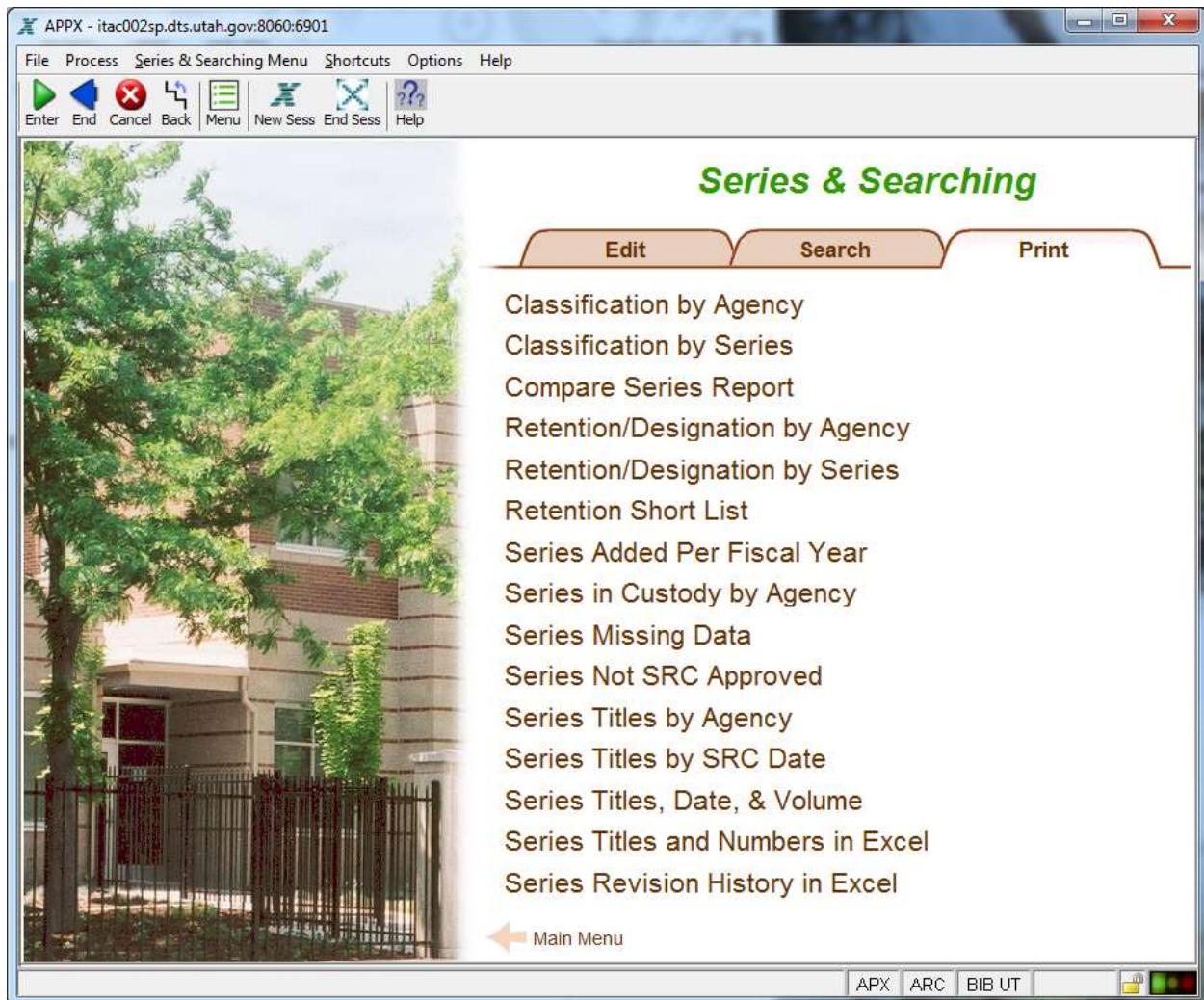


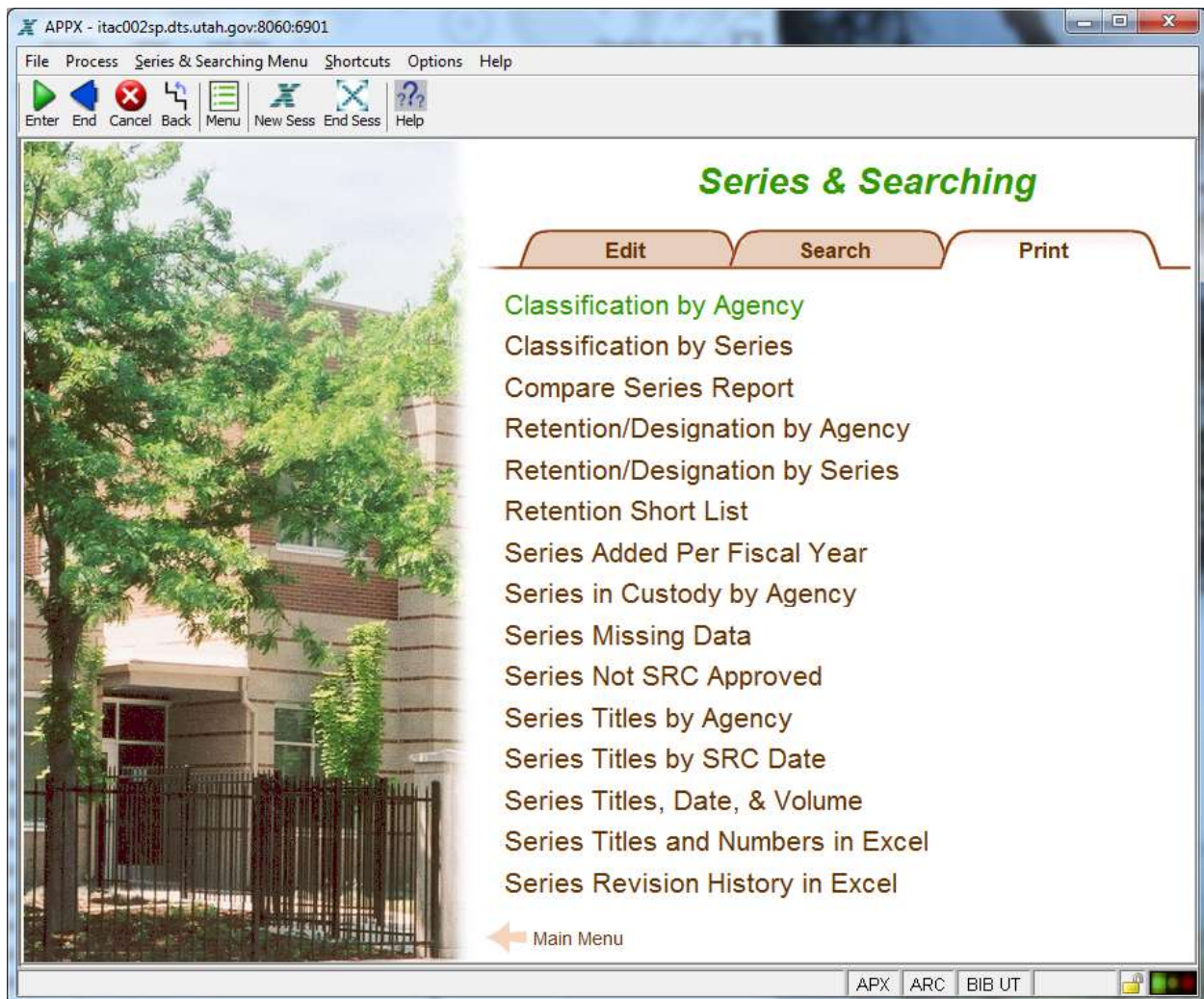
## Series & Searching Print Menu

August 10, 2016

The Series & Searching Menu, Print tab, offers commonly-used report options related to record series.



