELOPMENT OF GIRO WORKING PARTY ON FUTURE DEVELOPMENT	1970	680
11	WORKING PARTY ON FUTURE DEVELOPMENT OF GIRO	1970	3220
12	REPORT OF THE WORKING PARTY	1970	3223
13	NOVEMBER 1970 LONG TERM REVIEW	1970	2969
14	NGC DIRECTORY	1970	506

GIRO STRATEGIC AIMS			GIRO / NG / SA /
NO	TITLE	DATES	LOCATION BOX BAY
NATIONAL GIRO			GIRO / NG / SA / G
15	POLICY DECISIONS CHANGES OF GIRO SERVICE	1970	394
16	A NEW STYLE OF GOVERNMENT	1970	323
17	ACTION PLAN 1970 – 1971	1970 - 1971	381
18	THE LOCK REPORT ON GIRO	1971	
19	GENERAL INTRODUCTION GIRO	1971	409
20	REVIEWS OF GIRO	1970 – 1972	3689
21	DEVELOPMENT OF GIRO (FUTURE PLAN FOLLOWING GOVERNMENT GREEN LIGHT)	1971 – 1972	679
22	REPORT TO THE CHAIRMAN DEC 1971 MANAGEMENT ORGANISATION AND PLANS FOR SETTING AND ACHIEVING OPERATIONAL TARGETS	1971 – 1972	685
23	GIRO DEVELOPMENT PLAN	1972	989
24	A CHEAPER GIRO PAYMENT SERVICE NB A BOARD PAPER 10 72	1972	3220
25	GIRO REVIEW OF PERFORMANCE STATISTICS 1972	1972	3271
26	NATIONAL GIRO FP THOMSON ESQ CONSULTANCY ON FEE BASIS	1969 – 1972	410
27	FP THOMSON (ATTACHED TO ABOVE)	1968 – 1972	410
28	FP THOMSON (ATTACHED TO ABOVE)	1969 – 1972	410
29	GIRO VITAL STATISTICS	1968 – 1973	1708

GIRO STRATEGIC AIMS		GIRO / NG / SA /	
NO	TITLE	DATES	LOCATION BOX BAY
NATIONAL GIRO		GIRO / NG / SA / G	
30	LIST OF GIRO REVIEWS	1970 – 1974	750
31	CORRESPONDENCE F P THOMSON	1974 - 1975	409
32	F P THOMSON BRIEFS ON HIS ADDRESS TO POUNC	1976	396
33	MERGER BETWEEN GIRO AND NSB CONSIDERATION OF	1973 – 1976	6930
34	ADVISORY PANEL FOR GIRO	1978	1052
MERGER WITH NATIONAL SAVINGS BANK PROPOSAL		GIRO / NG / SA / NSB	
1	MERGER BETWEEN GIRO AND NSB CONSIDERATION OF (SEE GIRO / NG / SA / G / 33)	1973 – 1976	6930
2	GIRO / NSB ENQUIRY	1977	466
3	NSB / GIRO STUDY GENERAL	1977	1468
4	NSB / GIRO STUDY MINUTES	1977	1468
5	NSB / GIRO STUDY PAPERS	1977	1468
6	NSB / GIRO MERGER MANAGEMENT STUDY REPORT	1977	1468
7	GIRO / NSB MERGER MINUTES	1977	1089
8	GIRO / NSB STUDY GROUP PAPERS	1977	1089
9	GIRO / NSB MERGER REPORTS AND PAPERS	1977	1089
10	MERGER BETWEEN GIROBANK AND NSB CONSIDERATION OF MANAGEMENT STUDY REPORT	1977	6095
11	MANAGEMENT STUDY REPORT	1977	1237

GIRO STRATEGIC AIMS		GIRO / NG / SA /	
NO	TITLE	DATES	LOCATION BOX BAY
MERGER WITH NATIONAL SAVINGS BANK PROPOSAL		GIRO / NG / SA / NSB	
12	NATIONAL SAVINGS BANK REPORT	1977	682
13	MANAGEMENT STUDY REPORT	1977	1478
14	MANAGEMENT STUDY REPORT	1977	1478
15	MANAGEMENT STUDY REPORT	1977	1478
16	MERGER BETWEEN GIRO AND NSB CONSIDERATION OF	1977	6930
17	GIRO / NSB MERGER FILE 1	1975 – 1977	1006
18	GIRO / NSB MERGER PART 1	1977	1088
19	GIRO / NSB MERGER PART 2	1977	1088
20	GIRO / NSB MERGER CORRESPONDENCE	1977	1089
21	GIRO / NSB MERGER PRESS CUTTINGS	1977	1089
22	MERGER BETWEEN GIRO AND NSB	1977 – 1978	6931
GIRO STRATEGIC AIMS		GIRO / NG / SA /	
NO	TITLE	DATES	LOCATION BOX BAY
CHANGE OF NAME		GIRO / NG / SA / CAM	
1	NATIONAL GIROBANK CHANGE OF NAME	1978	1442
2	NATIONAL GIRO ALTERNATIVE RESEARCH	1978	215

GIRO SERVICE PROJECTS

Giro was always keen to improve its services and extend its range of products available for its customers. It therefore embarked upon a series of projects to look at how it could achieve this. These were initially developed by our Marketing Department and were a mixture of ideas proposed from outside agencies and internal ideas.

GIRO SERVICE PROJECTS

GIRO / NG / SP /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	J HENRY SCHRODER WAGG AND CO LTD PROPOSAL RE RESTITUTION PAYMENTS TO GERMANY	1969	387	
2	CORRES ON PAYMENT OF BILLS USING GIRO	1969	391	
3	CAPITAL LIFE ASSURANCE SOCIETY PROJECT	1969	1002	
4	48 HOUR STATEMENT SERVICE (See GIRO / NG / FES)			
5	REPORT OF THE STUDY GROUP ON OVERDRAFTS	1971	408	
6	GIRO MORTGAGES	1971	398	
7	USE OF GIRO FOR DNS TRANSACTIONS COVERING THE REMITTANCE SERVICES	1969 – 1971	397	
8	DNS / GIRO WORKING PARTY GENERAL	1972	1056	
9	WORKING PARTY ON DNS / GIRO RELATIONS	1972	816	
10	MEETING WITH MINISTRY WORKING PARTY MEMBERS TO DISCUSS GOVERNMENT BUSINESS 03 MAY 1971 AND 16 FEBRUARY 1972	1971 – 1972	1070	
11	GOVERNMENT DEPARTMENTS GENERAL CORRESPONDENCE FILE 1	1969 – 1972	168	
12	GOVERNMENT DEPARTMENTS GENERAL CORRESPONDENCE FILE 2	1969 – 1972	168	
13	INLAND REVENUE TAX CREDITS	1972	107	
14	TYSER INSURANCE SCHEME	1972	3258	
15	MOTOR INSURANCE TYCO	1970 – 1972	2695	

GIRO SERVICE PROJECTS

GIRO / NG / SP /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
16	SUB POSTMASTERS ACTING AS COLLECTION AGENTS FOR MAIL ORDER FIRMS	1971 – 1972	1082	
17	DNS / GIRO RELATIONS WORKING PARTY	1972 – 1973	1004	
18	DHSS PART 3	1971 – 1973	3075	
19	FOREIGN AND COMMONWEALTH OFFICE PASSPORT OFFICE ACCEPTANCE OF TRANSFERS	1973	107	
20	HOME OFFICE SALES LEAFLET PAYMENT OF MAINTENANCE BY POST	1973	107	
21	TAX CREDITS	1972 – 1973	107	
22	DHSS NATIONAL HEALTH SERVICE	1970 – 1973	107	
23	PUBLIC SECTOR – DEPARTMENT OF EDUCATION AND SCIENCE SPECIAL SCHEME	1973	108	
24	PUBLIC SECTOR DEPARTMENT OF EMPLOYMENT PAYMENT OF BENEFIT BY GIROCHEQUE	1973	108	
25	BRITISH RAIL	1973	108	
26	PAYMENT OF TELEPHONE BILLS BY CREDIT TRANSFER	1973	108	
27	FOOTBALL POOLS	1971 – 1973	170	
28	NEGOTIATIONS WITH CUSTOMERS	1971 – 1973	1011	
29	DUTCH PAYMENT CARDS	1970 – 1973	1005	
30	DNS / WORKING PARTY	1972 – 1974	679	
31	SAVE AS YOU EARN	1969 – 1975	1087	

GIRO SERVICE PROJECTS		GIRO / NG / SP /	
NO	TITLE	DATES	LOCATION BOX BAY
32	CHEQUE INPAYMENTS AT POST COUNTERS	1975	110
33	CASH COLLECTIONS	1973 – 1975	1417
34	SEALS FOR CASH COLLECTION BAGS	1973 – 1975	1418
35	DNS (NSB) GENERAL CORRESPONDENCE RE CO OPERATION	1968 – 1975	1004
36	PROVISION OF NIGHT SAFES	1973 – 1975	1077
37	DEVELOPMENT OF SAFEGUARD BRENT CROSS SHOPPING DEVELOPMENT	1975	1418
38	CASHCHEQUES GOVERNMENT DEPTS	1975	142
39	DEPARTMENT OF EDUCATION AND SCIENCE SPECIAL SCHEME	1974 – 1975	571
40	GIRO / DEPARTMENT OF EDUCATION AND SCIENCE	1973 – 1975	571
41	INDEX LINKED FACILITIES FINANCE FOR INDUSTRY INIATIVE	1975	3689

STAFF BRANCH

Whilst the Giro was still heavily dependant upon the Post Office for all matters relating to staff, it recognised at an early stage that it would need its own Staff Department and to develop its own policies to meet the needs of its staff, not covered by the Post Office terms and conditions. In particular it started to develop its own training programmes and to recruit its own staff. In 1971 it actually formed its own Recruitment and training branch to encompass these emerging skills. However the pay and conditions were still mainly reflective of the Post Office ones and the pay negotiations were done through the Post Office facilities. Previous papers are available in GIRO/PER.

The Branch began in conjunction with ICE to develop its expertise in grading, pay levels and structures during the early 1970s. It also began to develop productivity schemes to assist in the re alignment of the business following the "Green Light". In 1972 it became directly involved in pay negotiations with the CPSA (Civil and Public Servants Association). The National Giro started, in 1977, to investigate introducing Flexi hours into the organisation to provide for more flexible working patterns.

STAFF BRANCH			GIRO / NG / SB /
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / SB / G
1	STAFF BRANCH GENERAL	1969	3868
2	CORPORATE PLAN 1973 CO - ORDINATION OF PERSONNEL MATTERS	1973	465
3	ATTACKS ON MEMEBRS OF NGC	1973	1408
4	MISC INFORMATION CIRCULARS ETC	1968 – 1973	1369
5	GIRO REFEENCE LIBRARY LIST	1973	2859
6	MINIVANS	1969 – 1973	5488
7	PERSONNEL – GENERAL	1969 – 1974	1075
8	EMERGENCY WINTER 1973 – 1974	1973 – 1974	430
9	SALARY ADMINISTRATION ARRANGEMENTS 1974	1972 – 1974	470
10	ADVICE TO EMPLOYEES ON HEALTH AND SAFETY AT WORK ACT 1974	1974	750
11	PAPERS RELATING TO THE SETTING STEM	1970 – 1975	5450
12	LONDON STAFF	1967 – 1975	3673
13	INTERCHANGE OF STAFF BETWEEN BUSINESSES AND BETWEEN BUSINESSES AND CHQ	1972 - `1975	465
14	STAFF WELFARE	1968 – 1976	3868
15	JOB SATISFACTION AND STAFF MORALE	1975 – 1976	471
16	INTERBRANCH VISITS	1976	2906
17	COMMUNICATION	1976	3811

STAFF BRANCH			GIRO / NG / SB /
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			GIRO / NG / SB / G
18	PERSONNEL REVIEW OF POST OFFICE BUSINESS ACTIVITY ASSIGNMENT	1976	1079
19	DRAFT INDUSTRIAL REALTIONS NORTHERN IRELAND ORDER 1976	1976	6714
20	TOWARDS A SINGLE STATUS REPORT	1976	502
21	STAFF MATTERS 1977	1977	2971
22	CHRISTMAS ARRANGEMENTS	1972 – 1977	1432
23	BRIEFING GROUP GUIDELINES	1976 – 1977	5095
24	CORRESPONDENCE WITH CHQ	1977	3491
25	MANPOWER SERVICES COMMISSION	1977	3577
26	GUIDE TO ASIAN NAMES	1977	3491
27	LONDON STAFF	1976 – 1977	3672
28	LIST OF PRINCIPAL OFFICERS	1977	822
29	BOOTLE RE UNIFICATION	1976 – 1977	3806
30	BOOTLE RE UNIFICATION 1 JANUARY – 31 JULY 1978	1978	3805
31	STAFF COMMUNICATIONS	1978	5469
32	INSTITUTE OR PERSONNEL	1978	3604
POLICY			GIRO / NG / SB / P
1	RECRUITMENT	1968 - 1969	258
2	OFFICIAL VISITS ABROAD BY GIRO STAFF	1965 – 1970	410
3	NURSING SERVICES POST OFFICE POLICY PRE OHS	1965 – 1971	5451

STAFF BRANCH			GIRO / NG / SB /
NO	TITLE	DATES	LOCATION BOX BAY
POLICY			GIRO / NG / SB / P
4	INDUSTRIAL RELATIONS ACT	1971	2451
5	STAFF : INDUSTRIAL RELATIONS ACT	1971	1018
6	AN ANALYSIS OF THE INDUSTRIAL REALTIONS ACT 1971 AND THE MAIN IMPLICATIONS	1971	3868
7	INDUSTRIAL RELATIONS ACT 1971	1971 – 9172	410
8	OFFICIAL SECRETS ACT DPS FORM FOR ICL ENGINEERS ETC WORKING ON NGC SITE	1972	5453
9	RECRUITMENT	1972	258
10	PAY POLICY	1969 – 1973	467
11	INDUSTRIAL DEMOCRACY REPORT BY LORD BULLOCK	1977	753
12	ASSIGNMENT TRANSFER POLICY FILE	1968 – 1978	5449
13	REDUNDANCY POLICY	1975 – 1978	3806
RECRUITMENT			GIRO / NG / SB / R
1	RECRUITMENT OF STAFF UPON SETTING UP OF NGC	1965 - 1969	5452
2	RECRUITMENT ADVERTISING	1968 – 1970	257
3	RECRUITMENT ADVERTISING	1970	257
4	CARAVAN RECRUITMENT	1969 – 1970	438
5	COMMON GRADUATE RECRUITMENT STUDY GROUP	1970	471
6	HEO & EO RECRUITMENT	1969 – 1970	5452
7	OVERSEAS TRAINEES	1969 – 1970	3869

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
RECRUITMENT		GIRO / NG / SB / R	
8	STAFF – ADVERTISING OF SENIOR LEVEL VACANCIES	1971 – 1973	1017
9	GRADUATE RECRUITMENT	1969 – 1973	471
10	RECRUITMENT / LONG TERM STATUS / GCT	1972 – 1973	5452
11	STAFF RECRUITMENT INTERNAL AND EXTERNAL	1971 – 1975	1018
12	RECRUITMENT – GRADUATE AND A LEVEL RECRUITMENT BY THE POST OFFICE	1968 – 1975	5450
13	ATTITUDE SURVEY – NEW ENTRANTS INTO NEC	1975	1368
14	NEW ENTRANTS RECEPTION AND TRAINING	1975 – 1977	1409
15	COS / JSA SELECTION PROCEDURES ETC	1976 – 1977	5096
16	RECRUITMENT OF DOORKEEPERS PATROLMEN	1969 – 1978	5450
STAFF TERMS		GIRO / NG / SB / ST	
1	THE POST OFFICE STAFF SUPERANNUATION SCHEME BOOKLET	1969	3865
2	GIRO STAFF HANDBOOK	1968 - 1969	250
3	EXPENSES AND ALLOCATIONS ETC	1971	1709
4	JOB DESCRIPTION AND ANALYSIS E.O.	1971	1368
5	SICK ABSENCES WARNINGS TO STAFF ABOUT EXCESSIVE ABSENCES POLICY	1969 – 1971	5451

