Fact Sheet

2a

How to Complete a Records Description List (RDL)

This fact sheet should be used by agencies that have been provided with a Records Description List (RDL) template by PROV staff.

An RDL template records each unit and a description of what is stored inside.

It is directly imported into PROV's archival management system and made available in the online catalogue.
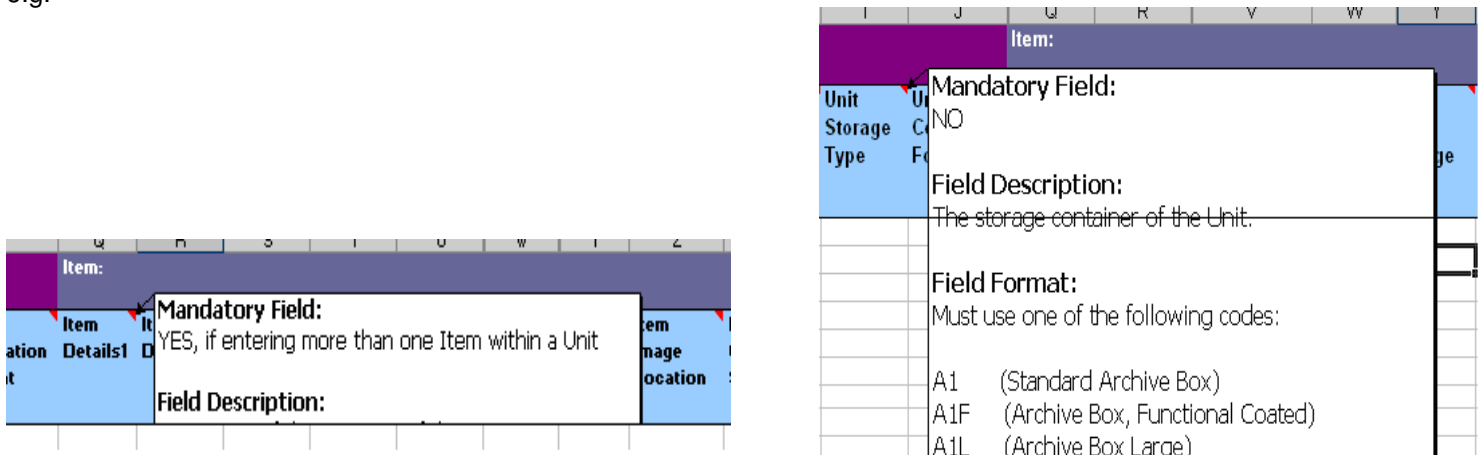
An RDL needs to be completed by all Government agencies before records are able to be transferred to PROV.

Agencies must fill out a new RDL template for each series consignment being transferred to PROV.

Help when filling out a RDL

Instructions on information required to be entered into the RDL template can be located by placing the mouse on the second row (light blue) on the template. More instructions can be located by placing the mouse on the first row of the template. e.g.

Agencies are welcome to hide columns on the RDL template but columns are **NOT** to be deleted. If columns are deleted then PROV will be unable to import the data into our archival management system.

When entering the date range information into the relevant column please ensure that it is in the format: DD/MM/YYYY.

All descriptions and titles noted in the RDL must match the inscribed title (what is written on the records).

Please note that it is accepted practice for agencies to import data from their recordkeeping system into the RDL template provided it conforms to the RDL template structure.

Key Points

Each row in the RDL template is equal to one record item.

Each item must be described so that it is meaningful to users of the PROV online catalogue and so the description can be used by PROV repository staff to retrieve the record.

If you have a record that has been divided into a number of parts then this must be captured by listing each part as a separate row in the RDL template.

Unit or Item Level Description

Unit: The container that holds the records.
(For example a box, tube, drawer or volume)

In most cases plans will be described at unit level, as each plan is viewed as a single unit.

Item: The record itself
(For example a registered file, manilla folder or bound report)

PROV staff can assist agencies in deciding whether a record should be classed as a unit or an item.