Click Classification by Agency.



- This is a text report
- Query asks for:
  - Agency number
  - Agency hierarchy levels 1 through 5
- Sort is by:
  - Agency hierarchy levels 1 through 5
  - Agency official name
  - Series number
  - Series short title
- Information includes:
  - Agency long name
  - Series number
  - Series title
  - Primary and secondary designation/classification

APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 2 Series Classification Print? N

SERIES DESIGNATION REPORT

Department of Human Services. Division of Aging and Adult Services

-----

SERIES

NO. -----SERIES TITLE AND DESIGNATION-----

127 Publications

PRIMARY DESIGNATION: Public.

132 Policy and procedures manuals

PRIMARY DESIGNATION: Public.

1264 Administrative records

PRIMARY DESIGNATION: Public.

1307 Grant project files

PRIMARY DESIGNATION: Public.

10154 Executive correspondence

PRIMARY DESIGNATION: Public.

10155 Information memorandums and program instruction records

PRIMARY DESIGNATION: Public.

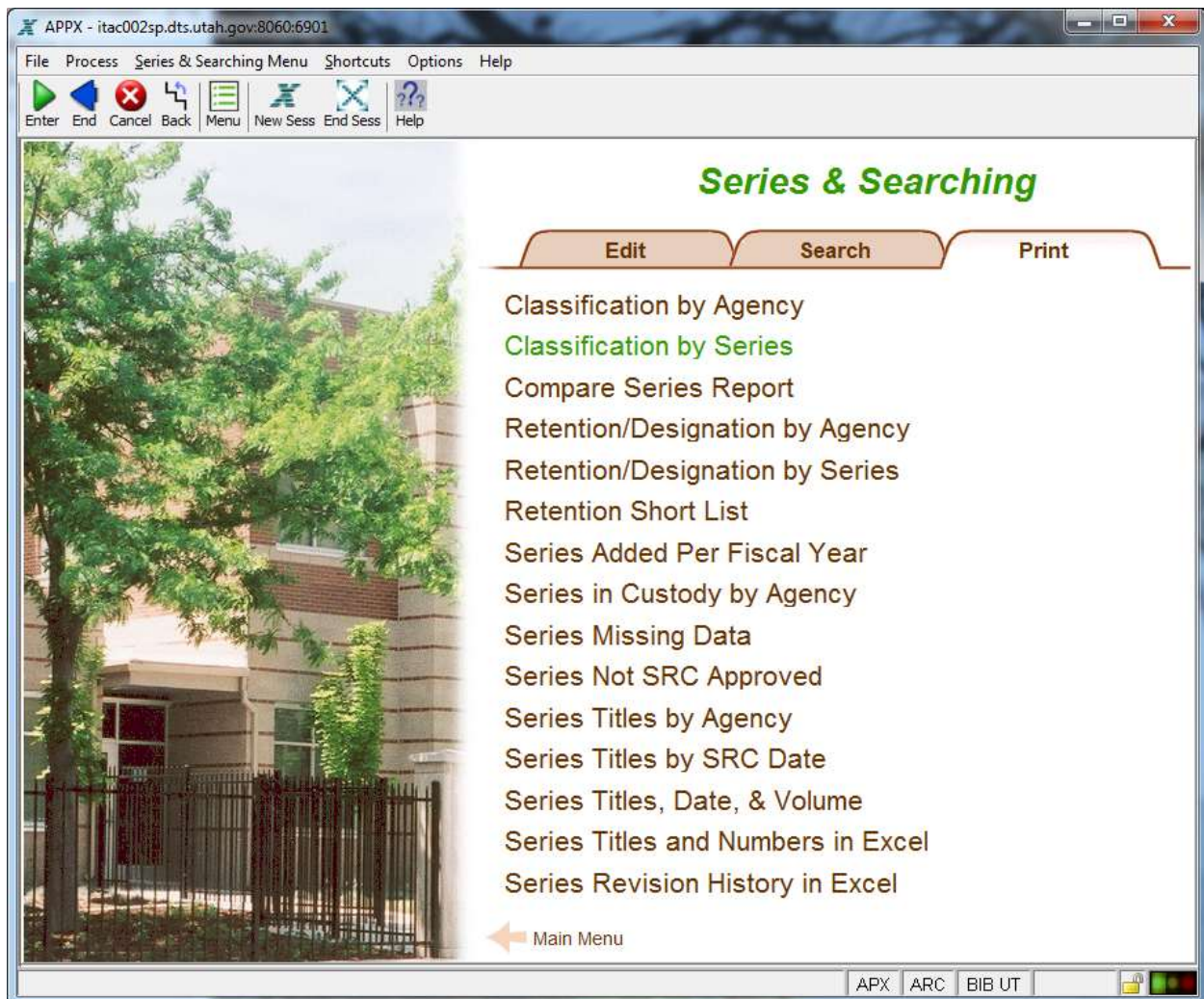
10248 Travel and transportation files

PRIMARY DESIGNATION: Public.

