



SERIES REGISTRATION

Agency Recording:

Series Title:

Date Range of Series:

Summary Format of Series:

- Files
- Volumes
- Plans
- Cards
- Dockets
- Microforms
- Film/Tapes
- Printout

Series Description: (Please use a separate sheet if insufficient space)

Access Determination: Open Part Open Restricted

Please note, a completed **Access Determination Form** needs to **accompany** a **Series Registration FORM** in order for a series number to be allocated.

Retention Status / Disposal Authority:

Recordkeeping System:
(Including system of arrangement)

Sources:

Previous Series:	
Subsequent Series:	
Controlling Series:	
Controlled Series:	
Related Series:	
Agency Responsible:	

For State Records of South Australia use only

GRS NUMBER:	FILE:
AD:	
OFFICER:	DATE:

The following information will help you to complete the **Series Registration**:

- AGENCY RECORDING:** 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 by each agency recording for the series.
- SERIES TITLE:** Insert the title that the agency uses for the records, e.g. Client Files, Administration Files, etc. Be as specific as possible.
- DATE RANGE:** Insert the exact years the records in the series commenced and ceased (eg 1994 - 1999). If the series is continuing insert only the date commenced, followed by "ct" (continuing) (eg 1994 - ct)
- FORMAT:** Insert details about the physical form of the records, e.g. A4 files, batches, printouts, microfilm, plans, photographs, index cards etc.
- SERIES DESCRIPTION:** Insert a detailed description of the series. Include what functions the record serves, who created the record, who used the record, what the purpose is for the record, any changes to the record over time and any information that will assist future access to the record.
- Also include the **access determination** (whether series is open to access, part open, or restricted), **retention status/disposal authority**, the **recordkeeping system** (information about the system of arrangement e.g. alphabetical, annual single number, chronological etc.) and any **sources** used to complete the description.
- PREVIOUS SERIES:** Insert any previous record series to the series being registered. Please include date range of when series began and ended, if known.
- SUBSEQUENT SERIES:** Insert any subsequent record series to the series being registered. Please include date range of when series began and ended, if known.
- CONTROLLING SERIES:** Insert any series that control this series, if known. (e.g. an index that controls a series of correspondence files). Please include date range of when relationship began and ended, if known.
- CONTROLLED SERIES:** Insert any series that is controlled by this series. Please include date range of when relationship began and ended, if known.
- RELATED SERIES:** List any record series, which relate to this series of records. If known, please provide a description of the relationship between the series.
- AGENCY RESPONSIBLE:** Insert the agency that has legal ownership of the records, controls access to the records and pays for the storage of temporary records.