

Fact Sheet

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Identifying Records Creators

This fact sheet will assist in answering Question 12 on the PRO 21B – New Series form and Question 7 on the PRO 21B – Subsequent Consignment form, in which agencies are required to list the creating agency for the record series to be transferred to PROV.

Records Creators

The creating agency/record creator of a record series refers to the government agency/agencies that have been involved in creating a record series or adding information to a series over time.

Locating the creating agency is usually straightforward but if you are having difficulty you may want to try:

- Using evidence located in the records themselves, such as:
 - file covers
 - stamps or seals
 - addresses on incoming or outgoing correspondence
 - the position and the name of the individual signing the correspondence
 - letterhead

It is important to remember, however, that there can be inconsistencies in the title of Government agencies due to superseded stationary or the use of familiar names etc.

- Using evidence from internal sources:
 - the physical location of the records (which agency occupied the building at that time)
 - employees/colleagues who may have knowledge of the history of the records
 - documentary sources (for example, annual reports, organisational charts)
- Using evidence from other sources, such as:
 - the PROV archival management system (which is available in the online catalogue, located at www.prov.vic.gov.au. The catalogue can provide information on the administrative history of the function that the records document.

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