

## **Summary ( Master)**

**I've dealt subject of appraisal current and semi current records and use standards to identifying historical value and importance to research and this records owns two values are the primary value, which is divided into administrative, financial and legal value, then the secondary value of which is divided into evidential and the information value.**

**Depending on identifying primary and secondary value of the records to determine the importance of the document for historical research and the development of extended custody services that fit in with their value, after the expiration of preservation should be in terms of preservation schedules are transferred to the National Archives if it had historical value.**

**Transfer the records to the National Archives by putting them in cardboard boxes and processor chemically so as not to interact with documents and arrange them in the order the original from which imposed during use in the performance of daily work, and do fill transfer model where preserve it copy in the administration and keeps it copy an archives**

**Records have no value are disposed of through incineration if it contains important information, or are torn or sold to companies of paper. The is actually the theoretical application documents Social Affairs Directorate Beni Suef governorate where they were identifying the records that have historical value and the statement of extended archiving and explain how to transfer to house the public archives .castle according to the government archives act in 1954**