



This fact sheet will help you understand the way in which NSW State Archives and Records manages the State Archives Collection and the terminology used. Understanding these terms will assist you to prepare records for transfer.

NSW State Archives and Records also publishes a complete [glossary of recordkeeping terms](#).

NSW State Archives and Records manages its collection using the NSW Registered Series (NRS) system. The NRS system manages records as series, consignments and items. These terms are used in the transfer forms.

Series

A series is a collection of records with the same provenance that belong together because they:

- are part of a discernible filing system
- have been kept together because they result from the same activity, or
- are of similar formats and relate to a particular function.

A series may also consist of one item.

A series is not necessarily equivalent to a single disposal class in a retention and disposal authority. Records within a particular series may fall under a number of different disposal classes.

Consignment

A consignment is a group of records that:

- belong to the same series
- have the same storage requirements
- are transferred to NSW State Archives and Records at the same time.

If a series is ongoing, it may be transferred to NSW State Archives and Records in a number of consignments over a number of years.

Consignments are sometimes created to deal with series that contain multiple records formats. Each format will be a separate consignment.

Item

An item is a single record. An item could be a registered file, bound report or photograph. Within a series there may be only one item or there may be several hundred or more.