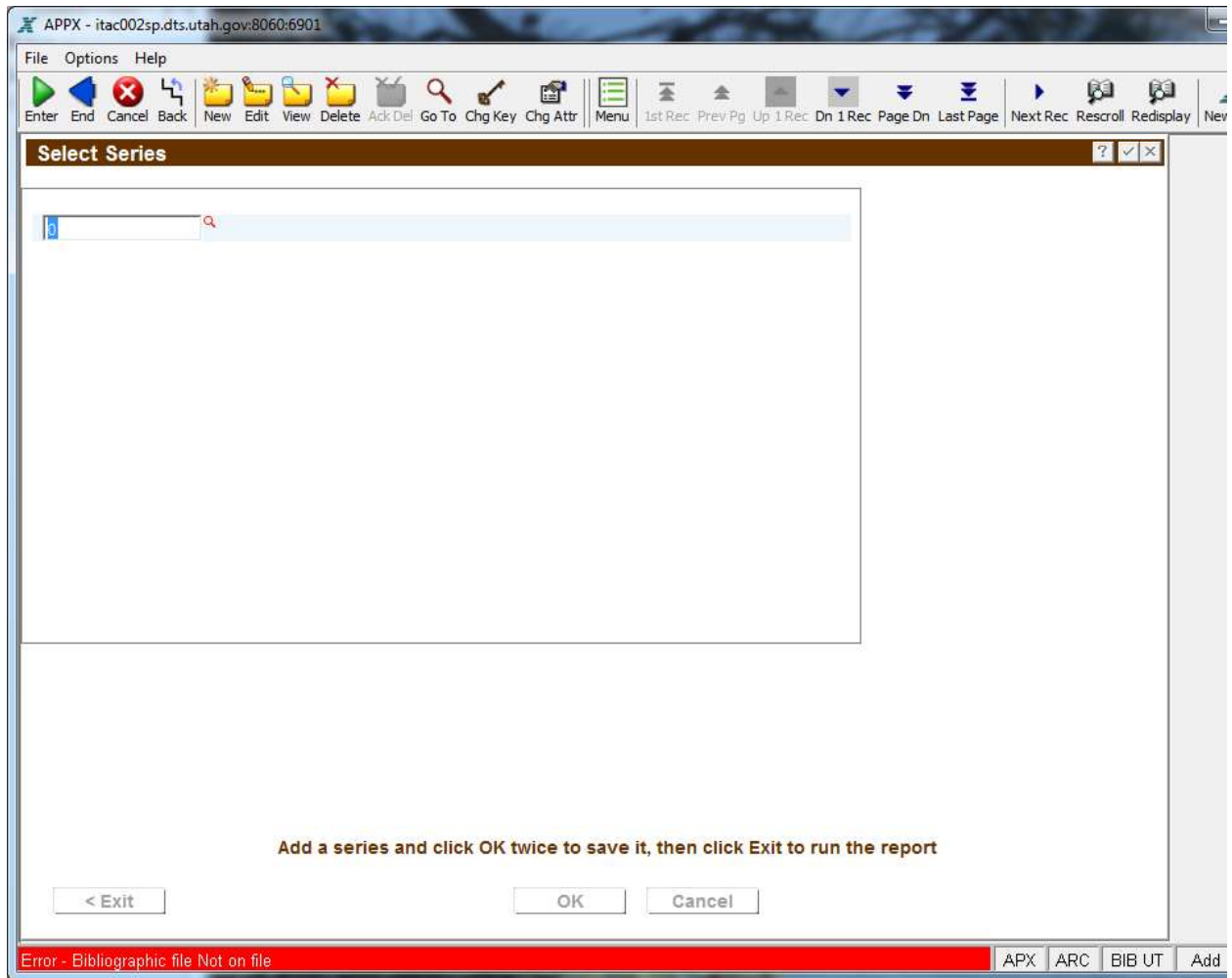
10707 State board meeting records

11:05 AM  
8/10/2016

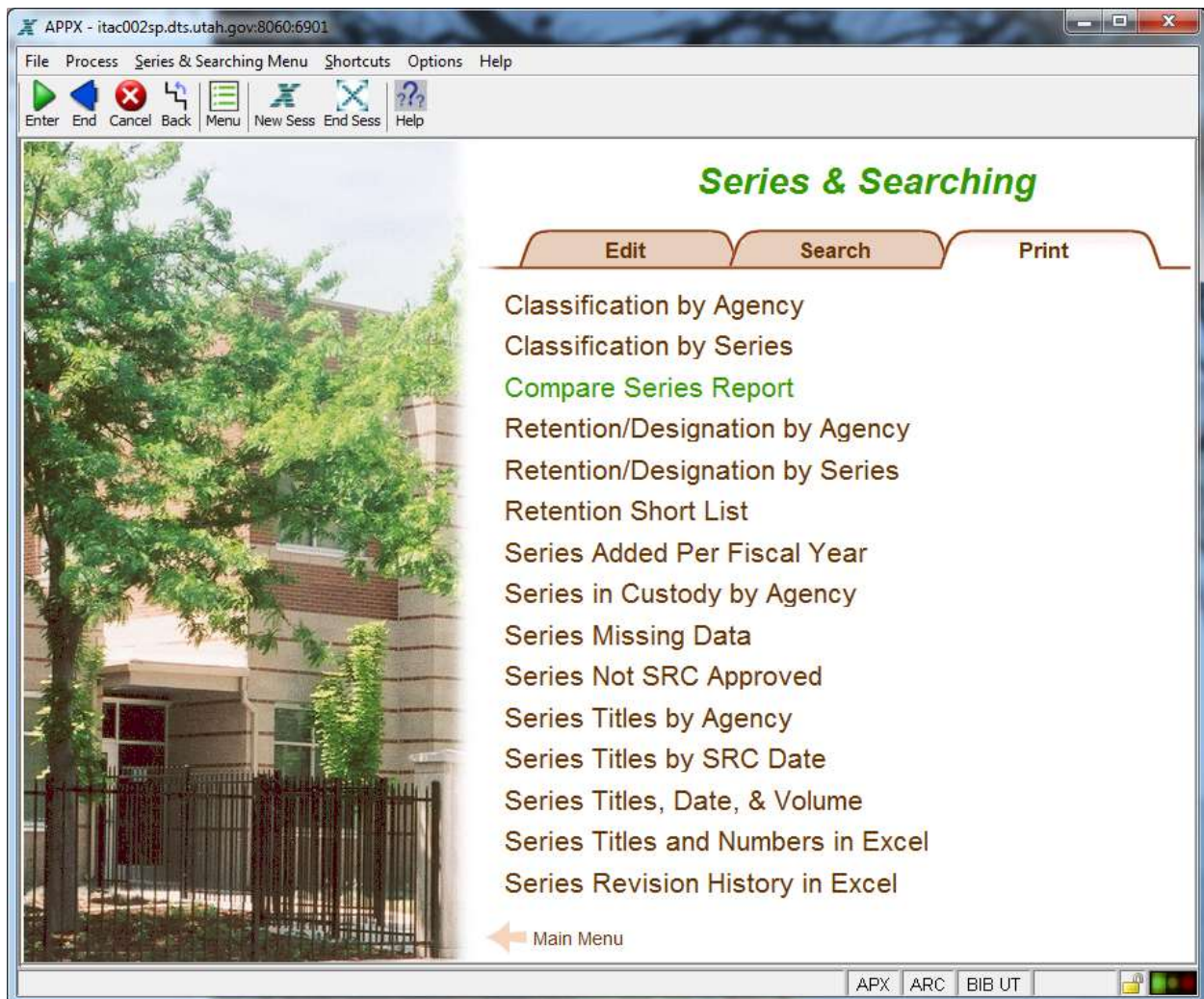
Click Classification by Series.



[Bug report: This report doesn't run due to problems with the initial input screen, namely no Blank if Zero of the bibliographic ID, as well as disabled buttons. Entering a series and pressing Enter manually still results in errors. Report results in No Lines Output.]