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF TERMS		GIRO / NG / SB / ST	
6	STAFF CONTRACT MANUAL	1969 – 1971	2998
7	STAFF SUPERANNUATION SCHEME 1971 SUMMARY OF THE MAIN FEATURES AND BENEFITS	1971	3868
8	SENIOR SALARY STRUCTURE TITLES	1972	1247
9	SENIOR SALARY STRUCTURE JOB EVALUATION	1972	5087 S
10	GUIDANCE FOR COMMITTEE	1972	5096
11	REPORT OF THE CO ORDINATING GROUP ON THE ROLE OF SUPERVISORS IN RELATION TO THE MANAGEMENT TEAM	1972	3864
12	GRADING AND PAY GIRO SALES STAFF	1972	467
13	SPECIAL INDUCEMENTS GIRO SENIOR CONSULTANTS ATTACHED TO GIRO / NG / SB / ST / 12	1972	467
14	COMPENSATION FOR REDUNDANCY AND PREMATURE RETIREMENT	1972	2625
15	STAFF – GIRO MANAGEMENT ENTRANTS	1969 – 1973	1018
16	FAST STREAMING AND OPPORTUNITY POSTS	1971 – 1973	465
17	ASSESSMENT CENTRES	1973	464
18	STAFF ? APPRAISAL REPORTS	1969 – 1973	1017
19	TREATMENT OF RELATIVITIES	1973	3864
20	OFFICIAL CARS FOR GIRO SALES FORCE	1971 – 1973	467

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF TERMS		GIRO / NG / SB / ST	
21	RIPA SURVEY OF STAFF APPRAISAL	1974	465
22	SSS STAFF DEVELOPMENT PROMOTION AND SALARY REVIEW ARRANGEMENTS PROPOSALS	1973 – 1974	3889
23	JOINT STUDY GROUP ON PROMOTION PROMOTIONS PERSONAL RIGHTS ETC	1973 – 1974	469
24	JOINT STUDY GROUP ON PROMOTIONS SSS – PROMOTIONS ETC	1974	3810
25	JOINT STUDY GROUP ON PROMOTION SSS PROMOTIONS ETC	1974	469
26	POST OFFICE STAFF SUPERANNUATION SCHEME BOOKLET	1974	3868
27	STAFF SUPERANNUATION	1971 – 1974	1019
28	STAFF APPRAISEMENT NOTES	1974	750
29	STAFF CONTRACT MANUAL	1971 – 1975	2998
30	PROMOTION UNIT GRSD PROMOTION AND SENIORITY	1969 – 1975	3868
31	JOINT STUDY GROUP ON PROMOTION SSS PROMOTIONS ETC	1975	3810
32	SSS PROMOTION PROCEDURES SUB GROUP	1974 – 1975	3809
33	SSS JWP SUB COMMITTEE PROMOTIONS INTO SSS	1973 – 1975	470
34	SSS STAFF DEVELOPMENT PROMOTION AND SALARY REVIEW ARRANGEMENTS	1975	6096

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF TERMS		GIRO / NG / SB / ST	
35	STAFF DEVELOPMENT PROMOTION AND SALARY REVIEW ARRANGEMENTS IN THE SENIOR SALARY STRUCTURE SSS REPORT 01 1975	1975	6108
36	STAFF DEVELOPMENT PROMOTION AND SALARY REVIEW ARRANGEMENTS IN THE SENIOR SALARY STRUCTURE SSS REPORT 01 1975	1975	6108
37	SENIOR SALARY STRUCTURE 1975 APPRAISALS	1975	470
38	RULES RELATING TO 21 DAY WAITING PERIOD RE T / PROM WITHIN SSS	1973 – 1975	5450
39	SENIOR SALARY STRUCTURE 1976 APPRAISALS	1976	470
40	SALARY REVIEW ARRANGEMENTS	1976	470
41	STAFF CONTRACT MANUAL	1969 – 1976	4979
42	CONFIDENTIALITY OF MEDICAL	1973 – 1976	5451
43	NOTICE PERIODS	1976	5451
44	ECONOMY CAMPAIGN PO / GRS STAFF / TRAVELLING / TRAINING	1975 – 1976	3806
45	SENIOR SALARY STRUCTURE	1972 – 1977	1710
46	JOINT STUDY GROUP SSS DEVELOPMENT PROMOTIONS ETC	1977	3808
47	JOB EVALUATION SENIOR SALARY STRUCTURE	1970 – 1977	2636
48	SENIOR SALARY STRUCTURE SPECIAL SELECTION TO BAND 8 POSTS	1976 – 1977	3808

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF TERMS		GIRO / NG / SB / ST	
49	STEERING GROUP ON GRADE RE STRUCTURING SUB GROUP ON PERSONNEL ASPECTS MINUTES	1975 – 1977	1082
50	STEERING GROUP ON GRADE RESTRUCTURING PAPERS 61 –	1976 – 1977	1081
51	ECONOMY CAMPAGIN PO / GRS SSS RETIREMENT / RE ORGANISATION	1975 – 1977	3806
52	PROMOTION IN ABSENTIA / SPECIAL LEAVE	1977	5450
53	SUBSTITUTION	1969 – 1977	3870
54	STAFF PROMOTIONS BOARDS	1969 – 1978	1018
55	NON CULPABLE INEFFICIENCY	1978	3488
56	SENIOR SALARY STRUCTURE 1978 APPRAISEMENTS	1978	3813
57	SENIOR SALARY STRUCTURE 1973 - 1977 APPRAISEMENTS	1978	3813
58	JOB DESCRIPTION / EVALUATION	1968 – 1978	1084
59	JOB DESCRIPTION – SAFETY REPRESENTATIVES	1978	4960
60	JOB DESCRIPTIONS POSTAL EXECUTIVE GRADES	1978	4960
61	PHOTOPRINTER GRADES - CONDITIONS OF SERVICE	1978	2578
62	MEAL RELIEFS IN DCB 2` PHOTOPRINTING AREAS	1978	2582

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
PRODUCTIVITY / PROFICIENCY		GIRO / NG / SB / PP	
1	PRODUCTIVITY NGC	1968 – 1972	468
2	STAFF AT GIRO PRODUCTIVITY (INCLUDES PAPERS FOR DC&CE'S ENQUIRY AUGUST 1970)	1970 – 1972	468
3	GIRO CLERICAL WORK MEASUREMENT PROGRAMME	1971 – 1972	467
4	DATA PROCESSING OFFICER PROFICIENCY PAYMENT SCHEME	1972	1004
5	PROFICIENCY SCHEMES OPERATORS 1971 -1973	1971 – 1973	1115
6	NEC LOCAL JOINT OFFICE STAFFS PRODUCTIVITY COMMITTEE (SEE GIRO / NG / SB / C / 5)	1973 – 1974	3864
7	GIRO PRODUCTIVITY SCHEME ATTACHED TO ABOVE FILE (SEE GIRO / NG / SB / C / 6)	1973 – 1974	3864
8	GIRO PRODUCTIVITY SCHEME	1974 – 1975	1408
9	GRS PRODUCTIVITY SCHEME CALCULATION OF AVERAGE STAFF COSTS FOR PRODUCTIVITY PURPOSES	1975 – 1976	2040
10	GRS PRODUCTIVITY SCHEME 1976	1976	2040
11	JOINT WORKING PARTY WORKING PAPERS ETC	1976	2039
12	PRODUCTIVITY CO ORDINATING GROUP BMPIR	1977	466
13	GRS PRODUCTIVITY SCHEME 1976 - 1977 MISCELLANEOUS PAPERS AND DUTY NOTES	1976 – 1977	2039

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
PRODUCTIVITY / PROFICIENCY		GIRO / NG / SB / PP	
14	GIRO PRODUCTIVITY JOINT WORKING PARTY	1975 – 1977	3804
15	PRODUCTIVITY SCHEMES – GRS CORRESPONDENCE 1977 - 1978	1977 – 1978	7890
RECRUITMENT AND TRAINING BRANCH		GIRO / NG / SB / RTB	
1	RTB BRANCH MANAGEMENT STAFF REPORTS	1971 – 1974	3568
2	TRAINING CO ORDINATION GROUP MINUTES OF MEETINGS	1972 – 1974	3569
3	TRAINING CO ORDINATION GROUP MISCELLANEOUS PAPERS	1973 – 1974	3569
4	TRAINING / EDUCATION STEERING GROUP NUMBERED PAPERS	1976	3577
5	TRAINING / EDUCATION STEERING GROUP MISCELLANEOUS PAPERS	1976	3577
6	RTB BRANCH MANAGEMENT / BRANCH ORGANISATION	1969 – 1977	3568
7	MANAGEMENT / STAFF TRAINING MINUTES	1977	2968
8	TCG TRAINING CO ORDINATION GROUP	1976 – 1977	473
9	TRAINING EDUCATION STEERING GROUP NUMBERED PAPERS 1 – 23	1977	3578
10	TRAINING EDUCATION STEERING GROUP NUMBERED PAPERS 24 – 39	1977	3578
11	TRAINING / EDUCATION STEERING GROUP MISC PAPERS	1977	3570
12	TRAINING ARRANGEMENTS FOR INDIVIDUAL COURSE VISITS ETC EXTERNAL TRAINING	1976 – 1977	3671

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
RECRUITMENT AND TRAINING BRANCH		GIRO / NG / SB / RTB	
13	RTB / DBC 1 TRAINING LIAISON	1975 – 1977	3496
14	TRAINING AND EDUCATION STEERING GROUP REPORT ON FURTHER EDUCATION	1977	3570
15	COMPUTER ASSISTED TRAINING	1976 – 1977	3601
16	BRANCH LETTERS FILE	1977	3576
17	TRAINING AND EDUCATION STEERING GROUP AGENDA AND MINUTES	1975 - 1978	3570
18	TRAINING AND EDUCATION STEERING GROUP NUMBERED PAPERS 78 19 – 78 33	1978	3577
19	TRAINING AND EDUCATION STEERING GROUP MISCELLANEOUS PAPERS TO 19 AUGUST 1978	1978	3576
20	FURTHER EDUCATION U 18 PART TIME STAFF	1978	3613
21	DEVELOPMENT TRAINING COURSES	1975 – 1978	3500
22	GPO EFFECTIVE WRITING COURSE	1970 – 1978	1890
23	THE POST OFFICE POSTAL MANAGEMENT COLLEGE COTON HOUSE TUTORIAL NOTES	1978	5589
24	INTERBOARD GROUP ON YOUNG PEOPLE	1978	3613
25	MSC TRAINING INFORMATION SURVEY	1978	3613
26	TRAINING OF TRAINERS MSC BOOK	1978	5033
27	TRAINING OF TRAINERS MSC FIRST REPORT OF THE COMMITTEE 1978	1978	5033

STAFF BRANCH			GIRO / NG / SB /
NO	TITLE	DATES	LOCATION BOX BAY
TRAINING			GIRO / NG / SB / T
1	NATIONAL GIRO COMPENDIUM OF TRAINING COURSES	1969	2984
2	MODERN MANAGEMENT COURSE BY BRITISH INSTITUTE OF MANAGEMENT	1969	4954
3	REPORT ON IOB SEMINAR - BANK MANAGEMENT	1969	3555
4	RTB TRAINING SECTION NGC EFFECTIVE WRITING (2 COPIES)	1970	4955
5	EXECUTIVE OFFICER SUPERVISION COURSE	1970	5097
6	DUTY NOTES SENIOR SYSTEMS ANALYST	1970	5097
7	TRAINING COURSES HANDOUTS SENIOR BACKGROUND	1971	1369
8	PROJECT TEAM REPORTS ON 1 THE REVISION OF CLERICAL GRADE TRAINING 2 THE TRAINING OF SUB CLERICAL GRADES	1971	1368
9	REVISION OF ACCOUNTS MANAGEMENT BRANCH TRAINING REPORT BY PROJECT TEAM RTB TS	1970 – 1971	1368
10	DATA PROCESSING PAPERS	1971	2597
11	INSITUATION OF TRAINING OFFICERS	1968 – 1971	3601
12	REPORT OF THE WORKING GROUP APPOINTED TO DRAW UP A SET OF PRINCIPLES FOR DAY RELEASE FOR ONC / HNC COURSES IN BUSINESS STUDIES	1972	3613

STAFF BRANCH			GIRO / NG / SB /
NO	TITLE	DATES	LOCATION BOX BAY
TRAINING			GIRO / NG / SB / T
13	EVALUATION OF HIGHER NATIONAL AWARD SCHEME ATTACHED TO ABOVE	1972	3613
14	ASSISTANCE WITH INDUSTRIAL TRAINING FOR FIRMS IN DEVELOPMENT AND INTERMEDIATE AREAS	1972	1369
15	DPS TRAINING COURSE NOTES I.S.A. COURSE	1973	5057S
16	DPS TRAINING COURSE NOTES 2900 CONVERSION AND COBOL	1973	5057S
17	DPS TRAINING COURSE NOTES IDP	1973	1172
18	SAFETY TRAINING	1974	3049
19	ACCIDENT REPORTING NOTES FOR SUPERVISORS	1974	3495
20	ACCOUNTS OPENING TEB TRAINING COURSE NOTES	1972 – 1974	1308
21	GIRO AND TELECOMMS TRAINING PROGRAMMES	1973 – 1974	3576
22	BASIC SYSTEMS ANALYSIS BSY COURSE NOTES VOL 1	1974	1337
23	BASIC SYSTEMS ANALYSIS BSY COURSE NOTES VOL 2	1974	1337
24	THE POST OFFICE POSTAL MANAGEMENT COLLEGE COTON HOUSE INDUSTRIAL RELATIONS COURSE 3 COPIES	1974	4953 4953 5589
25	STAFF COURSES AND TRAINING	1970 – 1975	1017
26	TRAINING AND EDUCATION COORDINATING GROUP	1972 – 1974	473

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
TRAINING		GIRO / NG / SB / T	
27	TCG TRAINING COORDINATING GROUP	1974 – 1975	473
28	EVALUATION OF TRAINING	1975	5030
29	TRAINING SUPPORT GROUP NUMBERED PAPERS 1975	1975	3577
30	REVISION OF FURTHER EDUCATION RULES CSD NOTICE	1975	3577
31	POLICY ON FURTHER EDUCATION FOR OVER 18s	1975	3577
32	GDI TRAINING CARDS	1971 – 1975	5096
33	TRAINING SCHOLARSHIP AWARDS	1972 – 1975	3499
34	TRAINING IN COSTING TECHNIQUES	1975	3497
35	JOINT TRAINING COURSE STAFF RELATIONS	1971 – 1975	3867
36	FILM ON COUNSELLING PRODUCED BY CHQ MDD	1973 – 1975	1369
37	PRACTICAL MANAGEMENT COURSE	1975	3610
38	EFFECTIVE LETTER WRITING	1975	3600 S
39	GENERAL MANAGEMENT COURSE RUN BY THE POST OFFICE	1975	4953
40	INDUSTRIAL RELATIONS COURSE RUN BY THE POST OFFICE	1975	4953
41	TRAINING PROJECT 21 / 75 FINANCING FOR EXECUTIVE STAFF IN THE FINANCE AREA NEW	1975 – 1976	1368
42	AMIS TRAINING	1976	3495

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
TRAINING		GIRO / NG / SB / T	
43	SELECTION OF STAFF TO OPERATE NCR 775 / 200 (PROOF ENCODERS) GENERAL REASONING TEST	1976	1368
44	EDUCATION TRAINING DEVELOPMENT COURSES ECONOMY MEASURES	1975 – 1976	3569
45	TRAINING OF NON POST OFFICE STAFF SOLICITORS ADVICE	1976	6095
COMMITTEES		GIRO / NG / SB / C	
1	GRSD WHITELY COMMITTEE MINUTES	1968 - 1969	2983
2	MEETINGS INDUSTRIAL ACTION	1970	3496
3	POST OFFICE GIRO MANAGEMENT / STAFF MEETINGS NON COPOU	1970 – 1972	1013
4	PAY CO ORDINATION COMMITTEE	1972 – 1974	468
5	NEC LOCAL JOINT OFFICE STAFFS PRODUCTIVITY COMMITTEE	1973 – 1974	3864
6	GIRO PRODUCTIVITY SCHEME ATTACHED TO ABOVE FILE	1973 – 1974	3864
7	MANAGEMENT STAFF MEETINGS ATTACHED TO ABOVE FILE	1975	1710
8	PO GIRO MANAGEMENT / STAFF MEETINGS	1970 – 1975	727
9	BUSINESS COUNCIL / COPOU	1976	6714
10	MDRG STAFF INTERCHANGE SUB COMMITTEE	1974 – 1976	464
11	MINUTES OF MEETINGS WITH CLERICAL AND MACHINE INSTRUCTORS	1975 – 1976	3496
12	PAY CO ORDINATION COMMITTEE	1975 – 1977	468

