

What I need from you

Records Organisation

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The whole document set, however it exists **ESSENTIAL**

Why I need it. Organisation cannot be done on a sample. A partial set produces a structure that breaks when the rest arrives.

Where you'll find it. Wherever it currently sits: the project inbox and shared drives, the boxes in the site office or a QS's drawers, and everyone's phones for the photographs. Send it from every location and say which is which

Without it. There is nothing to organise, so the job cannot start

2. What is known of the chronology **IMPORTANT**

Why I need it. What is known now shapes the structure and seeds the gap list.

Where you'll find it. Whatever you already have: a spreadsheet timeline, a schedule of events from an earlier report, or just your own notes of the key dates

Without it. The gap list may miss things the documents themselves never mention

3. The issue in dispute, in their words **ESSENTIAL**

Why I need it. The structure has to serve the question being asked.

Where you'll find it. This is not written down anywhere for me to find. A paragraph from you, in an email or on a call, is what I need

Without it. The structure risks being built around the wrong question

4. Any deadline the set is being prepared for **OPTIONAL**

Why I need it. Determines how much structure is worth building.

Where you'll find it. Whatever correspondence or instruction set the date, or your own diary if nothing about it is written down

Without it. The structure gets built without knowing how much is worth doing

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.