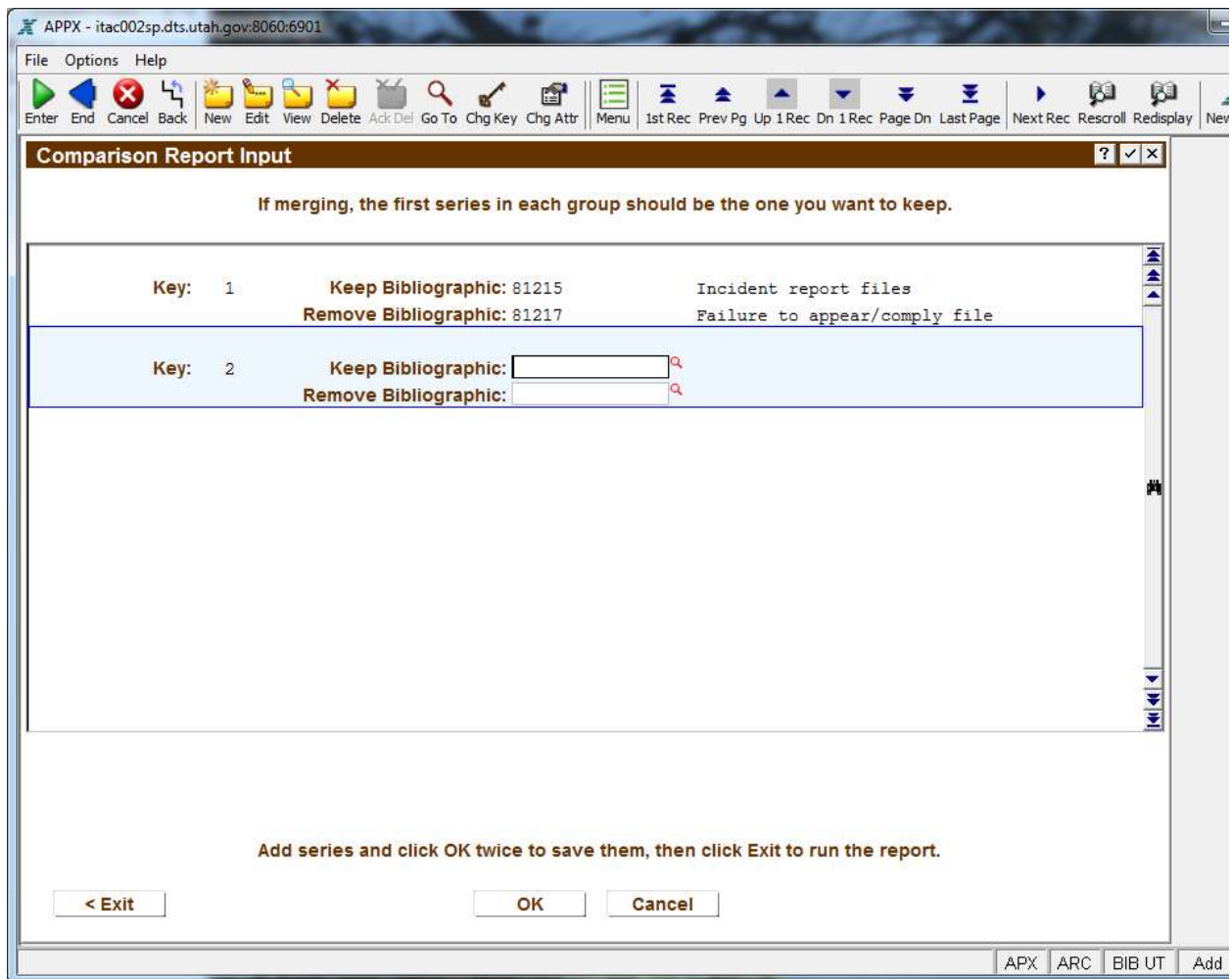


Click Compare Series Report.



This report displays two series side-by-side and is commonly used when preparing to merge one series into the other.

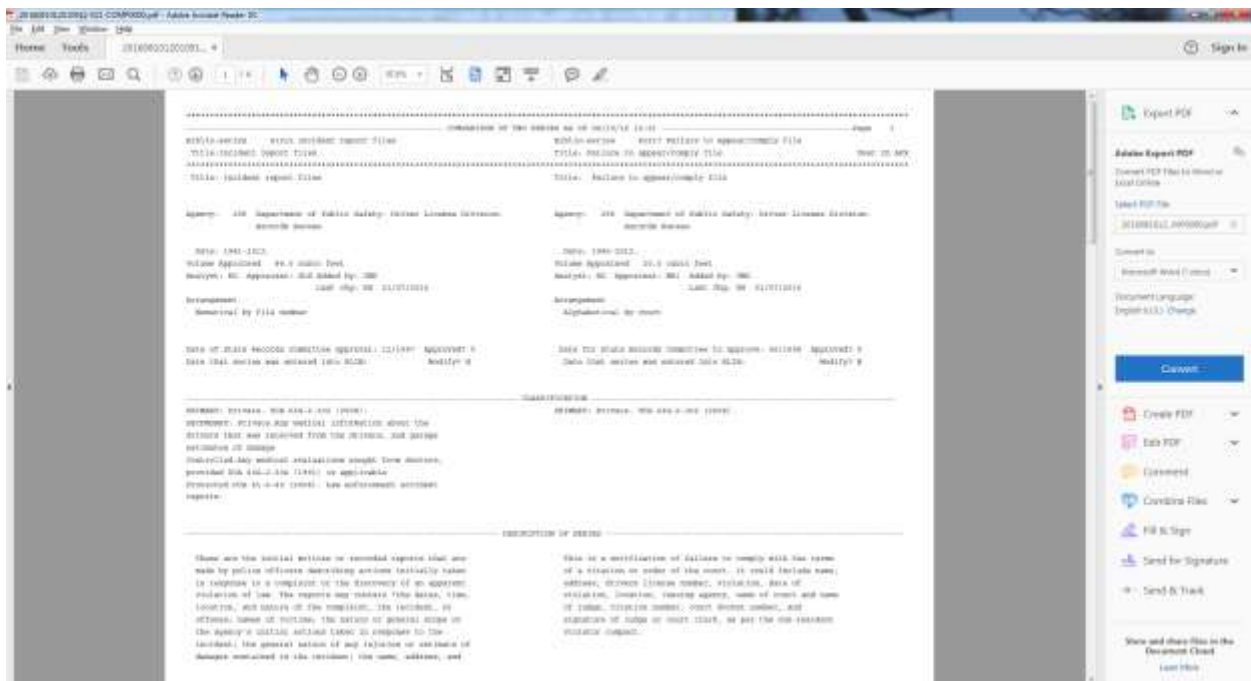
The query is an input screen, asking for the bibliographic id's of each series:



Click Exit or End to continue to the next screen. To cancel the report, click Cancel.

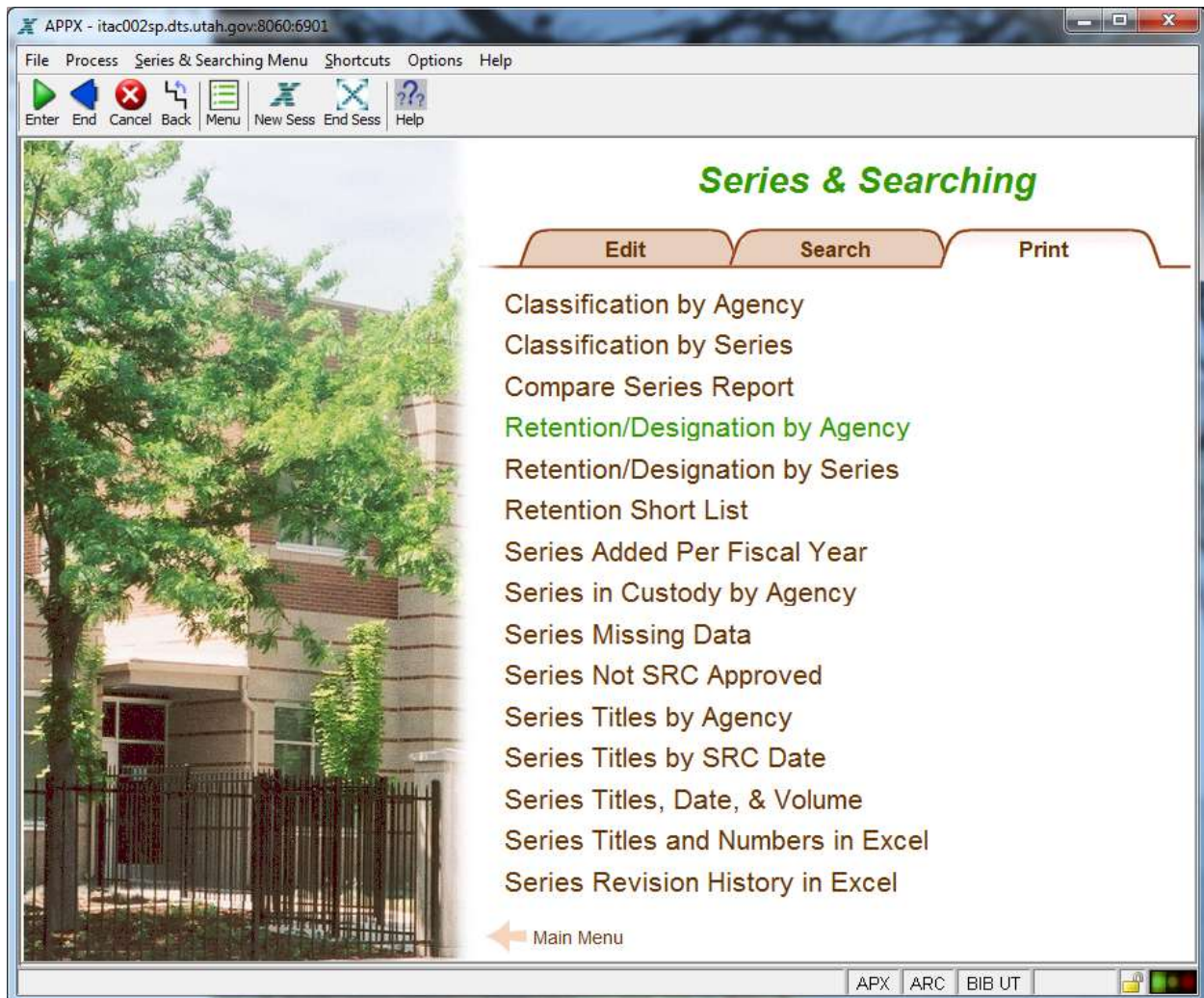
- PDF report
- Query is an input process, asks for series number to keep and series number to merge.
- No sort
- Date includes:
  - Series number
  - Series title
  - Agency number
  - Agency title
  - Series dates
  - Volume appraised
  - Analyst assigned to series
  - Who appraised the series
  - Series added by
  - Series added when
  - Series last changed by
  - Series last changed when