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF REVIEWS		GIRO / NG / SB / SR	
1	DEVELOPMENTS AT FULTON	1969	4955
2	JOINT REVIEW OF PAY AND GRADING OF ADP STAFF WITH CSD PT 1 GENERAL BY NDPS	1969	3863
3	AS ABOVE PT 2 PROPOSALS AFFECTING EXISTING MO - EO / APCII GRADES IN NDPS	1969	3863
4	DATA CATCHMENT CENTRES : STAFF FEASABILITY STUDY	1970	1369
5	GRSD EXPANSION OF ORGANISATION STRUCTURE	1968 – 1970	3828
6	ORGANISATION	1968 – 1970	5453
7	STAFF REDUNDANCIES	1971	1019
8	DRAFT REPORT OF THE INVESTIGATION INTO THE WORK OF PHOTO PRINTERS IN THE POST OFFICE 1971	1971	2582
9	REPORT OF THE JOINT WORKING PARTY ON RESTRUCTURING OF MACHINE GRADES	1971	3864
10	MACHINE GRADES JOB ANALYSIS	1971	3863
11	MACHINE GRADES JOB ANALYSIS ANNEXES	1971	3863
12	CLERICAL WORK MEASUREMENT PROGRAMME HANDBOOK	1971	3839
13	REPORT OF WORKING PARTY ON SECRETARIAL SERVICES IN THE POST OFFICE	1971	3864
14	STAFF DOCKETS 1 – 100	1971	1528

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF REVIEWS		GIRO / NG / SB / SR	
15	JULY 1971 FINANCIAL STAFF REVIEW	1971	2969
16	GRSD ORGANISATION	1969 – 1972	2651
17	STAFF DOCKETS 101 – 200	1972	1528
18	STAFF DOCKETS 201 – 299	1972 – 1973	1528
19	STAFF DOCKETS 300 – 400	1973	1528
20	MANAGEMENT DEVELOPMENT REVIEW GROUP MAY 1971 – DEC 1973	1971 – 1973	464
21	JOINT STUDY GROUP ON PROMOTION SSS (SENIOR SALARY STRUCTURE)	1971 – 1973	469
22	JOB EVALUATION SENIOR SALARY STRUCTURE	1972 – 1973	468
23	SENIOR SALARY STRUCTURE 1973 APPRAISALS	1973	469
24	ID JOB EVALUATION AND DESCRIPTIONS	1968 – 1973	3670
25	PHOTOPRINTERS GRADE 2 JOB ANALYSIS	1973	2582
26	REPRODUCTION SERVICES	1973	2582
27	ORGANISATION COMPLEMENTING PROCEDURES	1971 – 1974	4958
28	STAFF DOCKETS 400 – 499	1974	1529
29	STAFF DOCKETS 500 – 549	1974	1529
30	STAFF COMPLEMENT DOCKETS 550 – 599	1974	1529
31	MANPOWER PLANNING STEERING GROUP	1973 – 1974	472

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF REVIEWS		GIRO / NG / SB / SR	
32	STAFF WASTAGE STUDIES FOR MPSG COMMITTEE	1973 – 1974	473
33	SENIOR SALARY STRUCTURE 1974 APPRAISALS	1974	469
34	CLERICAL WORK MEASUREMENT TECHNIQUES APPLIED TO DCB 1 ENCODERS AND PUNCH CARD OPERATORS	1972 – 1974	1414
35	STAFF FINANCE AND INVESTMENT DIVISIONS	1969 – 1974	1017
36	FINANCE STAFF STUDY GROUP	1973 – 1974	470
37	FINANCE STAFF STUDY GROUP	1974	471
38	MANAGEMENT DEVELOPMENT GROUP 01 1974 – 03 1975	1974 – 1975	464
39	MANPOWER PLANNING GROUP 07 1974 – 12 1975	1974 – 1975	472
40	STEERING GROUP ON GRADE RESTRUCTURING PAPERS 1 – 29	1975	1081
41	REVIEW OF PERFORMANCE	1972 – 1975	1017
42	ECONOMY MEASURES: RETIREMENT OF STAFF OVER 60	1975	466
43	ID JOB EVALUATION AND DESCRIPTIONS	1975	3686
44	STAFF AUDIT REPORT	1973 – 1975	3867
45	STAFFING REVIEWS RETURNS AND STATISTICS PRE DOCKET ERA PRODUCED BY DICE	1970	1528
46	STAFF COMPLEMENT DOCKETS 600 TO 649	1974 – 1975	1529

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
STAFF REVIEWS		GIRO / NG / SB / SR	
47	STAFF COMPLEMENTS DOCKETS ISSUES 650 - 699	1975	1529
48	STAFF DOCKETS 700 – 749 04 – 08 1975	1975	1530
49	STAFF DOCKETS 750 – 799	1975	1530
50	STAFF IN POST SIP SHEETS MONTHLY FROM 01 01 1970 – 31 12 1975	1970 – 1975	123
51	GIRO AND REMITTANCE SERVICES MANAGEMENT RE ORGANISATION OCTOBER 1976	1976	3865
52	JOINT STUDY GROUP SSS DEVELOPMENT PROMOTIONS ETC	1976	3808
53	STEERING GROUP ON GRADE RESTRUCTURING MINUTES	1975 – 1976	1082
54	STEER GROUP ON GRADE RESTRUCTURING PAPERS 30 - 60	1975 – 1976	1081
55	PERSONNEL ASPECTS OF RESTRUCTURING GROUP (PARG)	1976	1081
56	PERSONNEL ASPECTS OF RESTRUCTURING GROUP (PARG)	1976	3809
57	NW TELECOMMS REGION PAY AND RELATED INFO SYSTEM PARIS TRMP EO POST APPLICATION AND BOARD	1976	5450
58	COMPLEMENTS AUTHORITIES ETC	1969 – 1976	3867
59	AUTHORISED COMPLEMENTS SIP	1976	123
60	STAFF DOCKETS 800 – 849	1976	1530
61	STAFF DOCKETS 850 – 899	1976	1530
62	STAFF DOCKETS 899 – 900	1976	1530

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY

STAFF REVIEWS GIRO / NG / SB / SR

63	BUDGETS STAFF FORECASTS	1975 – 1976	1934
64	STAFF STATISTICS SYSTEM THE LINK WITH PARIS	1976	5451
65	SIP (STAFF IN POST)	1977	123
66	GIRO DOCKETS 1 – 60 1 SEPTEMBER - 18 NOVEMBER 1976 AND 61 – 120 22 NOVEMBER 1976 – 10 MARCH 1977	1976 – 1977	4964
67	STAF DOCKETS 1 – 99 SEPTEMBER 1976 – FEBRUARY 1977	1976 – 1977	4962
68	STAFF DOCKETS 100 – 1999	1977	4962
69	STAFF DOCKETS 300 – 396 FEBRUARY 1978 1978 – JUNE 1978	1978	4964
70	STAFF DOCKETS 341 – 449 APRIL 1978 - AUGUST 1978	1978	4962
71	STAFF DOCKETS 397 – 504 15 JUNE 1978 - 6 NOVEMBER 1978	1978	4964
72	STAFF IN POST 1978	1978	239
73	GD MANPOWER REVIEW 1976 - 1978 MARCH	1978	918
74	FPB FILE TD 9 MANPOWER BUDGET	1977 – 1978	918

INDUSTRIAL RELATIONS IN GIRO GIRO / NG / SB / IR

NO	TITLE	DATES	LOCATION BOX BAY
1	CPSA PAY CLAIM 1972	1972	468
2	PAY POLICY SEE GIRO NG SB P 10	1969 – 1973	

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
INDUSTRIAL RELATIONS IN GIRO		GIRO / NG / SB / IR	
3	FACILITIES AGREEMENT GENERAL POLICY CORRESPONDENCE	1972 – 1973	2047
4	AGREEMENT FOR FACILITES RECOGNISED UNIONS	1973	1411
5	FACILITIES FOR UNION REPRESENTATIVES	1973	1711
6	INDUSTRIAL RELATIONS ACT	1971 - 1973	1406
7	INDUSTRIAL RELATIONS ACT INFORMATION PAPERS ETC	1970 – 1973	800
8	REVISION OF STANDARD INDUSTRIAL CLASSIFICATION	1968 – 1973	413
9	INDUSTRIAL ACTION – PERSONNEL MANAGEMENT NOTES	1973	2968
10	1974 PAY NEGOTIATIONS	1974	3812
11	THREATENED INDUSTRIAL ACTION CPSA – SMO, DPO	1971 – 1974	2945
12	CHANNELS OF COMMUNICATION	1974	7910
13	INDUSTRIAL RELATIONS INDUSTRIAL UNREST IN PO	1975	471
14	INDIUSTRIAL RELATIONS COURSE RUN BY THE POST OFFICE (See GIRO / NG / SB / T / 40)	1975	4953
15	EMPLOYMENT PROTECTION ACT 1975`	1975	3670
16	EMPLOYMENT PROTECTION ACT INFORMATION PAPER	1975	975

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
INDUSTRIAL RELATIONS IN GIRO		GIRO / NG / SB / IR	
17	UNION MEMBERSHIP AGREEMENT BETWEEN THE POST OFFICE AND THE CIVIL AND PUBLIC SERVICES ASSOCIATION CPSA, POSTS AND TELECOMMUNICATIONS GROUP	1976	1368
18	CORRESPONDENCE WITH STAFF SIDE (LOCAL)	1969 – 1976	2944
19	STAFF COMMUNICATIONS SESSIONS	1976	1017
20	MEETINGS WITH STAFF SIDES	1977	1434
21	CLOSED SHOP AGREEMENTS SCPS CLAIM FOR BENEFITS FOR MEMBERS ONLY	1976 – 1977	7894
22	UNION MATTERS GENERAL CORRESPONDENCE ETC	1969 – 1978	2944
23	POEU CLAIM FOR A 35 HOUR WEEK 1978	1978	7906
24	POEU INDUSTRIAL ACTION FRIDAY 11 AUGUST 1978	1978	2971
25	POST OFFICE WORKERS INDUSTRIAL ACTION BILL	1978	7905
26	COPOU COMPLAINTS	1978	1440
27	SCS COMMUNICATIONS	1976 – 1978	370
28	DISCIPLINE – GENERAL DISMISSALS SUSPENSION POLITICAL ACTIVITIES PART TIME EMPLOYMENT OUTSIDE NGC DRIVING DISQUALIFICATIONS OLD INFORMATION UP TO 1978	1969 – 1978	6742

STAFF BRANCH		GIRO / NG / SB /	
NO	TITLE	DATES	LOCATION BOX BAY
SUGGESTION SCHEMES		GIRO / NG / SB / SS	
NO	TITLE	DATES	LOCATION BOX BAY
1	AWARD SUGGESTIONS	1963 – 1970	154
2	COMPLETED AWARD SUGGESTIONS SOURCES	1968 – 1970	1543
3	AWARD SUGGESTIONS COMPLETED	1971 – 1972	1544
4	AWARDS SUGGESTIONS RECORDS JPC SUGGESTIONS FROM OUTSIDE SOURCES	1972 – 1973	1540
5	STAFF SUGGESTIONS	1973 – 1974	1545
6	AWARD SUGGESTIONS 1975	1975	1546
7	AWARDS SUGGESTIONS	1976	1547
8	AWARD SUGGESTIONS	1977	1548
9	AWARD SUGGSTIONS	1978	3670
10	AWARD SUGGESTIONS 1978	1978	1549
FLEXITIME		GIRO / NG / SB / FWH	
1	FLEXIBLE WORKING HOURS DCB 1 AND 2	1977	1411
2	FLEXIBLE WORKING HOURS DCB 1 AND DCB 2	1977	2909
HEALTH AND SAFETY		GIRO / NG / SB / HAS	
1	OCCUPATIONAL HEALTH SERVICE 5 YEAR REVIEW	1976 - 1977	5451
2	POST OFFICE OCCUPATIONAL HEALTH SERVICE REVIEW	1977	3864

STAFF BRANCH

GIRO / NG / SB /

NO TITLE

DATES

LOCATION
BOX BAY

HEALTH AND SAFETY

GIRO / NG / SB / HAS

3	HEALTHAND SAFETY AT WORK AMIS EYESIGHT TESTING	1977	1939
4	NATIONAL JOINT COMMITTEE ON HEALTH INFLUENZA VACCINATION IN THE POST OFFICE REPORT ON TRIALS	1977	3864
5	THE MANAGER AND THE HEALTH OF THE STAFF SEMINAR BRIEF	1977	3600 S

TECHNOLOGY

Technology has always played a big part in National Giro. When the System opened in 1968 it was one of the largest Computer Centres in Europe, using many techniques and machinery never seen before. As such it has extensive files relating to its development of the system and the necessary hardware and software to support it, as well as the actual machinery (See GIRO/T). Technology therefore encompasses all aspects of the intellectual and physical system, which became the hub of the National Giro System.

As in any system once it moved from the theoretical to the practical use it discovered that all was not working perfectly or was inappropriately programmed and there are, therefore, a whole series of files relating to adjustments, enhancements, re-writes and changes to the various systems. Unfortunately the system was not initially being fully utilised and the Business, therefore, investigated various options to provide computer agency services for other businesses. The Computer Department had always been part of the Post office Data Processing Service however in 1977 there began a process to hand it over to the National Giro.

In the early 1970s the department in charge of Technology changed from the Development Division (See GIRO NG DD) to the Systems Division and its records are now catalogued in this Section. The main computer system's records also start to appear in the catalogue from 1972. In 1973 as part of the Drive to improve the Giro's efficiency two major projects were undertaken to review Reconciliation and to reduce Streaming. By the start of the mid 1970s the files relating to how products and services used the Bank's computer systems were starting to be absorbed into wider product led projects and as such papers will now also appear in Products (GIRO/NG/PRO).

By the mid 1970s the Giro Management required an ever increasing range of information on how the system was working. In 1975 this led to the start of the development of AMIS, Accounts Management Information System. The aim of AMIS was to draw off information from a range of existing systems and present this information in a statistical format to give regular up dates on how the system was functioning. 1975 also saw the Giro experimenting with Package Switched Service as part of an industry wide initiative and also reviewing its own Input Systems and starting on the task of finding a new main computer system..

