**EAP 1451 – METHODOLOGY REPORT OCTOBER 2023**

The Advisory panel agreed to digitising all of the Rangeley material despite the later material being out of the date criteria. This was done to keep the whole collection complete.

The Description on the template is the same as the Title as it is very difficult to read the handwriting to identify any more information.

It was agreed that both the typed version as well as the handwritten edited version of the same document be digitised as on the typed document there are places where there are ‘……’ places with dots, obviously the text was unknown at that point.

It was decided the Chichewa titles would be translated into English for the Title in English box on the listing template.

The Project faced some challenges:

* handwritten files because they were not legible due to the old fashioned handwriting.
* Some pages were written with pencil and as a result they are fading.
* Some pages were torn.
* Some pages were folded and creased.

The Advisory Panel agreed to add African Traditional Religion (ATR) to the dropdown menu for religion.

The Burials file is presented in alphabetical order, not geographically. It was agreed that is should be split into a series in the same order as the file. There is some material that has not been filed or sorted. This was filed as Various together with the series so as to keep it altogether.