



ArchivesACT

Finding Aid

Citing the Records

When you refer to an ACT Government record in a publication, thesis, research paper or personal research, you should cite it accurately. This will help other researchers and yourself to locate it in the future.

A brief citation usually contains the following information:

- the name of the institution: for example, Australian Capital Territory Planning and Land Authority
- the place of custody, for example the National Archives of Australia or of origin, for example the National Capital Development Commission;
- the document reference, that is the file number, volume etc.;
- the internal reference, that is details of the folio, page or membrane etc within the file.

In some cases it is necessary to include the extended reference, ie the full series title.

Pre Self-Government records from the Commonwealth and New South Wales governments now belonging to the ACT were named following a different formula. The archival storage of those records is controlled by the series system. In that system an individual *record item* is catalogued as part of a *record series* that was created and maintained by an *agency* in the conduct of its business. The record series number is not on the record itself. For the Commonwealth records the series information must be obtained from *RecordSearch*, which is on the Internet at <http://www.naa.gov.au/collection/recordsearch/index.aspx>. For New South Wales records the series information is found in *Archives Investigator*, which is on the Internet at <http://investigator.records.nsw.gov.au/>.

The method of citation described here is similar to the method suggested by the National Archives of Australia for citing Commonwealth records¹. The citation formula makes a very brief citation for Commonwealth records, for example in footnotes:

National Archives of Australia: A8844, volume 1.

In a full bibliography the expanded citation formula is:

National Archives of Australia: National Capital Development Commission; A8844, Minutes of Sculpture Committee meetings - SC1 to SC39 September 1966 to December 1970; volume 1

Australian Capital Territory citations give the same information as the Commonwealth expanded citation and includes the file number:

¹ National Archives of Australia. (2004) Fact sheet 7 Citing archival records. Canberra, National Archives of Australia

Chief Minister's Department. National Capital Development Commission. *76/122 Sculpture and artworks in ACT - policies and practices prior to 1982*

The following illustrate the formulas for record citation, and identifies:

1. the name of the controlling agency owning the record
2. the agency that created the record especially when it is different from the agency that owns the record
3. the record series of which the record is part
4. the record item itself, including the file or other reference number, and
5. (optional) a copy reference, such as a microfilm reel number, when you view the record using such a copy.

1. *Example of a legacy record*

1. ACT Department of Economic Development.
2. National Capital Development Commission.
3. A1340
4. 74/290 National Sports Stadium Centre – Bruce – Forward planting

Since the introduction of the *Territory Records Act 2002*, ACT Government records have been named using a functional thesaurus. This has removed the series numbering system, so new ACT Government records do not have a series number. However, the functional thesaurus can be looked upon as a functional series, as like records are grouped together by function and activity.

2. *ACT Government record using functional series*

The record citation identifies:

1. the name of the controlling agency
2. the agency that created the record, especially when it is different from the agency that controls the record or is a division of the controlling agency
3. the record item itself, including the file or other reference number, the functional thesaurus terms and any third level description

Example of an ACT Government record using functional series

1. ACT Chief Minister's Department.
2. Cultural Facilities Corporation
3. 02/6887 ARTS & CULTURAL DEVELOPMENT. Museums and Galleries Management – Department of Urban Services Collection