ELECTRONIC RETINA COMPUTER READER GIRO / NG / T / E / ERCR /
BY REI

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	NATIONAL GIRO ERCR SPECIFICATION READER / SORTER BRANCH	1969	552	
2	NATIONAL GIRO ERCR SPECIFICATION READER / SORTER BRANCH	1968	567	
3	NATIONAL GIRO PRGRAM SPECIFICATION SINGLE PASS ERCR INPUT PROGRAM	1967 - 1969	567	
4	NATIONAL GIRO DETAILED SYSTEM SPECIFICATION SINGLE PASS ERCR INPUT PROGRAM ACCEPTANCE TESTS	1968 - 1969	569	
5	ERCR ACCEPTANCE TEST REPORT	1969	997	
6	AMENDMENTS TO ERCR SYSTEM AND	1968 - 1969	567	
7	1969 EXERCISE TO DETERMINE NEED AND ECONOMICS OF BUYING AN REI RIPC CORRESPONDENCE CONCERNING OFFERMENT OF 4 TH ERCR	1969	552	
8	WORKING PAPERS CANCELLATION OF 4 TH ERCR MAINTENANCE CONSIDERATIONS FOR NEGOTIATION	1969	563	
9	ERCR MODIFICATION TO INCLUDE LETTER " P " IN NUMERIC SUB SETS	1970	611	
10	USE OF ERCR TO ADD LIST FULLY PRE ENCODED TELEPHONE BILLING TRAFFIC	1970	607	
11	TESTING OF ERCR CAPTURE PROGRAMME PART 1	1970	550	
12	TESTING OF ERCR CAPTURE PROGRAMME PART 2	1970	550	
13	ERCR CAPTURE PROGRAM	1971	573	

ELECTRONIC RETINA COMPUTER READER BY REI GIRO / NG / T / E / ERCR /

NO	TITLE	DATES	LOCATION BOX BAY
14	SALE OF ERCR : MINUTES OF DISCUSSION OF MEETING WITH DEPT OF ENVIRONMENT	1971	578
15	D.OE. SALE OF ERCR ATTACHED TO 14	1971	578
16	RE SITING OF ERCR 3 AT CHESTER-FIELD	1972	573

BAR CODE READER SORTER GIRO / NG / T / E / BCRS /

NO	TITLE	DATES	LOCATION BOX BAY
1	REI BCRS SORT PROGRAM SYSTEMS TESTS	1968 - 1969	550

MAGNETIC INK CHARACTER READERS GIRO / NG / T / E / MICR /

NO	TITLE	DATES	LOCATION BOX BAY
1	DETAILED SYSTEM SPECIFICATION FOR BARCODE PRINTING OF MICR DOCUMENTS	1969	570
2	MICR PROCEDURES	1970	2985
3	CAPTURE SYSTEM FOR MICR DOCUMENTS USING THE REI ELECTRONIC RETINA COMPUTING READER	1970	562
4	MICR VET RE WRITE	1969 – 1971	601
5	REMOVE SYMBOLS FROM MICR CODE LINE	1970 – 1971	605

OPTICAL CHARACTER READERS

GIRO / NG / T / E / OCR /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	COMBINED OPERATING INSTRUCTIONS MULTIPASS OCR AND MICR PROGRAMMES VERSIONS IJ65 AND MI65	1969	550	
2	CASE PRESENTED TO PO BOARD FOR PURCHASE OF ADDITIONAL REI EQUIPMENT INC NDSP REPORT ON ALTERNATIVE OCR EQUIPMENT AGREEMENT TO OMIT FACTORY ACCEPTANCE TESTS LETTER TO MINISTER OF TECHNOLOGY AND SUBSEQUENT CORRESPONDENCE	1968 - 1969	552	
3	WORK SCHEDULES FOR OCR AREA INCLUDES BAR CHARTS OF SECTION DUTIES AND RESPONSIBILITES	1969	563	
4	OCR ENCODING USE OF AGENTS DEPOSITS TO SMOOTH PEAKS OF ENCODING WORK	1970	609	
5	OCR FIELDS ON MICR DOCUMENTS STAGE 2 MIXED STREAMS	1971	575	
6	FEASABILITY STUDY OCR CODE LINE LINES ON MICR TRANASACTION DOCUMENTS (PRE AUTHENTICATED GIROCHEQUES)	1971	575	
7	OCR PROJECT SCHEDULES	1973 – 1975	905	
8	STATIONERY ORDERS VIA OCR 4 / 70 ASPECTS	1975	607	

CHEQUE DIGIT GENERATORS

GIRO / NG / T / E / SDG /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	CHECK DIGIT GENERATORS GIRO MANUAL * 2	1969	941	941
2	CHECK DIGIT GENERATORS DECIMAL CONVERSION	1970	607	
3	CHECK DIGIT GENERATORS MAINTENANCE CONTRACT WITH ADVANCED DATA SYSTEMS LTD	1968 – 1970	1413	
4	CHECK DIGITS	1962 – 1970	617	
5	CHECK DIGIT GENERATOR KEYNG STATS	1972 – 1973	602	
6	DATA PROTECTION LTD ADDITIONAL MACHINE MAINTENANCE FOR DATA DIVISON EXL CDGS	1976 – 1977	1413	
7	DATA PROTECTION LTD DEVELOPMENT CORRESPONDENCE	1977	1413	

ADP

GIRO / NG / T / S / ADP /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	ADP MK 1 MODS BANK OF ENGLAND QUARTERLY RETURN	1968 - 1969	596	
2	ADP MK 1 MODS LIBERALISATION OF ROUTINE INC PROVISION FOR STAMP DUTY CHARGES PT 1	1969	594	
3	ADP MK 1 MODS LIBERALISATION OF ROUTINE INC PROVISION FOR STAMP DUTY CHARGES PT 2	1969	594	
4	ADP MK 1 MODS NOMINATED PO INTERROGATIONS SYSTEM AND PROGRAM SPECS	1968 - 1969	596	

ADP		GIRO / NG / T / S / ADP /	
NO	TITLE	DATES	LOCATION BOX BAY
5	MODS TO MK 1 SYSTEM - PRODUCTION OF DAILY AUDIT STATEMENTS FOR TSBs	1969	597
6	SYSTEMS ADP MK 1 POSSIBILITY OF INCORPORATING RECONCILIATION FOR CERTAIN CROSSED PAYMENT ORDERS	1968 - 1969	597
7	ADP DEVELOPMENT SDD ETC	1967 – 1970	3278
8	ADP MK 1 MODS :- HANDBOOK REVISIONS	1969 – 1970	594
9	ADP MK 1 MODS NORTHERN IRELAND	1970	594
10	ADP MK 1 MODIFICATION – DUPLICATE STOPS	1968 – 1970	597
11	ADP MK 1 MODIFICATIONS PO DE CODE PROCESS	1968 – 1971	596

HISTORIC DATA COLLECTION		GIRO/NG/T/S/HDC	
NO	TITLE	DATES	LOCATION BOX BAY
1	DISASTER AND EMERGENCY TAPE STORE	1970	1584
2	SELECTIVE EDIT OF STATEMENT TAPES FOR HISOTRY (1076)	1970	576
3	INTERROGATION OF HISTORIC RECORDS PART 3 INFORMATION NOT CURRENTLY AVAILABLE	1970	592
4	COMPUTER PRODUCED STATISTICS	1970	2984
5	INTERROGATION OF HISTORIC RECORDS PART 1 INFORMATION CURRENTLY OBTAINED FROM EMERGENCY EDIT OR MICROFILM RETRIEVAL PT 2	1971	592

HISTORIC DATA COLLECTION

GIRO/NG/T/S/HDC

NO	TITLE	DATES	LOCATION	
			BOX	BAY
6	INTERROGATION OF HISTORIC RECORDS PART 1 INFORMATION CURRENTLY OBTAINED FROM EMERGENCY EDIT OR MICROFILM RETRIEVAL PT 3	1971	592	
7	MERGE OF ASSOCIATION AND NON ASSOCIATION OUTPUT TYPES FOR HISTORY REVISED FILE CONTROL	1971	604	
8	REVISED PROCESSING – SORT INPUT TRANSACTION FOR HISTORY	1971 – 1972	604	
9	RE SEQUENCE OF OUTPUT FOR HISTORY	1972	576	
10	DUPLICATE OUTPUT FILES FOR DISASTER STORE	1973 – 1975	580	

RECONCILIATION

GIRO/NG/T/S/R

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	RECONCILIATION	1969 – 1970	988	
2	WORKING PARTY REPORT RECONCILIATION PLANNING PAPERS	1970	601	
3	RECONCILIATION EX J HEALEY	1969 – 1970	600	
4	RECONCILIATION STATEMENTS NEGATIVE BALANCES	1970	606	
5	MODIFICATIONS TO MARK 1 GIRO INTERFACE PROGRAM A/MENTS TO RECONCILIATION PROCEDURES REI / DK TAPES	1970	605	
6	RECONCILIATION PLANNING PAPERS FILE COPIES AND ORIGINALS	1969 – 1972	599	

RECONCILIATION		GIRO/NG/T/S/R	
NO	TITLE	DATES	LOCATION BOX BAY
7	RECONCILIATION	1970 – 1972	988
8	RECONCILIATION IMPROVED IMPROVED CONTENTS OF RECONCILIATION PRINTOUT	1972 – 1973	600
9	RECONCILIATIONS PRINT RECONCILIATION STATEMENT	1972 – 1973	600
10	STUDY OF RECONCILIATION IN POSTMASTERS TRANSACTION BRANCH PURCHASE OF ADD LISTERS	1972 – 1973	566
11	STUDY OF RECONCILIATION IN POSTMASTERS TRANSACTION BRANCH TWO SINGLE SYSTEM WORKING ON DK SYSTEM	1972 – 1973	566
12	STUDY OF RECONCILIATION IN POSTMASTERS TRANSACTION BRANCH WORKING PARTY MINUTES	1972 – 1973	566
13	STUDY OF RECONCILIATION IN POSTMASTERS TRANSACTION BRANCH DOUBLE REGISTER ADD LISTERS	1972 – 1973	566
14	DERBY JOB DIRECTIVES	1973	565
15	REVIEW OF EFFECTIVENESS OF OSB BANK STREAM RECONCILIATION PROCEDURES	1972 – 1973	1397
16	PUNCH CARD RECONCILIATION	1973	593
17	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING	1972 – 1974	581
18	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING GD MONTHLY PROGRESS REPORTS	1974 – 1975	566

RECONCILIATION		GIRO/NG/T/S/R	
NO	TITLE	DATES	LOCATION BOX BAY
19	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING CONVERSION PROGRAM MASTER COPIES	1973 – 9175	581
20	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING DSS MASTER COPY DIVISION 3	1973 – 9175	581
21	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING OUTLINE SYSTEMS DESCRIPTION MASTER COPY	1973 – 9175	581
22	GIRO RECONCILIATION SUITE CONVERSION FROM LEO 326 TO SYSTEM 4 WORKING GD PROGRESS REPORTS	1973 – 9175	581
23	STUDY OF THE RECONCILIATION SYSTEM FOR POSTMASTERS TRANSACTIONS	1974 – 1975	1395
24	STUDY OF THE RECONCILIATION SYSTEM FOR POSTMASTERS TRANSACTION BRANCH	1972 – 1975	1395
25	MS REPORT RECONCILIATION OF POSTMASTERS TRANSACTIONS	1975	2987

DIRECT KEYING		GIRO/NG/T/S/DK	
NO	TITLE	DATES	LOCATION BOX BAY
1	POST OFFICE DIRECT KEYING SYSTEM PROGRAMMING HANDBOOK PART A	1970	698
2	POST OFFICE DIRECT KEYING SYSTEM PROGRAMMING HANDBOOK PART B	1970	698

DIRECT KEYING

GIRO/NG/T/S/DK

NO	TITLE	DATES	LOCATION	
			BOX	BAY
3	STC GIRO DKS OPERATIONAL MANUAL DUAL SYSTEM ENGINEERS	1969 – 1971	697	
4	DK RECONCILIATION	1970 – 1971	600	
5	DK OUTPUT REQUIREMENTS	1971	607	
6	ENHANCEMENT OF DK AND PCV SYSTEMS	1971	609	
7	RECORDING OF B/H INFORMATION FOR DK XNS ON SC 4400 MICROFILM	1971	604	
8	DK PROGRAMME SPECIFICATIONS 01 - 17	1971 – 1973	2779	
9	DK PROGRAMME SPECIFICATIONS 18 - 26	1972 – 1973	2779	
10	DK PROGRAMME SPECIFICATIONS 27 – 40	1971 – 1973	2779	
11	DKS OPERATIONAL HANDBOOK SINGLE SYSTEMS	1972 – 1973	2778	
12	DK SYSTEM PROGRAMMING HANDBOOK	1973	2777	
13	DK PROGRAMME SPECIFICATIONS 41 –	1973 – 1974	2778	
14	DK DEVELOPMENT SCHEDULE	1973 – 1975	2777	
15	DCB 2 – DKS PACKAGE OPERATION MANUAL	1975	2777	
16	OPERATIONAL HANDBOOK D MOORE FOR DK AT GIRO	1975	2776	
17	OPERATOR MANUAL AND RELATED PAPERS	1975	697	
18	S.T.C. DIRECT KEYING COMPLEX MAINTENCE CONTRACT CORRESPONDENCE	1968 – 1978	1413	

4 / 70 SYSTEM

GIRO/NG/T/S/FS

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	4 / 70 SYSTEM SECURITY		1970	618
2	4 / 70 PROGRAMMERS PROJECT SHEETS	1969 – 1972	570	
3	SYSTEMS ANALYSTS 4-70 MONTHLY COSTONCS RETURNS	1969 – 1972	570	
4	4 / 70 TRIALS STUDY	1972 – 1973	564	
5	NEW EDIT FOR GIROSCOPE LABELS 2303 PROCESS 103A 07. 027. 8	1973	595	
6	REWRITE OF THE INTERFACE PROGRAM PART 2	1972 – 1973	594	
7	TRANSFER OF POSTAL ORDERS PROCESSING TO SYSTEM 4 MACHINES	1973	602	
8	SC4400 EDITS OUTPUT NO OF FRAMES EDITED TO TYPEWRITER LOG	1971 – 1973	602	
9	CREDIT PROGRAM HEAG 1015	1972 – 1973	614	
10	STATIONERY ORDERS VIA OCR 4 / 70 ASPECTS (See GIRO / NG / T / E / OCR / 8)	1975	607	
11	4 / 70 PACKAGES DESCRIPTION OF CHANGES	1975	2776	
12	MODIFICATIONS TO SYSTEM	1970 – 1977	256	
13	COMPUTER 4 / 70 SYSTEM MODIFICATIONS AND AMENDMENTS	1978	2910	

SPECOL

GIRO/NG/T/S/SPE /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	SPECOL	1969 – 1971	617	

MAIN COMPUTER SUITE

GIRO/NG/T/S/MCS /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	INFO (ON STATS CLASSES : TRANSACTION = CPU CODES : REPORT NOS QUERY CODES : MARKER CODES : DDI TYPES FEES : INPUT TRANSACTION CODES	1969 – 1972	1889	
2	SYSTEMS SPECIFICATION VOL 16 FOR PROCESSES 6 7 8 & 11	1969 – 1972	2757	
3	SYSTEMS SPECIFICATION VOL 18 PROCESSES 127 121 123 122 128	1969 – 1972	2758	
4	SYSTEMS SPECIFICATION INPUT SORT HEAG 1009	1972	2760	
5	AMENDMENTS TO DATA VET	1972	565	
6	DETAILED SYSYEMS SPECIFICATIONS 09 – 14	1968 – 1973	2752	
7	INTRODUCTION TO DSS 1974	1974	975	
8	DETAILED SYSTEM SPECIFICATION FOR GIRO PROGRAMS	1973 – 1974	1391	
9	DSS MASTERS 1 DIVISON 1	1973 – 1974	581	
10	DSS MASTERS DIVISION 2	1973 – 1974	581	
11	DSS GIRO LEDGERING	1974	1330	
12	GIRO PERSONAL LOANS OUTLINE SYSTEM DESCRIPTION	1974	942	
13	GIRO MAIN PROCESS TIMINGS INVESTIGATION PROJECT CODE GD 40 288	1975	590	
14	MODIFICATIONS TO THE NATIONAL GIRO SYSTEM	1973 – 1976	2977	
15	DES (AMENDMENTS TO GRS / DES PROGRAM SUITE)	1977	571	

MAIN COMPUTER SUITE

GIRO/NG/T/S/MCS /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
16	DETAILED SYSTEM SPECIFICATION VOL 14	1970 – 1978	2756	
17	DETAILED SYSTEM SPECIFICATION VOL 15 PT 1	1971 – 1978	2757	
18	STRING PROCESSOR SOFTWARE	1978	4071	
19	INPUT BRANCH OBR & SUP R PROCEDURES	1978	2585	
20	C BASIC VERSION 2	1978	5059 S	

ACCOUNTS MANAGEMENT INFORMATION
SYSTEM

GIRO / NG / T / S / AMIS

NO	TITLE	DATES	LOCATION	
			BOX	BAY
1	MIS FILE 2	1974 – 1975	611	
2	MIS FILE 3	1975	612	
3	AMIS FILE 4	1975	612	
4	AMSI MEETING TO SELECT VISUAL DISPLAY UNBITS FOR AMIS	1975	5090	
5	AMIS FILE 5	1975 – 1976	612	
6	AMIS CHAPTER 1 TO 15	1976	1309	
7	AMIS DIVISION 10 CHAPTERS 1 – 15 USER MANUAL	1976	2750	
8	AMIS FILE 6	1976 – 1977	612	
9	AMIS	1977	2986	
10	AMIS	1977	2910	
11	AMIS	1977	1617	
12	AMIS COSTINGS	1975 – 1977	903	