- Arrangement
- State Records Committee approval date
- Whether or not the SRC has approved the series
- Date that series was cataloged (aka entered into RLIN)
- Whether considered scheduled (aka modify)
- Primary and secondary designations
- Schedule description
- Appraisal value and text
- Personal data elements
- Series related to, and how
- Old box locations
- Total microfilm count
- Microfilm accession numbers
- Reference copy film reel number and accession number
- Custody history
- Access points
- Variant titles
- Finding aids
- Request permission to change logs
- Retention notes
- Who cataloged the record
- Cataloged date
- Cataloging notes
- Format management retention statements



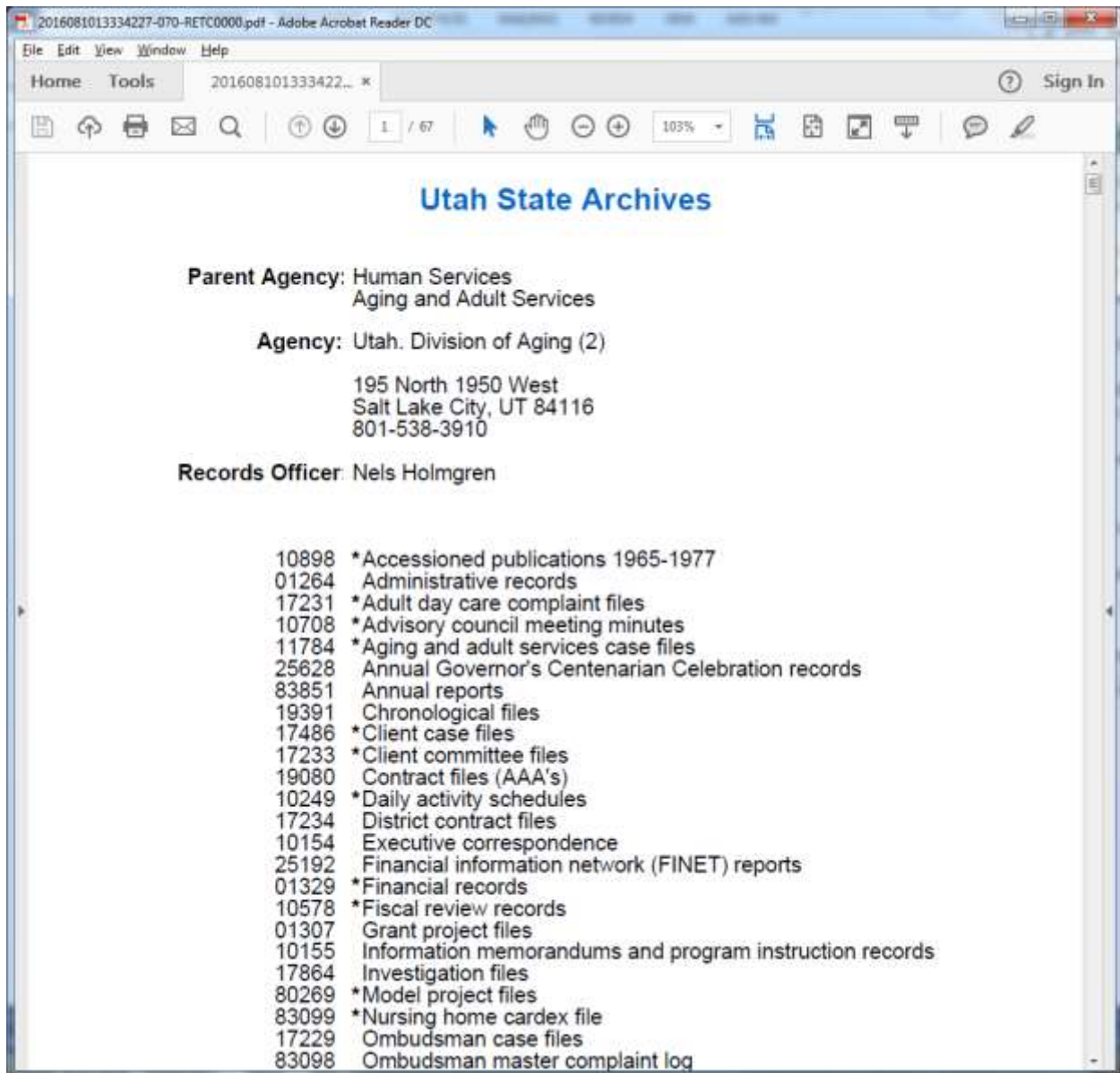


Click Retention/Designation by Agency.

