

# Template Sign

*This sign was printed on brightly coloured paper.  
Several were left on shelves and on top of boxes when  
a records survey had taken place.*

## HISTORICAL RECORDS

These historical records were surveyed  
in 2022 by the Business Archives  
Surveying Officer for Scotland.  
They are of archival value.  
Please do **not** destroy.

For further information on the records or to receive advice about suitable actions for them, please contact any of the following organisations who are responsible for business archives in Scotland:

**The Surveying Officer c/o Ballast Trust**

18-20 Walkinshaw Street, Johnstone, PA5 8AB  
Ballasttrust@gmail.com | 01505 328488 | [www.ballasttrust.org.uk](http://www.ballasttrust.org.uk)

**National Register of Archives for Scotland**

HM General Register House, Princes Street, Edinburgh, EH1 3YY  
nras@nrscotland.gov.uk | 0131 535 1405 | [www.nrscotland.gov.uk/nras](http://www.nrscotland.gov.uk/nras)

**University of Glasgow Archives & Special Collections (Scottish Business Archive)**

13 Thurso Street, Glasgow, G11 6PE  
library-asc@gl.ac.uk | 0141 330 6767 | [www.gla.ac.uk/asc](http://www.gla.ac.uk/asc)