ACCOUNTS MANAGEMENT INFORMATION
SYSTEM

GIRO / NG / T / S / AMIS

NO	TITLE	DATES	LOCATION	
			BOX	BAY
13	AMIS MINUTES OF MEETINGS	1976 – 1977	3495	
14	AMIS REPORT ON TRAINING REQUIRMENTS (ATTACHED TO GIRO NG T S AMIS 13)	1976 – 1977	3495	
15	AMIS MISCELLANEOUS WORKING PAPERS (ATTACHED TO GIRO NG T S AMIS 13)	1976 – 1977	3495	
16	AMIS WORKING GROUP MEETINGS MINUTES	1977	1400	
17	IBM SYSTEM	1977	532	
18	AMIS DUTY NOTES	1977	1309	
19	EXPANSION OF AMIS ROUGH NOTES	1977	891	
20	GRS NEW COMPUTER SYSTEM TP SUB FILE AMIS	1977	886	
21	MASTER DSS REFERENCE TO MESSAGE DICTIONARY PROGRAMME MDP SUB SYSTEM 29 SCREEN DESIGN TRAINING	1977	2744	
22	GIRO SYSTEMS PROCESSES AMIS SUB SYSTEM LINKED	1977	2744	
23	GIRO DSS REFERENCES SUB SYSTEM 1 TO AMIS SUB SYSTEM 28	1977	2745	
24	AMIS DIVISION 2 CHAP 1 SECTS 1 – 3 DATA	1977	2745	
25	AMIS DIVISION 2 CHAP 1 SECTS 4 – 9 CHAP 2 DATA	1977	2746	
26	AMIS DIVISION 3 A CHAP 1 – 10 REAL TIME PROCESSES	1977	2746	

ACCOUNTS MANAGEMENT INFORMATION
SYSTEM

GIRO / NG / T / S / AMIS

NO	TITLE	DATES	LOCATION	
			BOX	BAY
27	AMIS DIVISION 3 A CHAP 11 – 126 REAL TIME PROCESSES	1977	2747	
28	AMIS DIVISION 3 B BATCH PROCESSES	1977	2747	
29	AMIS DIVISION 4 B PROGRAM SPECIFICATIONS ON LINE PROCESSES CHAPTER 1	1977	2748	
30	AMIS DIVISION 10 CHAPTERS 16 – 28 USER MANUAL	1977	2748	
31	AMIS DIVISION 4 A PROGRAM SPECIFICATIONS ON LINE CHAPTER 11	1977	2749	
32	AMIS DIVISIONS 5 – 12	1977	2749	
33	AMIS DIVISION 6	1977	2749	
34	AMIS OPERATIONAL ORDER 405 / 77	1977	2750	
35	AMIS SYSTEM 4 JOB PROCEDURES	1976 – 1977	2750	
36	AMIS OSB STATEMENT OF REQUIREMENTS VOLUME 3 – 4	1977	2750	
37	AMIS DIVISION 4 A PROGRAM SPECIFICATIONS ON LINE PROCESSES CHAPTERS 2 - 6	1977	2751	
38	AMIS DIVISION 4 A PROGRAM SPECIFICATIONS ON LINE PROCESSES CHAPTERS 7 - 8	1977	2751	
39	AMIS DIVISION 4 A PROGRAM SPECIFICATIONS ON LINE PROCESSES CHAPTERS 9 – 10	1977	2751	
40	AMIS CHAPTER 16 – 28	1977	1309	
41	AMIS – IBM	1978	523	
42	BCGG WORKLOAD VOL 2 AMIS	1978	531	

ACCOUNTS MANAGEMENT INFORMATION SYSTEM GIRO / NG / T / S / AMIS

NO	TITLE	DATES	LOCATION BOX BAY
43	NMCS – AMIS EXPANSION (SEE GIRO / NG / T / S / NMCS / 55)	1977 – 1978	890

ELECTRONIC FUNDS TRANSFER SERVICE GIRO / NG / T / S / EFTS

NO	TITLE	DATES	LOCATION BOX BAY
1	EFTS WORKING FILE	1978	476

EXPERIMENTAL PACKAGE SWITCHED SERVICE GIRO / NG / T / S / EPSS

NO	TITLE	DATES	LOCATION BOX BAY
1	EPSS MAIN FILE PART 1 : GRS APPLICATIONS – MRO STATEMENT DATA	1975	479
2	EPSS CUSTOMER LIAISON C.P.'S	1974 – 1975	477
3	EPSS IMPLEMENTATION FILE 1	1976	478
4	EPSS IMPLEMENTATION FILE 2	1976 – 1978	479

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION BOX BAY
1	REVIEW OF INPUT SYSTEMS FOR GIRO (R. I. N. G.)	1974 – 1975	582
2	INPUT STUDY	1975	988
3	INPUT STUDY	1975 – 1976	681
4	INPUT STUDY DISCUSSION PAPERS	1976	2242
5	NEW INPUT SYSTEM STUDIES	1975 – 1976	2901
6	INPUT STUDY KEY TO DISC FILE	1976	905

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
7	TRACE SYSTEM GENERAL INFORMATION BOOKLET	1976	5024	
8	REPLACEEMNT INPUT SYSTEM DISCUSSION PAPERS ISSUED	1976	2780	
9	INPUT STUDY 1977	1977	681	
10	NEW INPUT STUDY	1977	1940	
11	REVIEW OF INPUT SYSTEM	1973 – 1977	1432	
12	NIS MANAGEMENT BOARD PAPERS	1977	638	
13	NEW INPUT SYSTEM WORKING PARTY CRANIS MINUTES	1977	2985	
14	CRANIS MINUTES	1977	2909	
15	NEW INPUT SYSTEM INFORMAL PAPERS	1977	2985	
16	PROGRAMMING SUPPORT	1977	862	
17	IDEAS FOR COMMON PROCESSES	1977	862	
18	DOCUMENT DESIGN AND PDR DESIGN	1977	638	
19	STATEMENT OF REQUIREMENTS INVITATION TO TENDER LUNDY RESPONSE AND AMENDMENTS	1977	637	
20	DRAFT OVERVIEW OF THE NEW INPUT SYSTEM	1977	2760	
21	GRS NEW INPUT SYSTEM OSB CREDIT INPUT DATA	1977	637	
22	INITIAL DATA CAPTURE SYSTEM CONTRACT WITH LUNDY FARRINGTON	1977	637	
23	LUNDY FARRINGTON TENDER OFFER VOLUME 2 HARDWARE DESCRIPTION	1977	1354	

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
24	LUNDY FARRINGTON TENDER OFFER CAPTURE PROPOSAL VOLUME 2 SECTION 2	1977	636	
25	LUNDY FARRINGTON TENDER OFFER CAPTURE PROPOSAL VOLUME 1 SYSTEM DESCRIPTION	1977	636	
26	LUNDY FARRINGTON TENDER OFFER CAPTURE PROPOSAL VOLUME 2 HARDWARE	1977	636	
27	LUNDY FARRINGTON TENDER OFFER CAPTURE PROPOSAL VOLUME 3 SOFTWARE	1977	636	
28	LUNDY FARRINGTON TENDER OFFER SORT PROPOSAL VOLUME 1 SYSTEM DESCRIPTION	1977	636	
29	LUNDY FARRINGTON TENDER OFFER SORT PROPOSAL VOLUME 2 HARDWARE DESCRIPTION	1977	636	
30	LUNDY FARRINGTON TENDER OFFER SORT PROPOSAL VOLUME 3 SOFTWARE FUNCTIONAL SPECIFICATION	1977	636	
31	LUNDY FARRINGTON TENDER OFFER MAINTENANCE PROPOSAL	1977	639	
32	HONEYWELL PROPOSAL	1977	2780	
33	STATEMENT OF REQUIREMENTS SECTIONS 2 4 5 6 7 8	1977	2595	
34	STATEMENT OF REQUIREMENTS SECTION 3 & 4	1977	2595	
35	STATEMENT OF REQUIREMENTS SECTION 3	1977	2595	
36	P.M.D. WORKING PARTY RECOMMENDATIONS AND FOLLOW UP IN RBB	1976 – 1977	2978	

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
37	P.M.D. NEW RECONCILIATION PROCEDURES WORKING PARTY MINUTES	1976 – 1977	2979	
38	P.M.D. ACCOUNT PROPOSALS FOR SUSPENSE ACCOUNTS	1976 – 1977	2979	
39	P.M.D. MICON PROCEDURES AFFECTING THE ACCOUNT	1975 – 1977	2978	
40	BATCH SIZES PTB	1977	2910	
41	REPLACEMENT DATA CAPTURE SYSTEM STATEMENT OF REQUIREMENTS	1977	5060	S
42	INPUT STUDY 1978	1978	681	
43	NIS IMPLEMENTATION PLANS	1978	2904	
44	MAIN FILE PART 1	1978	860	
45	LEASING NEW INPUT SYSTEM FOR NATIONAL GIRO	1977 – 1978	1826	
46	STAFFING	1978	2901	
47	NEW INPUT SYSTEM TRAINING BRIEFS	1978	2902	
48	NEW INPUT SYSTEM TRAINING PAPERS	1978	2902	
49	ABACUS PROJECT	1978	2910	
50	NEW INPUT SYSTEM GEN PRE 1981	1977 – 1978	1024	
51	NEW INPUT SYSTEM PRESENTATION	1978	1026	
52	NEW INPUT SYSTEM IMPLEMENTATION COMMITTEE	1978	3496	
53	NEW INPUT SYSTEM IMPLEMENTATION COMMITTEE PAPERS	1978	2242	

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
54	GPC NEW INPUT SYSTEMS SUB COMMITTEE CONTROL FILE	1978	2244	
55	MEETINGS GRS / LUNDY LIAISON	1977 – 1978	2245	
56	NIS PROGRESS MEETING INTERNAL	1977 – 1978	2244	
57	NEW RANGE PAPERS	1978	614	
58	FACILITY PAPERS 35 – 50	1978	531	
59	PROJECT MEETINGS	1978	532	
60	WORKING PARTY MINUTES ETC DOCUMENT ASSOCIATION	1978	865	
61	ITEMS UNDER REVIEW	1978	862	
62	NIS EFFECTS ON NMCS	1978	862	
63	FUNCTIONAL ANALYSIS	1978	862	
64	FUNCTIONAL MODEL DATA MATRICES AND GROUPS	1978	860	
65	TP MAIN FILE	1977 – 1978	873	
66	INPUT CONTROL DSS ISSUE 2	1978	614	
67	SECTION 2 TECHNICAL DATA AND PROPOSED SPECIFICATIONS DOCUMENT CAPTURE SYSTEM VOLUME 3 SOFTWARE FUNCTIONAL SPECIFICATIONS	1978	636	
68	ACCOUNTS CLOSURE	1978	189	
69	BANK OF ENGLAND RETURN	1978	188	
70	BATCH SUMMARY SUITE AND PFD RECONCILIATION	1978	188	
71	CHARACTER MAPS AND FONT SWITCHING ARRANGEMENTS LUNDY AND TRACE	1978	638	

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION	
			BOX	BAY
72	CLEARANCE OF BANK STREAM GIROCHEQUES	1978	189	
73	DATA ANALYSIS	1978	862	
74	ENTITY MODELLING	1978	862	
75	NEW INPUT SYSTEM ERROR ERROR CONDITIONS AND PROCEDURES	1978	2584	
76	FILETAB	1978	862	
77	FOUR PACKET PROOF ENCODERS	1978	2731	
78	NOISE MEASUREMENT	1978	2732	
79	ON LINE TRANSACTIONS PROCESSING	1978	189	
80	PIPELINE MONEY	1978	188	
81	NEW INPUT SYSTEM PROCESSING PROCESSING MISCELLANEOUS CORRESPONDENCE	1978	2901	
82	PROCESSING PRIORITIES	1978	189	
83	PROCESSING TIMETABLES	1978	188	
84	RE INPUT OF TRANSACTIONS (LACK OF FUNDS)	1978	189	
85	STANDARD STATEMENT PRODUCTOIN PROCESSING TIMETABLE	1978	865	
86	STOPS	1978	189	
87	TRANSACTION STATISTICS	1978	189	

REVIEW OF INPUT SYSTEMS FOR GIRO RING GIRO / NG / T / S / RING /

NO	TITLE	DATES	LOCATION BOX BAY
88	REPORT OF THE WORKING PARTY SET UP TO EVALUATE PROPOSALS FOR THE ACCOMMODATION OF THE NEW MAINFRAME COMPUTERS AND THE NEW INPUT SYSTEM IN THE COMPUTER BLOCK (SEE GIRO NG T S NMCS 45)	1978	2643
89	DATA DIVISION DESK TOP COMPUTER INCLUDES NIS IMPLEMENTATION PLANNING PAPERS (SEE GIRO / NG / T / S / NMCS / 59)	1978	919

TRACE GIRO / NG / T / S / TRACE /

1	INVITATION TO TENDER	1977	1027
2	REL / TRACE TENDER RESPONSE	1977	1044
3	OUTLINE SYSTEM DESCRIPTION TRACE NIS	1977	5060 S
4	OUTLINE SYSTEM DESCRIPTION TRACE NIS	1977	635
5	TRACE DETAILED SYSTEM	1978	9634
6	TRACE NOISE LEVELS	1976 – 1978	1027

NEW MAIN COMPUTER SYSTEM GIRO / NG / T / S / NMCS /

NO	TITLE	DATES	LOCATION BOX BAY
1	NMCS PAPERS TITLED INFORMATON OR DISCUSISON PAPERS	1976	894
2	TECHNICAL ADDENDUM 2 BY LUNDY FOR PROPOSAL TO PROCESS GIRO TRANSACTIONS	1976	638
3	EARLY PAPERS ON NMCS	1976	1355

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
4	DOCUMENTS RE NMCS	1975 – 1976	896
5	NEW MAINFRAME COMPUTERS	1975 – 1977	1459
6	NEW COMPUTER SYSTEM	1976 – 1977	1433
7	NMCS GENERAL PAPERS	1977	896
8	NMCS HARDWARE	1977	896
9	NMCS BASIC PAPERS	1976 – 1977	898
10	NMCS PLANNING PAPERS S SERIES	1977	894
11	NEW RANGE PROJECT GENERAL	1974 – 1977	897
12	NEW RANGE PROJECT GENERAL	1977	896
13	FACILITY PAPERS	1977	861
14	TRIALS IN THE NMCS RANGE	1977	862
15	NEW RANGE COMPUTERS ACCOUNT MANAGEMENT FACILITIES	1977	897
16	NEW RANGE PROJECT FACILITIES	1977	896
17	OPENING OF NEW ACCOUNTS	1977	890
18	OPENING OF NEW ACCOUNTS	1977	189
19	NEW MAIN COMPUTER SYSTEM OPENING OF NEW ACCOUNTS	1977	520
20	OPENING OF NEW ACCOUNTS ROUGH FILE	1977	890
21	NEW MAIN COMPUTER SYSTEM 9 DIGIT ACCOUNT CHARGING	1977	520
22	NMCS ADTS AND DIRECT DEBITS	1977	520
23	NEW MAIN COMPUTER SYSTEM PERSONAL OVERDRAFTS	1977	520

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
24	PERSONAL LOANS	1977	188
25	BUDGET AND DEPOSIT ACCOUNTS ROUGH FILE	1977	890
26	DEPOSIT ACCOUNTS	1977	188
27	NEW MAIN COMPUTER SYSTEM DEPOSIT ACCOUNTS	1977	520
28	BUSINESS SECTOR PROFITABILITY	1977	189
29	BUSINESS ACCOUNT REVIEWS	1977	189
30	BUSINESS ACCOUNT OVERDRAFTS	1977	189
31	BUSINESS ACCOUNTS OVERDRAFTS AND CALCULATIONS OF CREDIT FOR ADDITIONAL LYING TIME 7 DIGIT OVERDRAFT FACILITIES	1976 – 1977	890
32	AUTOMATIC RAISING OF CHARGES ON BUSINESS ACCOUNTS	1977	188
33	NMCS INTEGRATION OF ACCOUNT	1977	520
34	COMPUTER OUTPUT MICROFILM	1977	189
35	NEW MAIN COMPUTER SYSTEM COMPUTER OUTPUT MICROFILM REQUIREMENTS	1977	520
36	SECURITY ARRANGMENTS	1977	188
37	LEDGER AMENDMENTS	1977	895
38	NEW MAIN COMPUTER SYSTEM	1976 – 1977	520
39	LEDGER PROCESSING	1977	900
40	BUSINESS ACCOUNT CHARGING ROUGH FILE	1977	890
41	STANDARD STATEMENT FACILITIES ROUGH FILE	1977	890

