

# Fact Sheet

# 2b

## How to List Records in a Records Description List (RDL) Template

*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.*

### Listing Items:

Ensure items are packed in unit containers in original order (the order in which the records were kept when in use) and list the items on the RDL accordingly.

Fill in RDL template with relevant information (Figure 1).

	A	I	J	M	Q	R	W	Y
1	Unit:				Item:			
2	Unit Number	Unit Storage Type	Unit Contents Format	Unit Access Category	Item Details1	Item Details 2	Item Date Range Start	Item Date Range End
3	1	A1	FIL	OPEN	DC/1	Avoca District - Advisory Committee Minutes - 1950 to 1960	1950	1960
4	1	A1	FIL	OPEN	DC/1	Avoca / Campaspe District - Advisory Committee Minutes - 1954 to 1962	1954	1962
5	1	A1	FIL	OPEN	DC/2	District Advisory Committee - 1962 to 1969	1962	1969
6	1	A1	FIL	OPEN	DC/2	Avoca / Campaspe District - Advisory Committee - Correspondence - Agenda - Reports - 1969 to 1977	1969	1977
7	2	A1	FIL	OPEN	DC/2	Avoca / Campaspe District - Advisory Committee - 1979 to 1980	1979	1980

Figure 1

Ensure that the information entered into the template (Figure 2.2) aligns with the information written on the record (Figure 2.1).

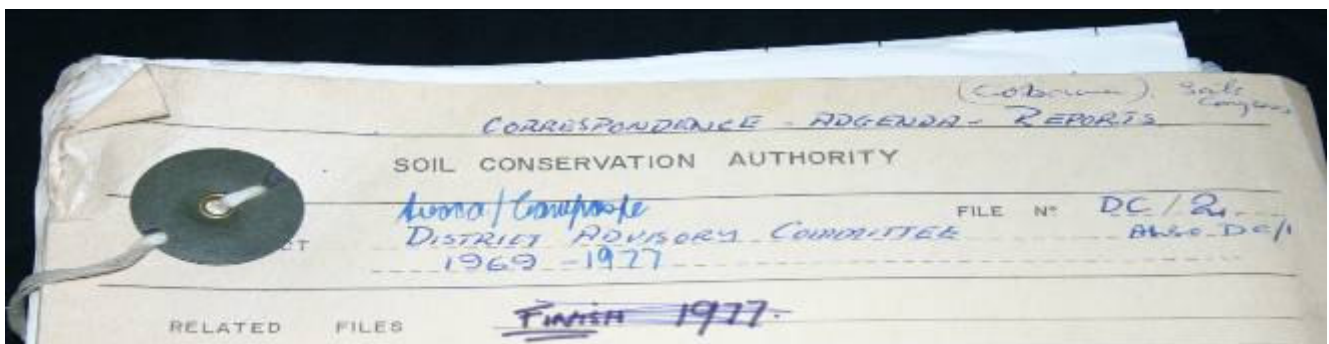


Figure 2.1

Unit Number	Unit Storage Type	Unit Contents Format	Unit Access Category	Item Details1	Item Details 2	Item Date Range Start	Item Date Range End
1	A1	FIL	OPEN	DC/1	Avoca District - Advisory Committee Minutes - 1950 to 1960	1950	1960
1	A1	FIL	OPEN	DC/1	Avoca / Campaspe District - Advisory Committee Minutes - 1954 to 1962	1954	1962
1	A1	FIL	OPEN	DC/2	District Advisory Committee - 1962 to 1969	1962	1969
1	A1	FIL	OPEN	DC/2	Avoca / Campaspe District - Advisory Committee - Correspondence - Agenda - Reports - 1969 to 1977	1969	1977
2	A1	FIL	OPEN	DC/2	Avoca / Campaspe District - Advisory Committee - 1979 to 1980	1979	1980
2	A1	FIL	OPEN	DC/2	Avoca / Campaspe District - Advisory Committee - 1978 to 1979	1978	1979

Figure 2.2

In some cases, however, it may be difficult to locate details on the record regarding its contents (Figure 3.1).

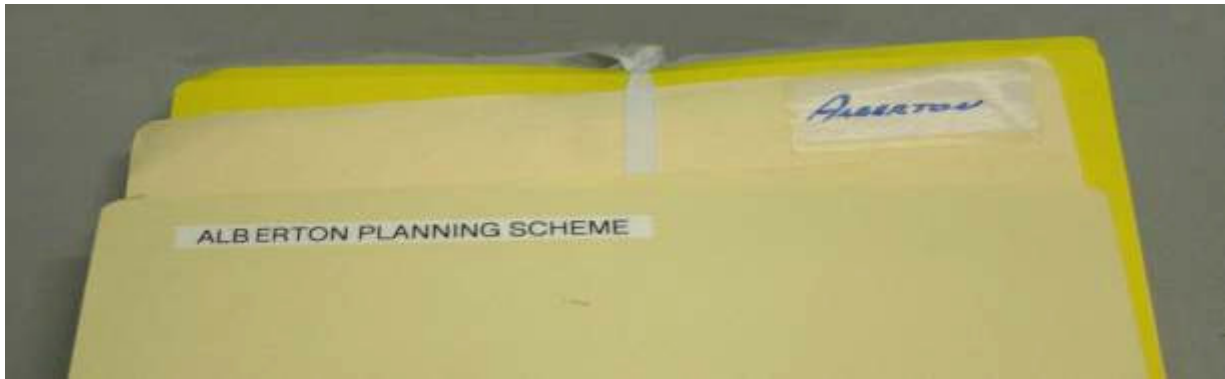


Figure 3.1

To complete the RDL template it may be useful to look through the file to get an understanding of the information contained within so that as much information as possible can be entered into the RDL template (Figure 3.2).

