

STATE RECORDS OFFICE OF WESTERN AUSTRALIA

TRANSFER OF CONSIGNMENT LISTS ON DISK

The State Records Office requests that where possible, agencies forward consignment lists on floppy disk. Consignment lists can also be forwarded by email, by arrangement with the Coordinator: Transfers (ph. (08) 9427 3438). A hard copy printout from the disk should also be forwarded.

THE REQUIREMENTS FOR THE DISK FORMAT ARE AS FOLLOWS:

1. Enter items into your word processing system in the same order as they are to be boxed.
2. Commence typing in items in the following format:

item identification number **TAB** item title **TAB** start date range **TAB** end date range ↵

For example:

1993/3688 01 **TAB** Task Force re Education of Students **TAB** 01/01/1993

TAB 31/12/1995 ↵

1993/5916 **TAB** Education and Children's Services **TAB** 28/03/1993 **TAB**

06/12/1995 ↵

1987/0733 **TAB** Education Act Amendments **TAB** 01/01/1975 **TAB**

01/07/1978 ↵

Please note that:

In most cases the item identification number will be either the file number (eg. 1986/0005, 1987/0654) or numerical sequence (eg. 01,02, 03).

With an annual single number filing system, the year must precede the file number. For example, 1988/0048, **not** 0048/1988.

Leading zeros must be used to the maximum number of digits in the file numbers. For example, 1921/0008, 1921/0028, 1921/0128, 1921/9128.

3. Please include the complete date range of the file. Start and end dates should be written in numerical format as either d/m/yyyy or dd/mm/yyyy (eg. 1/3/1980 or 01/03/1980).

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When entering the start or end date it is not sufficient to only enter the year. In cases where only the year range is known (eg. 1988-89) the date should be entered in full using the 1st of January for the date of the first year in the range (eg. 01/01/1988) and the 31st of December for the date of the last year (eg. 31/12/1989).

4. Each field must be separated by a **TAB**. There must be no spaces on either side of the **TAB**.

Using the **TAB** key to delimit fields ensures that the data is accepted by the SRO's computer system and automatically placed in the appropriate consignment list columns.

5. Do not hit the (←↵) **ENTER** key until the item has been completely entered in and you are ready to enter the next item. Each item is to be entered as one continuous line regardless of the length of the title.
6. When all items have been entered, save as a **TEXT file** (eg. educ.txt) on a floppy disk and send the disk along with a printout of the listing to the State Records Office.
7. There may be more than one data file on each disk, but there must be only one data file for each consignment. That is, you may list several consignments on the one disk, but each consignment must have a separate data file
8. In cases where the SRO has provided a consignment number prior to the transfer of the records, please name the file on the disk Consnnnn.txt (eg. Cons6356.txt).
9. To check if the items have been entered correctly, open the file in Microsoft Excel or Lotus 1-2-3. Both applications will allow you to view the file in tabular form and more easily identify any errors.
10. If the disk cannot be entered into the State Records Office database, it will be returned and information will be provided on how to amend the listing so that it conforms with the accepted format.
11. If you have any queries, please contact the Coordinator: Transfers on (08) 9427 3438.