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
42	AUTOMATIC COMPUTER CHECK FOR NON RECEIPT OF EXPECTED PAY LISTS AND MRI	1977	891
43	PLANNING PAPERS	1973 – 1977	870
44	GPC NMCS SUB COMMITTEE PAPERS	1977 – 1978	898
45	REPORT OF THE WORKING PARTY SET UP TO EVALUATE PROPOSALS FOR THE ACCOMMODATION OF THE NEW MAINFRAME COMPUTERS AND THE NEW INPUT SYSTEM IN THE COMPUTER BLOCK	1978	2643
46	PLANNING PAPERS INCLUDING EDITORIAL BOARD MINUTES	1973 – 1978	2170
47	GPC PAPERS VOLUME 1 & 2	1977 – 1978	861
48	NMCS STATEMENT OF REQUIREMENT SOR PAPERS	1977 – 1978	881
49	PLANNING PAPERS P 8 – 13	1978	889
50	NMCS PLANNING PAPERS B & L SERIES	1978	894
51	NMCS PAPER 15 GIRO TRANSACTIONS	1978	520
52	NMCS STANDING ORDERS	1978	520
53	NMCS RE INPUT OF TRANSACTIONS FAILING FOR LACK OF FUNDS	1978	520
54	NMCS MISCELLANEOUS PAPERS	1977 – 1978	897
55	NMCS – AMIS EXPANSION	1977 – 1978	890+
56	2900 TP SOFTWARE STUDY EVALUATION GROUP REPORT	1978	526
57	MAINFRAME COMPUTERS (2900 TRANSACTION PROCESSING SOFTWARE STUDY) 1978	1978	1760

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
58	MINI COMPUTER APPLICATION INVESTMENT AND BANKING DIVISION	1978	919
59	DATA DIVISION DESK TOP COMPUTER INCLUDES NIS IMPLEMENTATION PLANNING PAPERS	1978	919
60	WORD PROCESSING SYSTEMS IN RELATION TO NMCS	1978	919
61	COMPUTER TRANSACTION CODE PRINTOUTS	1978	907
62	NMCS GIRO TP DSS MASTER COPY	1978	2169
63	SECTION 2 TECHNICAL DATA AND PROPOSED SPECIFICATIONS DOCUMENT CAPTURE SYSTEM VOLUME 3 SOFTWARE FUNCTIONAL SPECIFICATIONS SECTION 4 TERMINALS	1978	2761
64	TRANSACTION CODE PRINTOUTS	1978	696
65	WORD PROCESSING SYSTEM	1978	892
66	MICROFICHE	1978	897
67	LEDGER AMENDMENTS	1978	892
68	NMCS INTEGRATION OF ACCOUNT TYPES ROUGH FILE	1978	892
69	GENERAL DIARY OUT SYSTEM NMCS	1978	892
70	GENERATED INPUT SERIAL NUMBERS	1978	893
71	ICL TRAINING 2900 MANUAL	1978	1171
72	NEW MAIN COMPUTERS JANUARY - APRIL 1978	1978	1459
73	NEW MAIN COMPUTERS MAY - OCTOBER 1978	1978	1459

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
74	FACILITY PAPERS 1 – 12	1977 - 1978	861
75	FACILITY PAPERS 13 – 15 VOLUME 3	1977 – 1978	881
76	FACILITY PAPERS 24 – 33	1978	534
77	GRS FACILITIES DOCUMENTS PRELIMINARY DOCUMENTATION FOR OSD	1977- 1978	892
78	NMCS FACILITIES PAPERS	1978	895
79	FACILITIES DOCUMENTS ROUGH	1977 – 1978	892
80	NMCS PERSONAL ACCOUNT CARDS STATOINERY STATISTICS CLASSES	1978	891
81	NMCS PERSONAL ACCOUNT CARDS STATOINERY STATISTICS CLASSES ROUGH FILE	1978	891
82	PERSONAL ACCOUNT CHARGES	1977 – 1978	864
83	NMCS 28 ACCOUNT CLOSURE	1978	891
84	CLOSURE OF ACCOUNTS ROUGH FILE	1978	897
85	CHEQUE CLEARANCE TIMESCALE	1978	891
86	CLEARANCE OF BANK STREAM GIROCHEQUES	1978	891
87	STOPS ROUGH FILE	1978	897
88	STANDARD STATEMENT PRODUCTION	1977 – 1978	864
89	MONTHLY STATEMENT ANALYSIS	1978	892
90	NMCS 33 INTERNATIONAL GIRO	1977 – 1978	891
91	BANK OF ENGLAND RETURN	1978	891

NEW MAIN COMPUTER SYSTEM		GIRO / NG / T / S / NMCS /	
NO	TITLE	DATES	LOCATION BOX BAY
92	NMCS TP SUB FILE 2 BUSINESS INFORMATION SYSTEM	1977 – 1978	888
93	NEW DATA FIELDS	1978	892
94	NMCS TRANSACTIONS	1977 – 1978	891
95	TRANSACTION STATISTICS	1978	891
PROMIS		GIRO / NG / T / S / PROMIS /	
1	USER MANUAL	1976	5087 S
SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GIRO AND JOINT STOCK BANKS			
1	GIRO / JSB MAGNETIC TAPE EXCHANGE	1968 - 1969	595
2	JSB CHEQUE DEPOSITS TO GIRO AT POST OFFICE COUNTERS	1969	597
3	JSB CREDIT TRANSFERS FUNDING EMPLOYEE ACCOUNTS BY THIS MEANS	1969 – 1970	616
4	JSB CHEQUE SUITE SPEC AMENDS PAPERS FOR INFORMATION	1970	591

SERVICE PRODUCTS USING COMPUTERS

GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION	
			BOX	BAY

GIRO AND JOINT STOCK BANKS

5	JSB CHEUQE SUITE PROCEDURES	1970 – 1971	591	
6	MRO TO JSB	1972	573	
7	STANDING ORDERS TO JSBs	1970 – 1974	610	
8	JSB SO SPEC AMENDMENTS	1974	565	
9	JSB STANDING ORDERS	1974	564	
10	JSB PROOF ENCODERS MINUTES OF MEETINGS BUNDLE INCLUDING 11 – 13	1975	2975	
11	JSB CHEQUE PROOF ENCODERS PLANNING PAPERS	1975	2975	
12	PROOF ENCODERS : RECEIPT AND DESPATCH OF JSB CHEQUES LOOSE PAPERS IN BUNDLE HEADED BY GIRO T SP JSB 10	1975	2975	
13	NCR 775 200 PROOF ENCODER MACHINE OPERATOR INSTRUCTIONS	1975	2975	
14	JSB CHEQUE COLLECTION LOCAL ENCODING CENTRES	1974 – 1976	897	

CHEQUE DEPOSITS

1	CHEQUE DEPOSITS SYSTEM - FORMS DESIGN	1969	597	
2	CHEQUE SCHEMES ORIGINAL PAPERS GRAPHS ETC	1969	572	

SERVICE PRODUCTS USING COMPUTERS GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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CHEQUE DEPOSITS

3	CLEARANCE THROUGH GIRO OF CHEQUES ACCEPTED FOR POST OFFICE SERVICES IN NORTHERN IRELAND	1970	605
4	ACCEPTANCE OF BULK – LISTED P.O.S AS GIRO DEPOSITS & M.O.T. CHEQUES	1970 – 1971	591

PAYMENT / STANDING ORDERS

1	PAYMENT ORDERS CHANGE OF VALUE BANDS	1967 - 1969	596
2	STANDING ORDERS : PROVISION OF FORMS WHEN A/C FUNDED INSERTION OF PAYER'S NAME AS CUST REF	1969 – 1970	601
3	MODIFICATIONS CHANGE OF STANDING ORDER FILE TO MAG TAPE FORMAT PART 1	1968 – 1970	596
4	MODIFICATIONS CHANGE OF STANDING ORDER FILE TO MAG TAPE FORMAT PART 2	1968 – 1970	596
5	MANAGEMENT SERVICES REPORT ON STANDING ORDER PROCEDURES	1970	577
6	PAYMENTS REDUCTION OF PRINT TIME	1969 – 1971	598
7	VARIABLE STANDING ORDERS MERGED WITH STANDING ORDERS TO JSBs	1971 – 1973	565
8	STANDING ORDERS TO JSBs (SEE GIRO / NG / T / SP / JSB / 7)	1970 – 1974	610
9	JSB SO SPEC AMENDMENTS (SEE GIRO / NG / T / SP / JSB / 8)	1974	565

SERVICE PRODUCTS USING COMPUTERS GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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PAYMENT / STANDING ORDERS

10	JSB STANDING ORDERS (SEE GIRO / NG / T / SP / JSB / 9)	1974	564
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POST TOWN CODES / POSTCODES

1	POST TOWN CODE INTERROGATE	1967	596
2	POST TOWN CODES MISCELLANEOUS CORRESPONDENCE	1969	617
3	POSTCODE AMBIGUITIES CONVERSION TO SYSTEM 4	1972 – 1975	615
4	POSTAL ADDRESS CODES AMBIGUITIES (ATTACHED TO GIRO / NG / SP / PC / 3)	1969 – 1975	615

WITHDRAWALS ON DEMAND WODS

1	WODS SPECIAL ARRANGEMENTS	1969	596
2	CHANGES IN WITHDRAWAL ON DEMAND PERIODICAL CHARGING	1969	597
3	PROVISION OF FREE WODS MARKER	1969	599
4	WODS ISSUE REPORT WHEN £20 LIMIT EXCEEDED	1969 – 1970	597
5	WODS INCREASED TO £30	1969 – 1970	601
6	REMOVAL OF QUALIFYING BALANCE FOR WODS	1970	601
7	WODS AT TWO OFFICES FULL SYSTEM	1971	574
8	HOLIDAY WOD SCHEME	1971	602

SERVICE PRODUCTS USING COMPUTERS GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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WITHDRAWALS ON DEMAND WODS

9	GUARANTEE CARD AND WOD FACILITIES	1974 – 1976	582
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MACHINE READABLE INPUT

1	MRI CORRESPONDENCE	1966 - 1969	606
2	MRI / MRO	1972	2904
3	MRI INCLUSION OF CREDITOR'S NAME	1972	595
4	AMENDMENT TO NDPS UNIPAY PACKAGE TO GIVE MRI FOR PAY THROUGH GIRO (SEE GIRO NG T SP PTG 2)	1972	609
5	MACHINE READABLE INPUT	1973 – 1975	
6	MAGNETIC TAPE INTERCHANGE NATIONAL GIRO HANDBOOK FOR MRIO AND MRO	1975	1090
7	MAGNETIC TAPE INTERCHANGE HANDBOOK MRI AND MRO	1977	940
8	MRO / MRI USERS	1978	898

MACHINE READABLE OUTPUT

1	INCLUSION OF MRO SORT AND STREAM WITH NON ASSOCIATION SORT AND STREAM	1969	597
2	RE WRITE OF MRO MERGE PROCESS	1969	598
3	MRO SELECTIVE RE RUN PROCESS	1969	601
4	MRO CORRESPONDENCE	1967 - 1969	606
5	MRO TO JSB SEE GIRO NG T SP JSB 6		

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES BOX	LOCATION BAY
MACHINE READABLE OUTPUT			
6	MRI / MRO SEE GIRO/NG/T/SP/MRI/2		
7	MRO = ICL 1900 TAPES AMENDMENT TO ISN FIELDS	1972	597
7 A	MAGNETIC TAPE INTERCHANGE HANDBOOK MRI AND MRO	1977	940
8	MAG MEDIA INTERCHANGE MRO	1973	596
9	MAGNETIC TAPE INTERCHANGE NATIONAL GIRO HANDBOOK FOR MRI AND MRO (See GIRO / NG / T / SP / MRI / 6)	1975	1090
8	MRO / MRI USERS (SEE GIRO / NT / T / SP / MRI / 8)	1978	898
PAY THROUGH GIRO			
1	PAY THROUGH GIRO OUTLINE SPECIFICATION	1969	563
2	AMENDMENT TO NDPS UNIPAY PACKAGE TO GIVE MRI FOR PAY THROUGH GIRO	1972	609
3	IDENTIFICATION OF SALARY / PTG ACCOUNTS STATS CLASS CONVERSION TRIALS	1973	608
4	PTG / STG SUSPENSE ACCOUNT 1143212	1976	961
CURRENT ACCOUNT			
1	ABOLITION OF PRE AUTHENTICATED CHEQUE LISTINGS	1969 – 1970	593
2	ADVANCED STUDIES – NON – ASSOCIATION OF DOCUMENTS	1970	610
3	PERIODIC CHARGING OF FEES	1970	609

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
CURRENT ACCOUNT			
4	INACTIVE ACCOUNT STUDY	1970	605
5	REVISED STATEMENT LAYOUTS	1970	606
6	EXHIBITON STATEMENTS	1970	606
7	ADVISE AC HOLDER WHEN GIRO-CHEQUE RTD LACK OF FUNDS	1970	601
8	POSTMASTERS CASH ACCOUNT – SCOTTISH OFFICES	1969 – 1970	600
9	ANALYSIS OF OPEN GIRO ACS BY REGION & BY HEAD / DISTRICT POSTMASTERS DISTRICTS	1969 – 1970	599
10	INITIAL DEPOSIT WITH APPLICATION FORM	1969 – 1970	599
11	REJECTION OF DUPLICATE AC NUMBERS	1969 – 1970	599
12	ACCOUNT ACTIVITY INFORMATION	1969 – 1970	599
13	ACCOUNT ACTIVITY INFORMATION PART 2	1970	599
14	LONG TERM TRAFFIC AND ACCOUNTS FORECASTS	1970	616
15	ACCOUNT MECHANISM : ACCOUNT PRINT PROGRAM	1971	603
16	ACCOUNT NUMBER GENERATION IMPROVEMENT FOR AOB	1971	604
17	ACCOUNT NUMBER GENERATION TEST TO PREVENT DUPLICATION OF ACCOUNT NUMBERS	1970 – 1971	605
18	MODIFIED ACCOUNT NUMBER GENERATION	1970 – 1971	605

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
CURRENT ACCOUNT			
19	AMENDMENTS NECESSARY FOR THE PRODUCTION OF A HOLDER'S STATEMENT WITH AN INITIAL WARNING ON THE FIRST OCCASION AN ACCOUNT BECOMES OVER DRAWN	1970 – 1971	606
20	VALUE BAND ANALYSIS ON OVERDRAWN ACCOUNTS	1970 – 1971	598
20	OVERDRAWN STATISTICS ALLOCATION OF A REPORT TYPE TO VALUE BAND ANALYSIS	1971	598
22	MONITORING OF MINIMUM BALNCE CASES	1970 – 1971	574
23	PRIVATE ACCOUNTS – BILL PAYING FACILITY	1971	603
24	LEDGE AMENDMENT – CHANGE TO LAST STATEMENT DETAILS ON D-TYPE RECORD	1971	605
25	LEDGER AMENDMENTS CHANGE TO DATE OF OPENING ACCOUNT ON DELETE / INSERT TRANSACTIONS	1971	605
26	DELETION OF UNFUNDED ACCOUNTS	1970 –1971	605
27	STATISTICS AVERAGE BALANCE HELD	1968 – 1971	598
28	INTRODUCTION OD A REMITTANCE SERVICES GIRO ACCOUNT	1971	1248
29	INTEREST PAYMENTS AND ALTERNATIVE CHARGING SYSTEMS VARIABLE CHARGES AND TURNOVER CHARGE	1971 – 1972	603
30	LOW BALANCE CHARGE – DSS (DETAILED SYSTEMS SPECIFICATION) AMENDMENTS – MASTER COPY	1971 – 9172	603