					Item:			
Unit Date Range Start	Unit Date Range End	Unit Storage Type	Unit Contents Format	Unit Access Category	Item Details1	Item Date Range Start	Item Date Range End	Item Image Location
		A3P	FIL	OPEN	Alberton Planning Scheme: Ordinance (Day One)	16/02/88	2000	
		A3P	FIL	OPEN	Alberton Planning Scheme: Consolidated Ordinances	16/02/88	2000	
		A3P	FIL	OPEN	Alberton Planning Scheme: Approved Amendments	16/02/88	2000	
		A3P	FIL	OPEN	Alberton Planning Scheme: Exhibited Amendments	16/02/88	2000	

Figure 3.2

### Listing Volumes:

List the year and original volume number (if this exists). Ensure that volumes are kept in original order.

List the title of the volume (as written on record) in the RDL template (Figure 4.2 and 4.3).

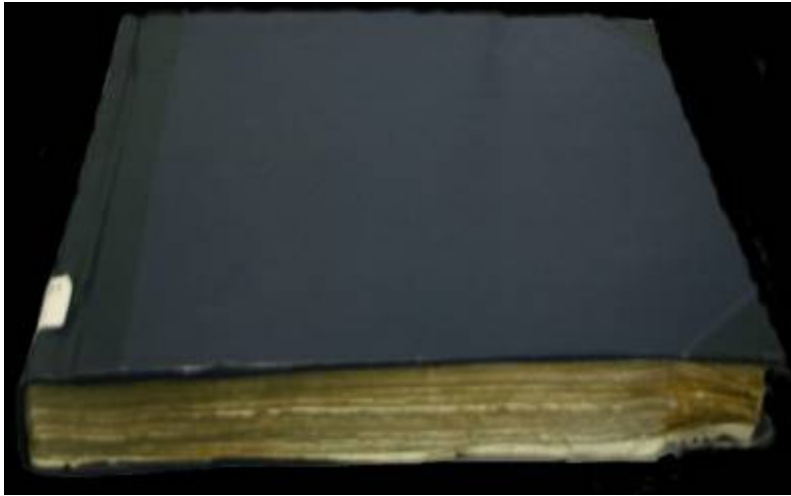


Figure 4.1

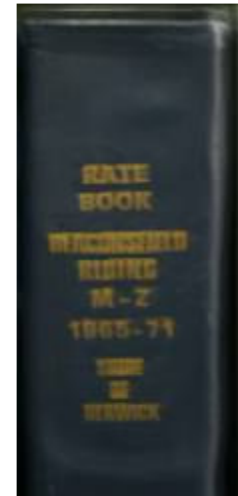


Figure 4.2

Ensure that details on RDL match the details of the record:

	A	B	C	F	H	I	J	M	N	O
1	<b>Unit:</b>									
2	<b>Unit Number</b>	<b>Unit Details 1</b>	<b>Unit Details 2</b>	<b>Unit Date Range Start</b>	<b>Unit Date Range End</b>	<b>Unit Storage Type</b>	<b>Unit Contents Format</b>	<b>Unit Access Category</b>	<b>Unit Access Review Date</b>	<b>Unit Conservation Status</b>
95	93	1963 - 1969	Iona Riding	1963	1969	V	VOL	OPEN		
96	94	1964 - 1969	Pakenham Riding	1964	1969	V	VOL	OPEN		
97	95	1965 - 1970	Beaconsfield Riding Subdivision	1965	1970	V	VOL	OPEN		
98	96	1965 - 1971	Beaconsfield Riding A-D	1965	1971	V	VOL	OPEN		
99	97	1965 - 1971	Beaconsfield Riding E-L	1965	1971	V	VOL	OPEN		
100	98	1965 - 1971	Beaconsfield Riding M-Z	1965	1971	V	VOL	OPEN		
101	99	1969 - 1972	Pakenham Riding	1969	1972	V	VOL	OPEN		
102	100	1971 - 1973	Beaconsfield Riding Subdivision	1971	1973	V	VOL	OPEN		
103	101	1971 - 1973	Beaconsfield Riding M-Z	1971	1973	V	VOL	OPEN		

Figure 4.3

**Listing Index Cards:**



**Figure 5.1**

Ensure that the categories on the cards match the unit details in the RDL (Figure 5.2 – 5.5)



**Figure 5.2**



**Figure 5.3**



**Figure 5.4**

Unit:								
Unit Number	Unit Details 1	Unit Details 2	Unit Date Range Start	Unit Date Range End	Unit Storage Type	Unit Contents Format	Unit Access Category	
1	Abbott - Buttlejorrk	Plan Index Cards			ICL		Open	
2	Cadogan - Dartmouth	Plan Index Cards			ICL		Open	
3	Datum - Glut	Plan Index Cards			ICL		Open	
4	Gnar Purt - Kyabram East	Plan Index Cards			ICL		Open	
5	Laanecoorie Reservoir - Mitta Mitta River	Plan Index Cards			ICL		Open	
6	Moe - Powlett	Plan Index Cards			ICL		Open	
7	Prime Rectangle - Swan Hill	Plan Index Cards			ICL		Open	
8	Tabilk - Vite Vite	Plan Index Cards			ICL		Open	
9	Waaia - Zero (Mount)	Plan Index Cards			ICL		Open	
10	Algae Bloom Sites - Yorta Yorta	Digital Data Index Card			ICL		Open	

Figure 5.5

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