

FACT SHEET 3 Creating a consignment list



Creating an accurate and complete list of the records that will be transferred is important for current and future users of the records:

- You can use the consignment list as an inventory check as you are packing and preparing the material for transfer.
- We will use the list to confirm receipt of records post transfer.
- Future users of the State Archives Collection will rely on the list when the records become open to public access.

This fact sheet explains how to create an accurate and complete consignment list.

Important! The order of items in the consignment list must match the order in which the items are packed.

Field	Information required
Container no	Number of the box or other container that the item is contained in. If the record is a loose or oversized volume, number each volume individually.
Item no	Unique identifier for each item This could be an internal file number, a numeric, alpha or combination control symbol or an imposed number. If the item does not have a unique identifier one needs to be imposed. To do this simply add square brackets around the imposed number starting at [1]. For loose volumes the item no field is the same as the container no.
Item title	Title of the item or a description of the item If acronyms are used in the item title please provide the expansion of the acronym in square brackets, e.g. <i>NGS [Non-Government Schools] - Accreditation & Registration – Abbotsleigh</i> . If uncommon abbreviations are used in the item title please provide the expansion of the abbreviation in square brackets, e.g. <i>Dept. [Department]</i> . Please avoid complete capitalisation in this field, e.g. <i>ANNUAL REPORT 1995-1996</i> .
Start date	Date the item was created For annual reports, the start date is the beginning of the financial year to which the report relates, not the date the report was published. If the date of an item is not known leave the start date field empty and add [No Date] to the end of the item title.
End date	Date the item ceased being created, e.g. the date the last record placed on a file was created For annual reports, the end date is the end of the financial year to which the report relates, not the date the report was published. If the date of an item is not known leave the end date field empty and add [No Date] to the end of the item title.
Access direction	Access direction number