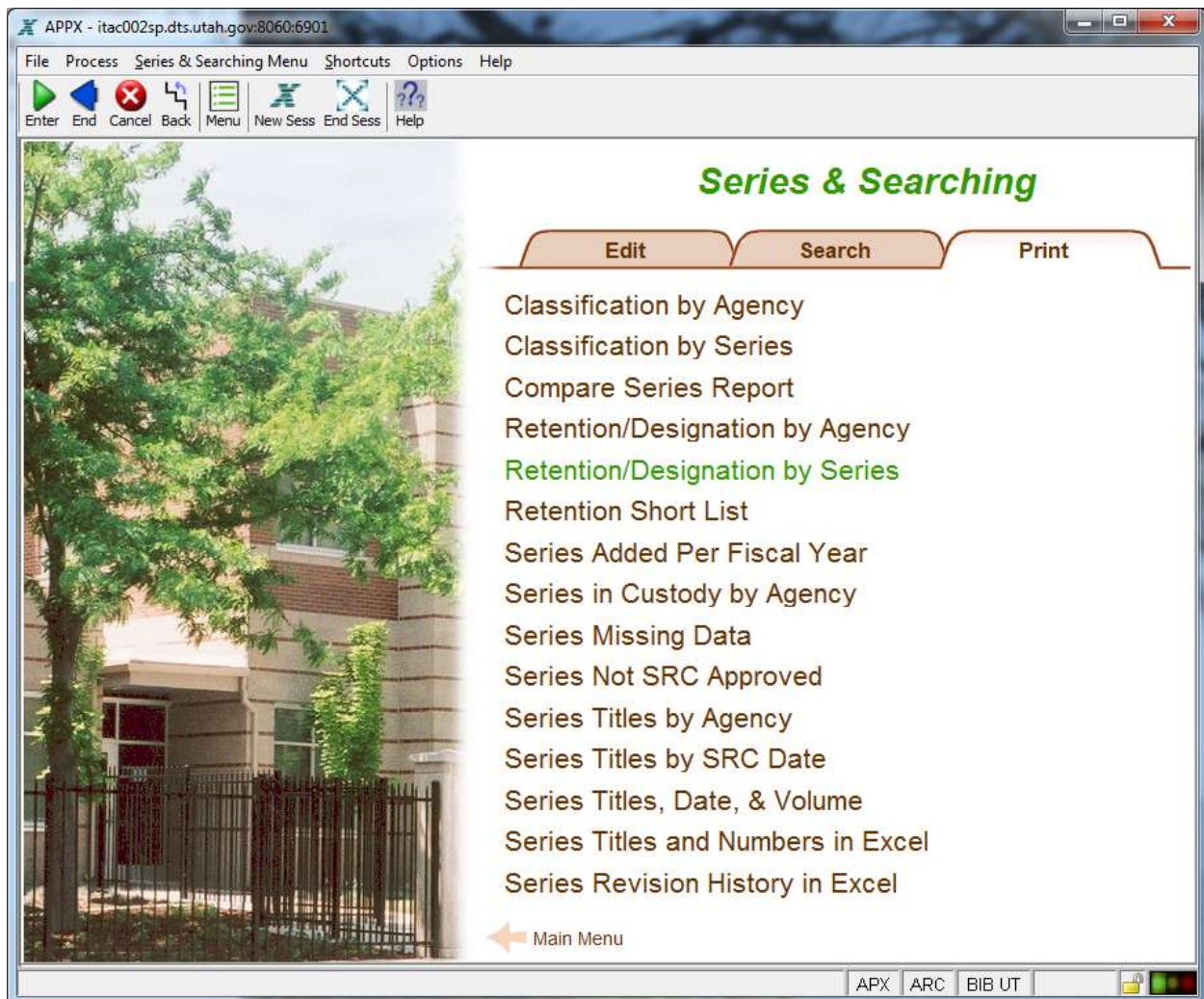


- PDF report
- Parameters controlling display of certain elements are set from an input screen, asking for:
  - Print the superior agency
  - Print the agency approval signature sheet
  - Print the SRC approval signature sheet
  - Print Personal data elements
  - Print GRAMA data
  - Print Page numbers
  - Print user, date, time
  - Print SRC approved/not approved
  - Print closed series
  - Print format management information
  - Print program name (disabled)
- Query asks for:
  - Agency hierarchy levels 1 through 5

- State Records Committee approved checkbox
- State Records Committee approved date
- Agency number
- Series number range
- Series cataloged date range
- Data includes:
  - Agency name
  - Agency number
  - Agency address
  - Agency phone
  - Records officer name
  - Series number
  - Series title
  - Series title
  - Series dates
  - Series arrangement
  - Series schedule description
  - Retention
  - Disposition
  - Retention and disposition authorization (e.g. SRC approval, general schedule, etc.)
  - Date schedule was authorized
  - Format management retention
  - Appraisal values
  - Appraisal text
  - Primary designation
  - Secondary designation
  - Review and update status



Click Retention/Designation by Series



- PDF report
- Query is an input process that asks for one or more series numbers
- Parameters controlling display of certain elements are set from an input screen, asking for:
  - Print the superior agency
  - Print the agency approval signature sheet
  - Print the SRC approval signature sheet
  - Print Personal data elements
  - Print GRAMA data
  - Print Page numbers
  - Print user, date, time
  - Print SRC approved/not approved
  - Print closed series
  - Print format management information
  - Print program name (disabled)
- Data includes:
  - Agency name
  - Agency number

- Agency address
- Agency phone
- Records officer name
- Series number
- Series title
- Series title
- Series dates
- Series arrangement
- Series schedule description
- Retention
- Disposition
- Retention and disposition authorization (e.g. SRC approval, general schedule, etc.)
- Date schedule was authorized
- Format management retention
- Appraisal values
- Appraisal text
- Primary designation
- Secondary designation
- Review and update status

2016081013354291-008-RETC0000.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 201608101333422... 201608101335429... x Sign In

2 / 3 100%

## Utah State Archives

Page: 1

**AGENCY:** Department of Natural Resources. Geological Survey

**SERIES:** 7125 3

**TITLE:** Publications

**DATES:** 1949-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**  
Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; geological; legislative action; and all other activities of the Geological and Mineral Survey. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**  
Retain until administrative need ends

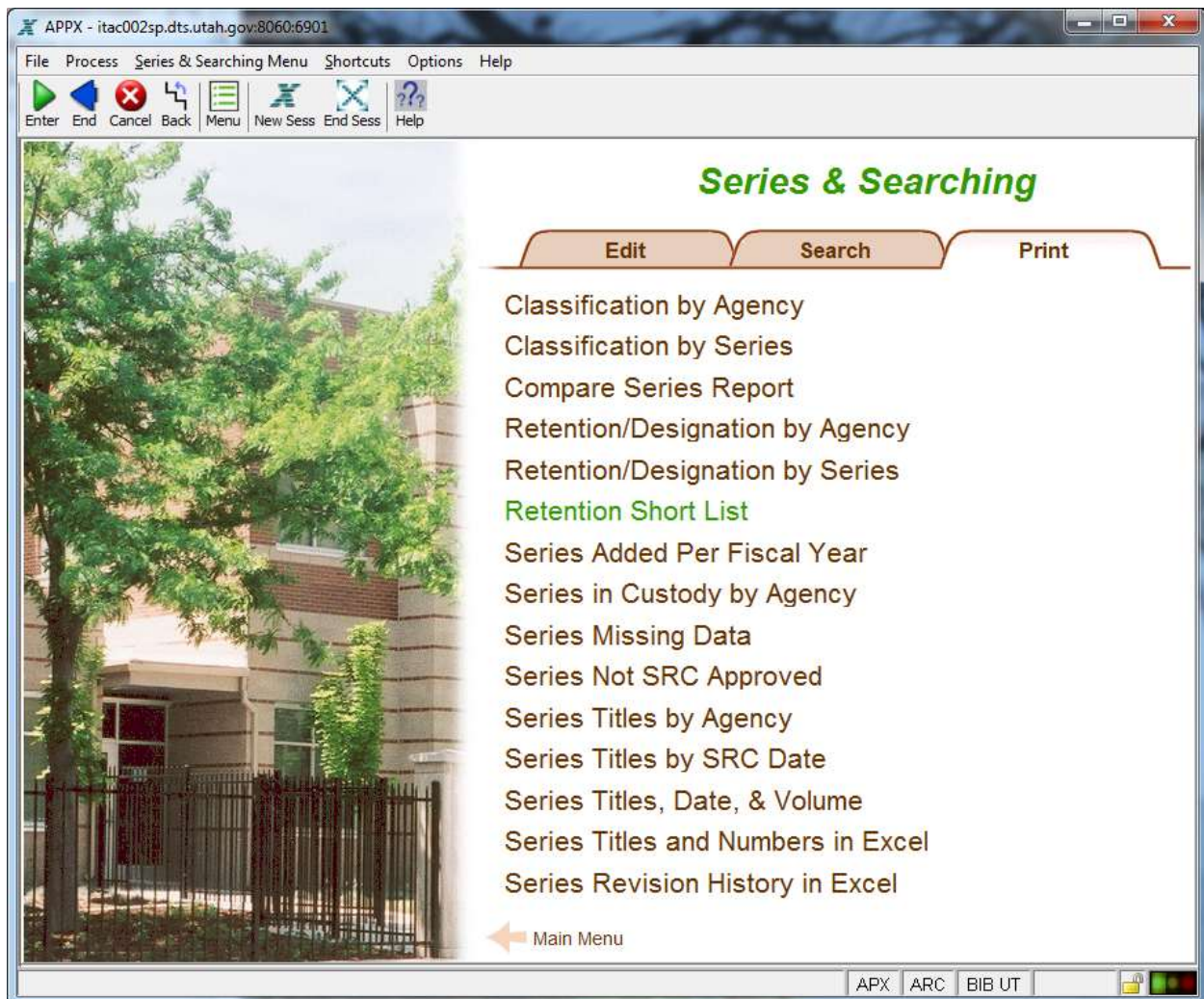
**DISPOSITION:**  
Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**  
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 05/08/2001

