



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 exporting 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! In the case of documents arranged in folders (sub items linked to items) the child to parent relationship must be accurately mapped in the consignment list

Field	Information required
Container no <i>Mandatory</i>	This field will always be 1
Item no <i>Mandatory</i>	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].
Item title <i>Mandatory</i>	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 DD/MM/YYYY <i>Mandatory</i>	Date the item was created, e.g. the date the first record placed on a file 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.
End date DD/MM/YYYY <i>Mandatory</i>	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.
Access direction <i>Mandatory</i>	Access direction number
Subitem Number <i>Only Mandatory if subitems exist</i>	Unique identifier for each item This could be an internal document 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].
Subitem Title <i>Only Mandatory if subitems exist</i>	Title of the subitem 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> .

FACT SHEET 7 Creating a digital consignment list



	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> .
Subitem start date DD/MM/YYYY <i>Only Mandatory if subitems exist</i>	Date the item was created/finalised or content relates to
Subitem end date DD/MM/YYYY <i>Only Mandatory if subitems exist</i>	Date the item was created/finalised or content relates to This field can be a repeat of the start date if required
Name of the digital item <i>Mandatory</i>	The complete digital file title e.g. (A2121458)TPCommiteeminutes25052022.pdf image0123.tiff
File type <i>Mandatory</i>	The file extension of the digital file
Additional Metadata 1 <i>Optional</i>	For any extra metadata that may be required to retain in perpetuity with the file for future research and access purposes e.g. Dissemination Limiting Markers (DLM), Key Subjects, location data, tags etc
Additional Metadata 2 <i>Optional</i>	For any extra metadata that may be required to retain in perpetuity with the file for future research and access purposes e.g. Dissemination Limiting Markers (DLM), Key Subjects, location data, tags etc
Additional Metadata 3 <i>Optional</i>	For any extra metadata that may be required to retain in perpetuity with the file for future research and access purposes e.g. Dissemination Limiting Markers (DLM), Key Subjects, location data, tags etc