

Fact Sheet

1e

Describing Series: Series Date Range Creation

This fact sheet will assist agencies in answering Question 4, 5 and 6 on PRO 21B – New Series form Question 4 on PRO 21B – New Consignment form, in which agencies are required to state the date range of the entire series, the date range of the portion of the series being transferred to PROV or the date range of the contents of the records.

Series Date Ranges

When finding the date range of a record series (for more information on what a record series is see Fact Sheet PROS 10/13: 1a – Archival Principles, Series and Consignment) it is important to remember that the series date range refers to when the agency and its successor agencies began and ceased creating the records not the date range of the agency.

The date range refers to the date the *first file was created in a records series*, rather than the dates at which the agency commenced.

When recording date ranges only the year the series was created needs to be noted. For example if a series was recorded in a single year then the date range should be recorded as 1890 – 1890.

In some cases, the exact date of a record series may not be clear. If this is the case agencies are encouraged to use the following terms to assist in dating their records:

- Circa: used when a series is known to have commenced or ceased around a certain date.
- By (lower case): used when a certain series is known to have ceased or commenced by a certain date.
- Query (shown as a '?'): used to express doubt about a date in a date range.

Date range of the entire series

Series VPRS 16575

General Correspondence, Multiple Number System

About this Series	Related Series	Accessing the records in this Series
Date Range: Series	Circa 1971 - 1996	
	<i>Series in Custody</i> By 1971 - 1996	
	<i>Contents</i> 1950 - 1996	
Public Access:	Open	
Location:	North Melbourne	
Format of Records:	Physical	

This is an important date range to locate as it provides the date range of the administrative process and determines the record's relationship to agencies, previous and subsequent series as well as controlling and controlled series.

In relation to a correspondence file, a series date range is the date when the files used under that recordkeeping system were created and the date they stopped being created.

Date range of the portion of the series being transferred to PROV

Series VPRS 10192

Case Files

About this Series	Related Series	Accessing the records in this Series
Date Range: Series	1936 - ? 1950	
	Series in Custody 1936 - 1949	
	<i>Contents</i> 1936 - 1956	
Public Access:	Open	
Location:	North Melbourne	
Format of Records:	Physical	
<ul style="list-style-type: none"> ▶ Agency which created this Series ▶ Agency currently responsible for this Series ▶ Description of this Series ▶ More research resources 		

This date range refers to the date the first series file was first created and the date of the last series file being transferred to PROV.

Date range of the contents of the records

Series VPRS 14253

General Correspondence Files, Alphabetical

About this Series	Related Series	Accessing the records in this Series
Date Range:	Series 1947 - 1984	
	Series in Custody 1947 - 1984	
	Contents 1945 - 1994	
Public Access:	Open	
Location:	North Melbourne	
Format of Records:	Physical	

- Agency which created this Series
- Agency currently responsible for this Series
- Description of this Series
- More research resources

The date range of the content of the portion of the series to be transferred to PROV may differ from the date range of the portion of the series being transferred if earlier documents have been placed on files or when later documents are added to files long after the portion of the series had ceased to be used.

Date ranges for control relationships

Series VPRS 5722

Card Register to General Correspondence Files, Annual Single Number System I (Local Government Branch 1956-1958)

About this Series	Related Series	Accessing the records in this Series
Date Range:	Series 1956 - 1965	
	Series in Custody 1956 - 1965	
	Contents 1956 - 1965	
Public Access:	Open	
Location:	North Melbourne	
Format of Records:	Physical	

- Agency which created this Series
- Agency currently responsible for this Series
- Description of this Series

This series forms one part of the control system for the General Correspondence (VPRS 384) of the Local Government Department, previously the Local Government Branch of the Public Works Department. The cards were used to allocate and record file numbers.

The cards are in numerical order within each year, with a new sequence beginning each year. The number on the top right corner of the card is the registration number of the correspondence. Once the correspondence was registered in the card register, the register number and subject matter appear to have also been recorded on an alphabetical index (see VPRS 10170).

Series VPRS 384

General Correspondence Files, Annual Single Number System I (Roads and Bridges Branch 1877-c1888; Local Government Branch c1888-1958)

About this Series	Related Series	Accessing the records in this Series
Indexes and Registers		
		Display 20 entries per page
Date Range	Series Title	Series Number
1864 - 1900	Municipality Index to Correspondence	VPRS 8775
1877 - 1956	Registers of Inward Correspondence (Roads and Bridges Branch 1877-1888; Local Government Branch c.1888-1956)	VPRS 499
1956 - 1965	Card Register to General Correspondence Files, Annual Single Number System I (Local Government Branch 1956-1958)	VPRS 5722
1957 - 1959	Card Index to General Correspondence Files, Annual Single Number System I (Local Government Branch)	VPRS 10170

In many cases the date range of a control record will be identical to that of the series that it is controlling. However, it is important to remember that this is not always the case. For example some control records may have been created after a series had begun or even after the series being controlled had stopped being created by the agency.

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