SERVICE PRODUCTS USING COMPUTERS GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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CURRENT ACCOUNT

31	ORDER OF PROCESSING – DEBIT TRANSACTIONS	1972	602
32	EXTENSION OF SPECIAL DEBIT TRANSACTION TYPES	1972	574
33	BANK STREAM RECONCILIATION	1972	600
34	TELEXING OF CUSTOMER BALANCES	1971 – 1972	573
35	VARIABLE CREDIT LIMITS	1970 – 1972	591
36	PROPOSALS TO LEVY CHARGES ON TRANSACTIONS WHERE THE A/C BALANCE IS LESS THAN £30 (LOW BALANCE SURCHARGE)	1971 – 1973	562
37	COMPUTER CONTROL OF OVERDRAWN ACCOUNTS COCOA	1971 – 1973	579
38	INCREASE AUTHORIZING BALANCE FACILITIES	1973	564
39	AUTHORIZING BALANCE FACILITY	1973	2910
40	REFERENCE STATEMENTS FOR ALL ACCOUNT HOLDERS	1972 – 1973	574
41	AUTOMATIC DELETION OF CLOSED ACCOUNTS	1973	565

STATIONERY

1	STATIONERY PERSONALISATION	1971	600
2	MAGNETIC TAPE FOR STATIONERY ORDER	1970 – 1971	576
3	AMENDMENT TO BATCH HEADER FOR STATIONERY ORDERS	1970 – 1971	604

SERVICE PRODUCTS USING COMPUTERS GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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STATIONERY

4	DESIGN OF GIRO STANDARD TRANSACTION FORMS	1970 – 1971	617
5	STANDARD PRINT LAYOUTS FOR INPUT TRANSACTIONS AND WITHDRAWAL OF NAME AND ADDRESS INTERROGATION SUITE PRELIMINARY SYSTEM	1972 – 1973	608
6	STANDARD STATEMENT LAYOUTS	1973	569
7	O STATEMENT SUB TOTALS	1973	1431
8	PERSONALISATION OF CUSTOMER STATIONERY AT NGC	1971 – 1974	590
9	STATIONERY ORDERS VIA OCR 4 / 70 ASPECTS (See GIRO / NG / T / E / OCR / 8)	1975	607

GIROHEQUES

1	OFF PEAK PROCESSING OF GIROCHEQUES	1971	609
2	UTLIISATION OF PFD / TFD LIST GIROCHEQUES	1971	604
3	EXTRA FACILITY REQUESTED BY ICI MAGNETIC TAPE FILE OF PAID GIROCHEQUES (SUTTON)	1971	600
4	R / D GIROCHEQUES	1971	603
5	CROSSED GIROCHEQUES T/C 0356	1969 – 1972	593
6	DOCUMENT SERIAL NUMBER LISTING OF PAID PRE AUTHENTICATED GIROCHEQUES	1972	559
7	PRE AUTHENTICATED GIROCHEQUES	1973 – 1974	1013

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX
BAY			
GIROCHEQUES			
8	NON RETURN OF GIROCHEQUES	1975 – 1976	593
9	CROSSED GIROCHEQUES IN NON-STANDARD SIZES	1976	109
DEBIT			
1	INTRODUCTION OF NEW VERSION OF DEBIT PROGRAM	1970 – 1971	565
2	SPECIAL DEBIT RUN	1971	578
3	POST OFFICE CODES – INCLUSION OF THE CHECK DIGIT ON DEBIT RUN EXCEPTION REPORTS	1971	602
4	EDS (ELIMINATION OF DEBIT STREAMING) LINK TRIALS	1975	2982
GOLD CARDS			
1	GOLD GIROCARD PRODUCTION (SEE GIRO / NG / T / SP / G / 49)	1972	592
2	GOLD : GIROCARDS (SEE GIRO / NG / T / SP / G / 60)	1971 – 1973	592
3	GOLD GIROCARDS RE STARTS	1973 – 1974	592
4	GOLD GIROCARDS EXPIRY DATES	1974	592
POSTAL ORDERS			
1	TRANSFER OF POSTAL ORDERS PROCESSING TO SYSTEM 4 MACHINES (SEE GIRO / NG / T / SP / G / 52)	1971 – 1972	602
2	ACCEPTANCE OF POSTAL ORDERS IN BULK AS AGENTS DEPOSITS (SEE GIRO / NG / T / SP / G / 56)	1971 – 1973	591

SERVICE PRODUCTS USING COMPUTERS

GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION	
			BOX	BAY

POSTAL ORDERS

3	TRASNFER OF POSTAL ORDERS PROCESSING TO SYSTEM 4 MACHINES	1974	602	
4	POSTAL ORDER PROCESSING GD PROGRESS REPORT (ATTACHED TO ABOVE)	1974	602	
5	DUPLICATED POSTAL ORDERS	1974	604	
6	TRANSFER OF POSTAL ORDERS DUPLICATE FILE	1975	602	

RENT

1	RENT FEASIBILITY STUDIES AND SOD STUDY PAPERS	1974	565	
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PERSONAL LOANS

1	OSD GIRO PERSONAL LOANS	1974 – 1975	2984	
2	PERSONAL LOANS SYSTEMS SPECIFICATION	1975	1946	
3	VETTING PERSONAL LOANS POINTS AND BORDER LINE CASES	1975	1947	

GUARANTEE CARDS (GUC)

1	GUARANTEE CARD AND WOD FACILITIES (SEE GIRO / NG / T / SP / WOD / 9)			
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OVERDRAFTS

1	OVERDRAFTS	1976	593	
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GENERAL

1	JOB DIRECTIVES E VERSION AMENDMENTS	1969	610	
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SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			
2	STANDING ORDER SUITE ICL PROGRAMMERS	1969	617
3	SYSTEM FOR ADT UNIT DOCUMENTS	1969	550
4	RE LABELLING PROG RL 64 RL 02	1968 - 1969	549
5	ASSOCIATION OF UNMATCHED AUTHENTICATED PAID PAYMENT ORDERS WITH CORRESPONDING PT 50's	1969	599
6	S - C EDITS - SUPPRESSION OF LEADING ZEROS IN CUSTOMER REF	1969	599
7	LEFT ALIGNMENT OF VARIABLE FIELDS FOR ON PEAK CDV	1967 - 1969	597
8	KTU DWGS INTERFACE	1968 - 1969	702
9	TELEGRAPH CONTROL & MUX TECHNICAL DRAWINGS	1969	702
10	CDV ACCEPTANCE OF T/C 36 (WITH 6 DIGIT DOC SERIAL NO)	1969	576
11	DUAL DOCUMENTATION OF INPAYMENTS	1969	617
12	SORTING OF DOCUMENTS	1966 - 1969	551
13	REPORTING OF SUB POSTMASTERS COMISSION FOR TAXATION	1969 – 1970	599
14	PRODUCTION OD POSTMASTERS ADVICES	1970	606
15	DEVELOPMENT OF NEW PROCEDURES FOR SDD COSTING	1969 – 1970	601
16	LEFT ALIGNMENT OF CUSTOMER REF NO LEADING TO ZEROS RETAINED	1967 – 1970	595

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			
17	CARD TO TAPE PROGRAM	1970	606
18	EXEMPTION OF STATIONERY CHARGES	1970	607
19	ORDER OF DEBIT ITEMS IN SUSPENSE	1970	606
20	GIRO INVAC LINK	1970	605
21	ACCEPTANCE OF DUTCH GIRO PAYMENT CARDS	1970	605
22	RE CREDIT OF DEBIT WHEN ALPHA REFERENCE FAILS	1970	605
23	MERGE RE RUN	1969 – 1970	607
24	INCREASE IN ALPHA REFERENCE TO 11 CHARACTERS	1970	607
25	OPTIMUM USE OF INPUT MEDIA FOR E 13 B DOCUMENTS	1970	607
26	EMERGENCY BATCH HEADER	1970	2581
27	POSTAL CODING OF GIRO MAIL	1970	619
28	EDIT FAILURE	1970	617
29	USE OF U.N. IDENTIFICATION CODE	1970	610
30	REMOTE JOB ENTRY BATCH SORT MID SECTOR	1970	610
31	JOB DIRECTIVES	1971	610
32	CHANGE BRANCH CODES ON CERTAIN REPORTS	1971	607
33	DE PUE MICROFILM PRINTER	1970 – 1971	607

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			
34	EFFICIENT PRINTING	1970 - 1971	605
35	EXTERNAL ACCOUNTS IGB INITIAL CORRESPONDENCE	1971	610
36	GIRO BUSINESS DIRECTORY ALTERNATIVE TO COMPUTAPRINT	1971	605
37	MAGNETIC TAPE INTERCHANGE	1971	940
38	METHODS OF HANDLING LARGE CASH DEPOSITS	1971	605
39	OUTLINE PROCESSING SCHEDULE MANUAL AREAS	1971	578
40	PERIPHERAL EMERGENCY CONVERSION PROGRAM	1971	
41	RE DESIGN OF POSTMASTERS ADVICES	1970 - 1971	605
42	RENT COLLECTION PROPOSALS FROM MIDLAND INDUSTRIAL COMPUTING LTD	1971	610
43	SAYE ACCOUNT NUMBERS	1971	603
44	STATEMENTS BATCH AND / OR PAGE TOTALS	1971	598
45	STUDY ON OSB OPENING AND VALUES DUTY CLERICAL PROCEDURES PART 1	1971	632
46	VISUAL REFERENCE READERS FOR USE IN AMB	1971	607
47	REPLACEMENT OF GIRO CARDS	1971 - 1972	575

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			
48	REPLACEMENT OF GIROCARDS	1971 – 1972	575
49	GOLD GIROCARD PRODUCTION	1972	592
50	ASSOCIATION OF CREDIT INTERNATIONAL TRANSACTION DOCUMENTS WITH STATEMENT	1972	601
51	MERCANTILE CREDIT – CREDIT TRANSFER / INPAYMENT SCHEME	1972	602
52	TRANSFER OF POSTAL ORDERS PROCESSING TO SYSTEM 4 MACHINES	1971 – 1972	602
53	INCREASE OF POSTMASTERS ADVICE LIMIT TO £100	1971 – 1972	570
54	SUMMARISATION OF POSTMASTERS SUMMARIES	1968 – 1972	597
55	VALUE ADDED TAX VAT	1972	608
56	ACCEPTANCE OF POSTAL ORDERS IN BULK AS AGENTS DEPOSITS	1971 – 1973	591
57	DOUBLE ENTRY	1973	633
58	STUDY PROJECT COMPUTER PROCESSING OF BUSINESS AND PRIVATE LEDGER FILES	1973	893
59	DHSS OUTPUT	1972 – 1973	610
60	GOLD : GIROCARDS	1971 – 1973	592
61	INTERNATIONAL GIRO TRANSACTIONS	1972 – 1973	611
62	OPTIMISATION OF INVESTMENTS COMPUTER CONTROL OF	1972 – 1973	589

SERVICE PRODUCTS USING COMPUTERS		GIRO / NG / T / S P /	
NO	TITLE	DATES	LOCATION BOX BAY
GENERAL			
63	PARIS (PAY AND RELATED INFORMATION SERVICE) GRS INVOLVEMENT	1973	597
64	VARIABLE CHARGES PART PENCE L PACKAGE	1973	603
65	ABOLITION OF THE SOMOL SUITE USED FOR DHSS TRANSACTIONS	1973	565
66	ISN ON Q / C 108 REPORTS	1974	610
67	MARK OFF OF TRANSACTION BATCHES AND DAILY RECORD BATCHES	1974	565
68	OPTIMISATION OF INVESTMENTS COMPUTER CONTROL OF	1973 – 1974	589
69	PARAMETER GENERATION	1969 – 1974	611
70	SIX DIGIT DSN	1973 – 1974	606
71	STATEMENT OUTPUT	1973 – 1974	569
72	SUPPRESS STATEMENTS	1974	583
73	SUSPPRESSION OF FEES	1974	582
74	SUSPPRESSION OF FEES	1974	578
75	DOUBLE ENTRY ACCOUNTS AD / RSB INSTRUCTONS RE STOCK TAKE	1974 – 1975	989
76	TRANSACTION CODES	1975	5095
77	GIRO CASH STATEMENTS	1974 – 1975	2984

SERVICE PRODUCTS USING COMPUTERS

GIRO / NG / T / S P /

NO	TITLE	DATES	LOCATION BOX BAY
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GENERAL

78	CATALOGUE OF NON STANDARD FACILITIES FOR MIXED BUSINESS DEPOSITS	1975	1424
79	BALANCE REGULATING ACCOUNT	1976	960
80	HIGH VALUE CREDITS	1976	960

EXTERNAL / AGENCY WORK

GIRO / NG / T / EAW /

NO	TITLE	DATES	LOCATION BOX BAY
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1	AGENCY WORK	1969	616
2	ELECTRICITY REMOTE RECORDING / BILLING	1968 - 1969	617
3	TELEPHONE BILLING EQUIPMENT ASPECTS	1970	607
4	TELEPHONE BILLING	1970 - 1971	1082
5	ADVICE TO GRS ON TELEPHONE BILL PAYMENTS SYSTEM	1969 - 1972	608
6	TELEPHONE BILLING	1971 - 1974	1019
7	TELEPHONE BILLING	1971 - 1974	1082
8	TELEPHONE BILLING	1974 - 1976	1082

COMPANIES SUPPLYING TECHNOLOGY TO GIRO

GIRO / NG / T / F /

INTERNATIONAL COMPUTERS LTD

GIRO / NG / T / F / ICL /

NO	TITLE	DATES	LOCATION
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1	ICL / NGC PROGRESS MEETIN MINUTES	1968 - 1969	997
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COMPANIES SUPPLYING TECHNOLOGY TO GIRO GIRO / NG / T / F /

INTERNATIONAL COMPUTERS LTD GIRO / NG / T / F / ICL /

NO	TITLE	DATES	LOCATION
2	ICL CHARTS AND MISCELLANEOUS PAPERS	1969	997
3	ICL / EEC COMPATABILITY 70 / 45 – 4 / 70 TRAILS AT KIDGROVE	1968 – 1970	997
4	ICL CORRESPONDENCE	1969 – 1970	997
5	CORRESPONDENCE WITH ICL	1967 – 1976	1003

REI GIRO / NG / T / F / REI /

NO	TITLE	DATES	LOCATION
1	REI CONTRACT	1969 – 1970	999
2	REI SCHEDULES	1971	570
3	EXPANSION OF STATISTICS FROM REI PROGRAMMES	1972	554
4	REI / DK RECORDS SHEETS HOURS AND COSTS REMOVED FOR COMPLETED PROJECTS	1972	572
5	REI / DK MACHINE MINUTES AND COSTINGS	1972 – 1973	572
6	RECOGNITION EQUIPMENT LTD CORRESPONDENCE	1974	1414
7	RECOGNITION EQUIPMENT LTD ALL ERCR'S AND BCRS MAINTENANCE CONTRACT	1974 – 1975	1414
8	REI TRACE SYSTEM OPERATOR MANUAL	1975	2585
9	REL TRACE EOS DEBITS AND CREDITS	1975	2985
10	REL ENGINEERING COVER	1978	2916

COMPANIES SUPPLYING TECHNOLOGY TO GIRO GIRO / NG / T / F /

NATIONAL DATA PROCESSING SERVICE GIRO / NG / T / F / NDPS /

NO	TITLE	DATES	LOCATION
1	NATIONAL DATA PROCESSING SERVICE BOOK	1970	1701
2	NDPS BULLETIN NO 8 JULY	1970	1701
3	TRANSFER OF GRSD COMPUTER TO NDPS	1971	618
4	DPS INTER COMPUTER CENTRE NETWORK TOLO / ICON	1972 – 1973	583
5	DPS TRANSFER CHARGES	1972 – 1973	1005
6	DISCUSSIONS WITH DPS	1971 – 1973	5454
7	PAYROLL LEAFLET	1977	2170
8	SALES ACCOUNTING LEAFLET	1977	2170
9	SALES AND PURCHASE LEDGER SYSTEM FOR BUILDERS AND PLUMBERS	1977	2170