**FORMAT MANAGEMENT:**  
Paper: Retain in Office until administrative need ends and then microfilm and transfer to State Archives with authority to weed.  
Microfiche master: Retain in State Archives permanently.

Click Retention Short List.



- Text report
- Query asks for:
  - State Records Committee approval date range
  - Whether approved by the State Records Committee
  - Agency number
- Sort is by:
  - Agency short name
  - Series short title
- Information includes:
  - Series title
  - Total volume (from accruals in Format Management)
  - Format
  - Length of time in office
  - Length of time in Records Center
  - Whether permanent in Archives

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Archives  
 08/10/2016 14:00 15.89 APX Page: 1

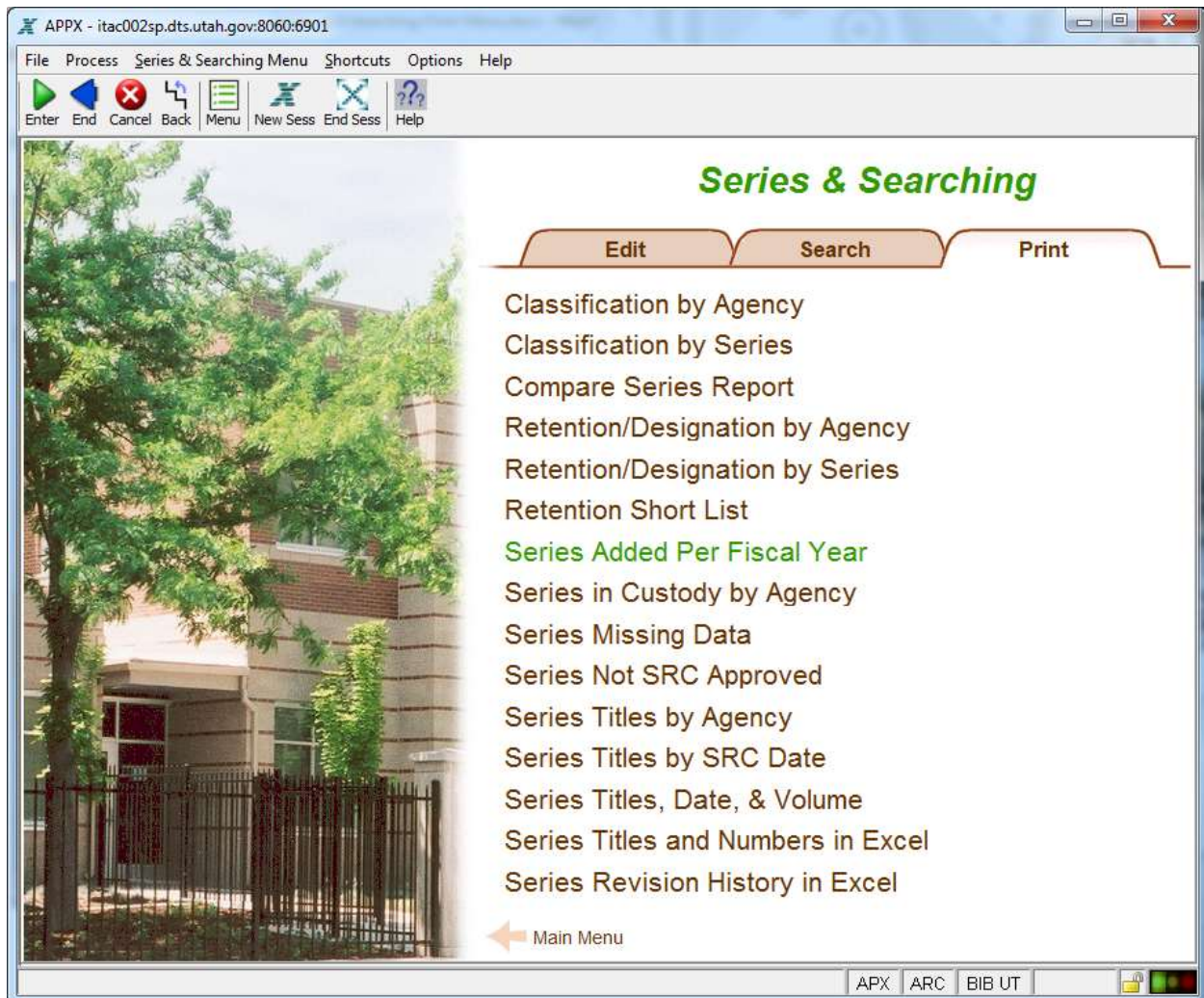
Short Retention List

\*\*\*\*\*Retention\*\*\*\*\*

Agency	Series Title	Format	Office	--RC--	ARC
	Accessioned publications 1965-1977	Paper			PER
	Administrative records	Paper			PER
	Adult day care complaint files	Paper	2 YER		
	Total Volume    1.5 cubic feet				
	Advisory council meeting minutes	Paper	2 YER	3 YER	PER
	Aging and adult services case files	Paper	1 YER	3 YER	
	Annual Governor's Centenarian Celeb	Paper	5 YER	5 YER	PER
	Annual reports	Paper			PER
	Chronological files	Paper	1 YER	11 YER	PER
	Client case files	Paper	1 YER	9 YER	
	Client committee files	Paper	2 YER		
	Total Volume    0.2 cubic feet				
	Contract files (AAA's)	Paper	1 YER	6 YER	
	Daily activity schedules	Paper	2 YER	3 YER	
	District contract files	Paper	2 YER	3 YER	
	Accumulation    2.0 cubic feet				
	Executive correspondence	Paper	5 YER		PER
	Financial information network (FINE)	Paper	UNT	7 YER	
	Financial records	Paper			
	Total Volume    2.0 cubic feet				
	Fiscal review records	Paper	1 YER	6 YER	
	Grant project files	Paper	UNT	3 YER	
	Information memorandums and program	Paper	1 YER	9 YER	
	Investigation files	Paper	2 YER	8 YER	
	Model project files	Paper	1 YER		
	Total Volume    0.8 cubic feet				
	Nursing home cardex file				
	Total Volume    0.2 cubic feet				
	Ombudsman case files	Paper	5 YER	3 YER	
	Accumulation    1.5 cubic feet				
	Ombudsman master complaint log	Paper	PER		
	Personnel files for permanent emplo	Paper	10 YER	55 YER	
	Policy and procedures manuals	Paper	1 YER	4 YER	PER
	Protective adult services case file	Paper	1 YER	4 YER	
	Publications	Paper			PER



Click Series Added Per Fiscal Year.



