



**ACCESS DETERMINATION** (see note 5)    Open o    Part Open o    Restricted o

**DISPOSAL AUTHORITY** (see note 5) \_\_\_\_\_

**RECORD KEEPING SYSTEM** (see note 5) \_\_\_\_\_

**ASSOCIATED SERIES** (Please use separate sheet if insufficient space) (see note 6)

<b>Previous Series:</b>
<b>Subsequent Series:</b>
<b>Controlling Series:</b>
<b>Controlled Series:</b>
<b>Related Series:</b>

**AGENCY RESPONSIBLE** (see note 7) \_\_\_\_\_

**For State Records of South Australia Use Only**

<b>GRS No:</b>	<b>FILE:</b>
<b>AD:</b>	
<b>OFFICER:</b>	<b>DATE:</b>

## Notes

The following instructions will help you complete the **Series Registration** form

<b>1. Series Title</b>	Insert the title of the series being registered. The title is generally the name used within the agency, incorporating the recordkeeping system (eg 'RecFind files, annual single number series'; 'Minutes – Management Committee, chronological series')
<b>2. Date Range</b>	Insert the exact year the series commenced followed by a "ct" (continuing) if the series is still in use (eg 1931 - ct). If the series is no longer operating, include the date it ceased (eg 1931 - 1990)
<b>3. Agency/ies Recording</b>	Insert the agency that created and maintained the records during the course of its operations. It is possible to have more than one recording agency. For instance, functions move from one agency to another. If known, please include the date range for the records created within the series by each agency recording
<b>4. Format</b>	Insert details about the physical form of the records, eg A4 files, batches, printouts, microfilm, plans, photographs, index cards etc
<b>5. Series Description</b>	<p>Insert a detailed description of the series. Include what function the record serves, who created the record, who used the record, any changes to the record over time and any information that will assist future access to the record</p> <p>Also include the <b>access determination</b> (ie whether series is open to access, part open, or restricted), <b>disposal authority</b> (ie records disposal schedule (RDS) and/or general disposal schedule (GDS)), the <b>recordkeeping system</b> (ie information about the system of arrangement, eg alphabetical, annual single number, chronological etc) and any <b>sources</b> used to complete the description (eg annual reports, minutes, etc)</p>
<b>6. Associated Series</b>	
<b>Previous Series</b>	Insert any previous record series to the series being registered. Please include date range of when series began and ended, if known
<b>Subsequent Series</b>	Insert any subsequent record series to the series being registered. Please include date range of when series began and ended, if known
<b>Controlling Series</b>	Insert any series that control this series, if known. (eg an index that controls a series of correspondence files). Please include date range of when relationship began and ended, if known
<b>Controlled Series</b>	Insert any series that is controlled by this series. Please include date range of when relationship began and ended, if known
<b>Related Series</b>	List any record series, which relate to this series of records. If known, please provide a description of the relationship between the series (eg related in subject, related in function)
<b>7. Agency Responsible</b>	Insert the agency that has legal ownership of the records, controls access to the records and pays for the storage of temporary records