CARTE BLANCHE CORPORATION GIRO / NG / T / F / CBC /

NO	TITLE	DATES	LOCATION
1	CARTE BLANCHE CORPORATION	1971	1002

BRITISH STANDARDS INSTITUTE GIRO / NG / T / F / BSI /

NO	TITLE	DATES	LOCATION
1	BSI MISCELLANEOUS PAPERS	1971	1917
2	BSI COMMITTEE DPS 14 CHARACTER CHARACTER RECOGNITION	1974	1915
3	ISO PAPERS VOL 4 83 – 111	1973 – 1974	1919
4	ISO PAPERS VOL 5 112 – 128	1974	1919

COMPANIES SUPPLYING TECHNOLOGY TO GIRO GIRO / NG / T / F /

BRITISH STANDARDS INSTITUTE GIRO / NG / T / F / BSI /

NO	TITLE	DATES	LOCATION
5	FOREIGN TRAVEL RSB STAFF ATTENDANCE AT ISO MEETINGS IN GENEVA FEBRUARY 1971 APRIL 1973 DECEMBER 1974	1971 – 1974	1915
6	BSI ISO PAPERS VOL 6 129 – 155	1974 – 1975	1919
7	BSI NUMBERED DOCUMENTS A 74 / 72386 – 76 / 60086	1974 – 1975	
8	BSI NUMBERED DOCUMENTS B 76 / 60609 TO 76 / 63506	1976	1916
9	BSI VARIOUS DRAFTS	1976	1917
10	BSI CORRESPONDENCE	1976	1915
11	ISO PAPERS VOL 7 PAPERS 151 – 171	1975 – 1977	1920
12	ISO STANDARDS ISO 4909 MAGNETIC` STRIPE DATA CONTENT 1978	1978	3539

REDIFUSION COMPUTERS LTD GIRO / NG / T / F / RED /

1	PURCHASE OF A RI 1800 / 30 KEY TO DISK SYSTEM	1975	
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STC GIRO / NG / T / F / STC /

NO	TITLE	DATES	LOCATION
1	STC PROGRESS MEETING MINUTES	1968 - 1974	388

STAFF AND MACHINERY GIRO / NG / T / SAM /

NO	TITLE	DATES	LOCATION
1	STAFF AND MACHINERY FORECASTS	1970	616
2	GIRO MACHINERY ESTIMATES	1970	617

STAFF AND MACHINERY

GIRO / NG / T / SAM /

NO	TITLE	DATES	LOCATION
3	COMMITTEE ON LIVES OF PLANT AND DEPRECIATION LIFE ASSESSMENT OF POSTAL COMPUTERS	1970	618
4	MOORE REPORT	1969 – 1970	1463
5	KB MULTIPLEXOR DRAWINGS	1970	702
6	NGC SYSTEMS PERFORMANCE IN MEETING SCHEDULED TIMES	1970	616
7	CONSULTANCY FILE	1969 – 1970	616
8	ISDOS RESEARCH SURVEY	1970	616
9	EQUIPMENT REPRODUCTION	1970	2581
10	MAINTENANCE CONTRACT REVISION FOR 48 HR STATEMENT SERVICE	1971	611
11	SALE OF SURPLUS MACHINERY	1972	1414
12	EQUIPMENT MATRIX (MOSAIC) PRINTERS GRIDS FOR OCR – A OCR - B	1971 – 1972	1915
13	SYSTEM 4 TO LEO 326 CONVERTER	1971 – 1972	583
14	REPLACEMENT OF HEROLD POWER GUILLOTINE	1973 – 1974	1414
15	PURCHASE OF VISTORY GUILLOTINE MODEL 825 A5 32 5	1974	1414
16	PROOF ENCODERS	1974	2913
17	PROOF ENCODERS NCR 775 2000 PURCHASE CONTRACT	1974	3060
18	RPC MICROSEARCH DETECTOR WITH REJECTAPAK CONVEYOR CONTRACT	1974	1414
19	RENTAL OF XEROX 840 EQUIPMENT TO REPLACE XEROX 720 AND BRUNNING 2000	1973 – 1974	1414

STAFF AND MACHINERY

GIRO / NG / T / SAM /

NO	TITLE	DATES	LOCATION
20	JSB PROOF ENCODERS MINUTES OF MEETINGS BUNDLE INCLUDING 11 – 13 (See GIRO / NG / T / SP / JSB / 10)	1975	2975
21	JSB CHEQUE PROOF ENCODERS PLANNING PAPERS (See GIRO / NG / T / SP / JSB / 11)	1975	2975
22	PROOF ENCODERS : RECEIPT AND DESPATCH OF JSB CHEQUES LOOSE PAPERS IN BUNDLE HEADED BY GIRO T SP JSB 10 (See GIRO / NG / T / SP / JSB / 12)	1975	2975
23	NCR 775 200 PROOF ENCODER MACHINE OPERATOR INSTRUCTIONS (See GIRO / NG / T / SP / JSB / 13)	1975	2975
24	NCR 775 – 2000 PROOF ENCODERS PEP PLANNING PAPERS	1975	
25	MULTI POCKET PROOF ENCODERS DCB 1 HISTORIC PLANNING PAPERS	1975	104
26	DCB ENCODING STATS	1975	590
27	NCR PROOF ENCODER CONTRACT 568530	1976 – 1977	1414
28	SDD REPORT ON PROOF ENCODERS	1977	2987
29	KEYS LUNDY TERMINALS	1977	2905
30	PROOF ENCODER GROUP (SEE GIRO NG F A 25)	1977	961
31	REPLACEMENT OF NCR 32 ACCOUNTING MACHINES CORRESPONDENCE WITH CONTRACTS AND TD 9	1975 – 1978	900
32	ADDITIONAL POWER GUILLOTINE JUNE 1978	1978	1414

SYSTEMS DIVISION

GIRO / NG / T / SD /

NO	TITLE	DATES	LOCATION
1	DEVELOPMENT SCHEDULES AND MODIFICATIONS	1971 – 1972	1056
2	DATA DIVISION DETAILED WORK TIMETABLE	1972	578
3	OPERATING TIMESCALE – AMD ASPECTS 48 HR STATEMENT	1972	578
4	TRAFFIC DIVISION DETAILED WORK TIMETABLE	1971 – 1972	578
5	ESTIMATES PROVIDED FOR GRSD	1972	601
6	EMERGENCY PROCEDURES	1972	2989
7	DPS LIAISON	1971 – 12972	618
8	DATABASE MANAGEMENT SYSTEM PRESENTATION BY ICI	1972	5095
9	ADTs COMPUTER AUTHENTICATION	1970 – 1972	598
10	CARD MICROFILM RETRIEVAL	1972	607
11	CASD OPERATING SCHEDULE	1972	578
12	POTENTIAL APPLICATION TO GIRO OF TERMINAL DEVICES AND DATA TRANSMISSION	1972	613
13	ELIMINATION OF STREAMING	1971 – 1972	1390
14	ELIMINATION OF STREAMING GPC PAPERS 31 32 35 36	1972	1390-
15	INDIRECT PROGRAMMING COSTINGS	1972	570
16	INPUT SERIAL NUMBERS	1971 – 1972	574
17	CROPOP NGC COMPUTER LIST OF POST OFFICE PROPERTIES	1972	5126

SYSTEMS DIVISION

GIRO / NG / T / SD /

NO	TITLE	DATES	LOCATION
18	NGC USE OF MULTI POCKET PROOF ENCODING MACHINES AS AN AID TO GIRO RECONCILIATION OF DOCUMENT STREAMING FEASABILITY STUDY	1973	1404
19	MICR SUITE ELIMINATION OF STREAMING INTERIM SYSTEM	1973	611
20	EOS PAPERS ELIMINATION OF STREAMING	1973	2982
21	PROJECT GROUP TO STUDY WORK-FLOW PROBLEMS ARISING FROM THE INTRODUCTION OF THE ELIMINATION OF STREAMING	1973	1390
22	WORK FLOW PROJECT GROUP	1973	1390
23	ELIMINATION OF STREAMING - GIROCHEQUES IMPLEMENTATION GROUP SDB TRAFFIC DATA	1973	1398
24	ELIMINATION OF STREAMING CREDIT	1973	1390
25	ELIMINATION OF STREAMING OF GIROCHEQUES PLANNING FOR FEBRUARY 1975 IMPLEMENTATION LINK TRIALS SUB COMMITTEE	1973	1398
26	PROGRAM EFFICIENCY REVIEW	1973	564
27	MANAGEMENT INFORMATION SYSTEM	1972 – 1973	611
28	GPC POTENTIAL APPLICATION TO GIRO OF TERMINAL DEVICES AND DATA TRANSMISSION DISC BASED MANAGEMENT INFORMATION SYSTEM FEASABILTY REPORT	1972 – 1973	1391
29	EOS TRIALS AND TRAINING	1973	1392
30	POSTS / GRS COMPUTING STRATEGY	1973	1458

SYSTEMS DIVISION

GIRO / NG / T / SD /

NO	TITLE	DATES	LOCATION
31	GPC DOCUMENT ASSOCIATION	1972 - 1973	1392
32	USE OF VEHICLE DOCUMENTS	1973	1392
33	EMERGENCY PROCEDURES BULKING OF TRANSACTIONS	1973	1396
34	ENCODING PROCEDURES	1973	1392
35	EQUIPMENT PROVISION	1973	1392
36	COMPUTER STATISTICS	1973	1465
37	STATISTICS – ACCOUNTS, MOVEMENT, VALUES	1973	
38	EFFECTIVE RATIO STATISTICS EFFECTIVE RATIOSTATS	1972 – 1973	574
39	ELIMINATION OF STREAMING (GIRO CHEQUES) PROPOSALS	1973 – 1974	2981
40	ELIMINATION OF STREAMING GIROCHEQUES GENERAL PLANNING	1973 – 1974	1392
41	PAPERS ON ELIMINATION OF STREAMING AND SYSTEM GENERALLY	1973 - 1974	1369
42	COMPUTER DECENTRALISATION	1974	679
43	EMERGENCY PROCESSING	1974	583
44	EMERGENCY PROCEDURES AND EMERGENCY PROCESSING	1971 – 1974	582
45	DATA TRANSMISSION	1974	256
46	PHASE ENCODED MAGNETIC TAPES	1972 – 1974	580
47	MARK OFF OF EXCEPTION REPORTS	1974	610
48	REVIEW AND EXTENSION OF DISC CONTROL FILE	1973 – 1974	582
49	PAPER ECONOMY	1974	580

SYSTEMS DIVISION		GIRO / NG / T / SD /	
NO	TITLE	DATES	LOCATION
50	NMCS OPERATIONS	1974	896
51	ELIMINATION OF STREAMING	1975	988
52	REPRODUCTION UNIT PERFORATING EQUIPMENT	1975	1414
53	GIRO EQUIPMENT	1970 – 1975	1010
54	COMPUTERS AND PRIVACY	1976	1758
55	MAGNETIC TAPE INTERCHANGE	1976	940
56	FEES RAISED FOR REF / ENCODING AND DOCUMENT SORTATIONS	1976	960
57	DHSS NEW COMPUTER	1976	9913
58	DHSS PROCESSING	1969 – 1976	598
59	CONTROL OF COMPUTERS TRANSFER FROM DPS TO GRS	1974 – 1976	677
60	CONTROL OF COMPUTERS TRANSFER FROM DPS TO GRS	1977	677
61	DPE TRANSFER OF CONTROL	1976 – 1977	920
62	GRS / DPS STEERING GROUP PAPERS RE EQUIPMENT OF THE GIRO CENTRE	1976 – 1977	655
63	RE EQUIPMENT OF THE GIRO CENTRE STEERING GROUP MINUTES	1976 – 1977	685
64	NATIONAL GIRO CENTRE TECHNICAL CUTTINGS AND PRESS RELEASES	1977	7732
65	BOOTLE COMPUTERS	1976 – 1977	1001
66	BGCC WORKLOAD VOLUME 3	1974 – 1977	531
67	BGCC WORKLOAD VOLUME 4	1976 – 1977	531
68	PROJECT CONTROL	1977	522

SYSTEMS DIVISION

GIRO / NG / T / SD /

NO	TITLE	DATES	LOCATION
69	GIRO DEPOSIT ACCOUNTS DRAFT OUTLINE SYSTEM DESCRIPTION	1977	5098
70	ACCOUNTS MANAGEMENT DEVELOPMENT INCREASE AUTHORISING BALANCE	1976 – 1977	614
71	PROGRAM SECURITY	1969 – 1977	2530
72	CONTROL OF COMPUTERS TRANSFER 1978 FROM DPS TO GRS JANUARY – JUNE 1978		677
73	CONTROL OF COMPUTERS TRANSFER 1978 FROM DPS TO GRS JULY – DECEMBER 1978		677
74	BOOTLE VOMPUTERS FILE 2	1978	1001
75	PROCESSING PRIORITIES	1978	896
76	REVERSE TEST	1978	962
77	DES WORKING FILE	1976 – 1978	571
78	EEC SCIENTIFIC AND TECHNICAL INFORMATION PART 2 NOVEMBER 1976 – JANUARY 1978	1976 – 1978	475
79	OLD WORK SCHEDULES / PROGRESS REPORTS	1978	614
80	GIRO PROGRAM SPECIFICATION VOLUME 2 BY ENGLISH ELECTRIC LEO MARCONI	1978	2172

VISITS

Visits were always to play a vital role in the promotion of the Giro. They were used to not only show off the system to visiting dignitaries and to interested parties from other giro systems wishing to modernise their systems, but also to attract business customers who wished to understand the system which they were contemplating signing up to. Visits have also been used to show local people and families of members of staff how the giro works and its purpose.

Prior to October 1968 visits had been handled by a combination of the Post Office and the developing public relations division for the National Giro (See Giro / V).Once The National Giro opened in October 1968 the arrangements for visits were handled by the marketing and public function based in Bootle.

VISITS		GIRO / NG / V /	
NO	TITLE	DATES	LOCATION BOX BAY
1	NORWEGIAN GIRO	1969	248
2	MR GOEFFREY H VIELER , MANAGING DIRECTOR POSTS AND GIRO	1969	249
3	LORD HALL CHAIRMAN OF THE POST OFFICE BOARD (2 COPIES)	1969	249 / 1725
4	MR WHITNEY STRAIGHT DEPUTY CHAIRMAN OF THE POST OFFICE BOARD	1969	249
5	VISIT TO NGC BY THE MINISTER THE CHAIRMAN ETC 2 COPIES	1970	1019 249
6	POST OFFICE VISITS BY UNIVERSITY ACADEMIC STAFF	1968 – 1970	1019
7	POST OFFICE USERS NATIONAL COUNCIL 2 COPIES	1971 1971	249 942
8	MR AWC RYLAND ACTING CHAIRMAN AND CHIEF EXECUTIVE OF THE POST OFFICE BOARD 3 FILES	1971 1971 1971	249 249 1704
9	GIRO USERS GROUP VISIST (SEE GIRO / NG / PAM / GUG / 3)	1972	

SUMMARY OF 1978 ADDITIONS TO GIRO / NG

25 576 Files

576 files have been added in 25 categories, there are no new categories this year. The 25 categories are as follows ARA (1), B (13), BPP (13), C (43), CIR (9), DIR (1), EB (25), ECR (11), ERB (6), F (31), GB (9), ICE (9), IS (47), MAG (5), OP (10), PAM (89), PJ (18), PRO (15), R (22), RPO (15), RS (6), SEC (4), SA (4), SB (42), T (128).

7 new sub categories were added to the Catalogue. The 7 new sub categories are Accounts Management Division (GIRO/NG/B/AMD) in Branches : Marketing Liaison Group (GIRO/NG/C/DC/MLG) New Banking Facilities Committee (GIRO/NG/C/DC/NBF) and PSS Study Group 4 (GIRO/NG/C/DC/NBF) in Committees : Estates Branch Bootle Buildings (GIRO/NG/EB/BB) in Estates : Bank's Tenth Anniversary (GIRO/NG/PAM/TA) in PR, Advertising and Marketing : Electronic Funds Transfer Services (GIRO/NG/T/S/EFTS) in Technology.

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GUIDE SUMMARY OF 1978 ADDITIONS TO GIRO / NG

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