- Text report
- Query asks for (with a Page Down requirement):
  - When series was added date range
  - Who added the series
  - Who changed the series
  - Series number range
  - When series was changed date range
  - Series processed date
  - Series processed by
  - Series cataloged before checkbox
  - State Records Committee date
  - State Records Committee approved checkbox
  - Classification
  - Date series cataloged
  - Security level

- Retention status
- Sort by:
  - Series number
  - When series was added
- Data includes:
  - Series number
  - Series title
  - Security level
  - When series was added
  - Who added the series
  - When series was last changed
  - Who changed the series

APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 2 Total series added per fiscal year Print? N

Archives

08/10/2016 14:12 22.12 APX Page: 1

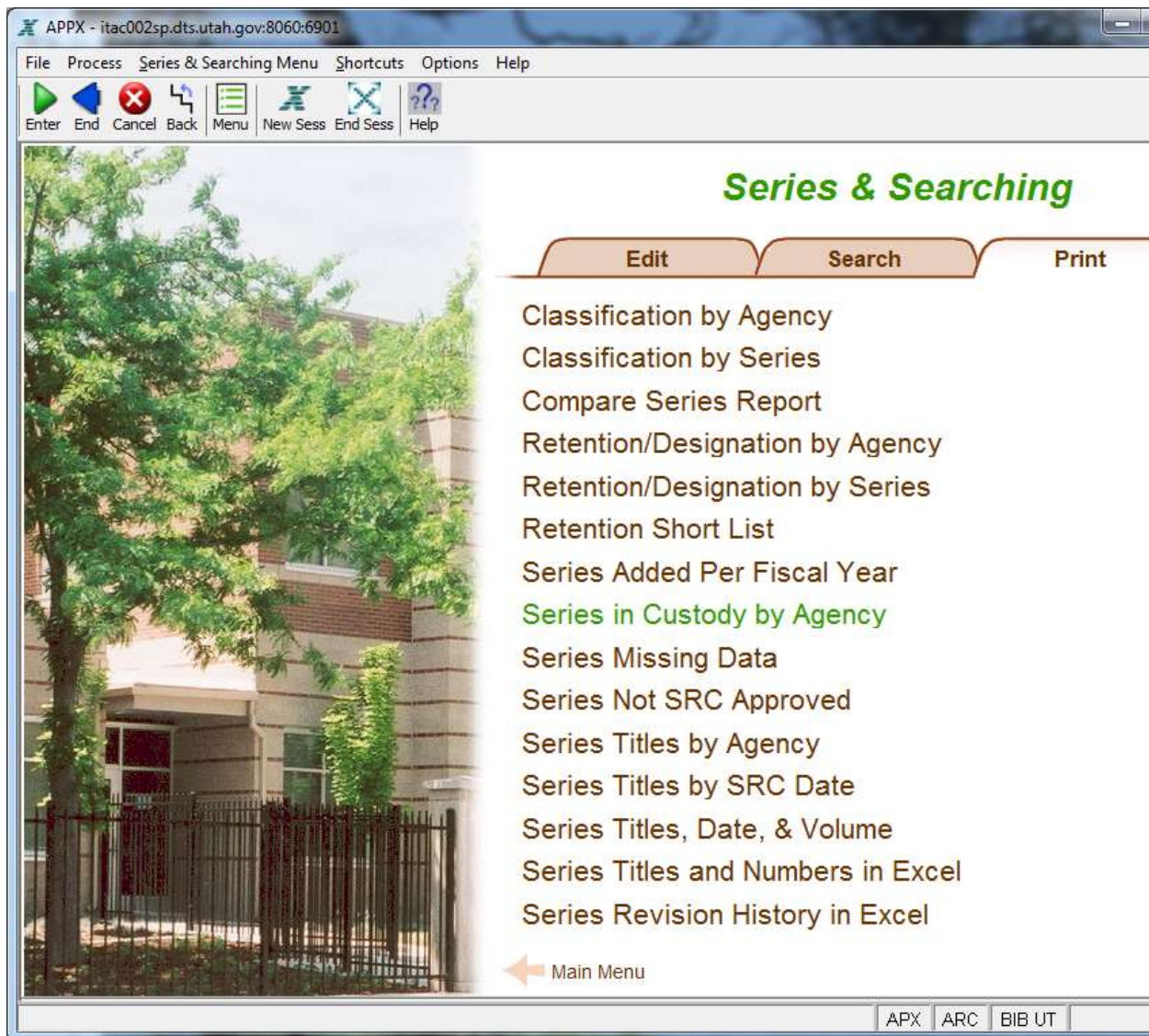
Total series added per fiscal year

Series Number	Short Title	Security Level	When Added	When Changed
28798	Legal counsel records for the Depar	1	01/07/2016 by KWY	01/26/2016 by KWY
28799	Payroll	3	01/08/2016 by ABB	01/13/2016 by ABB
28800	Audit work papers	3	01/08/2016 by KWY	01/08/2016 by KWY
28801	Audit reports	3	01/08/2016 by KWY	01/11/2016 by KWY
28802	Workplace safety grant files	3	01/11/2016 by RG	01/12/2016 by RG
28803	Workplace safety poster contest cal	3	01/11/2016 by RG	01/12/2016 by RG
28804	Workplace safety poster contest wor	3	01/11/2016 by RG	01/12/2016 by RG
28805	Internal investigation files	3	01/13/2016 by RG	01/14/2016 by RG
28806	Building permits	3	01/14/2016 by LFO	01/15/2016 by LFO
28807	Executive correspondence	3	01/14/2016 by RG	01/21/2016 by RG
28808	Fatal traffic accident investigatio	3	01/25/2016 by RG	01/27/2016 by RG
28809	Homicide, violent felonies, or sex	3	01/25/2016 by RG	01/25/2016 by RG
28810	Unsuccessful charter school applica	3	01/25/2016 by RG	01/25/2016 by RG
28811	Militia roll books	3	01/25/2016 by ABB	03/24/2016 by ABB
28812	Photographs	1	01/28/2016 by ABB	02/01/2016 by ABB
28813	Clearfield High School special educ	3	01/29/2016 by RG	01/29/2016 by RG
28814	Policy and procedure case files	3	01/29/2016 by RG	01/29/2016 by RG
28815	School Board minutes supplementary	3	02/03/2016 by ABB	03/01/2016 by ABB
28816	Utah Territory courts files	3	02/05/2016 by ABB	02/24/2016 by ABB
28817	Fee books	3	02/08/2016 by ABB	02/16/2016 by MKY
28819	Principals meeting minutes	3	02/08/2016 by ABB	03/02/2016 by GMS
28820	AUDIT WORK PAPERS	3	02/12/2016 by RH	02/12/2016 by RH
28821	FINANCIAL AUDIT REPORTS	3	02/12/2016 by RH	02/12/2016 by RH
28822	PERFORMANCE AUDIT REPORTS	3	02/12/2016 by RH	02/12/2016 by RH
28823	Grant files	3	02/12/2016 by RG	02/17/2016 by RG
28824	TAX REDEMPTION RECORDS	3	02/12/2016 by RH	02/12/2016 by RH
28825	DELINQUENT PROPERTY TAX RECORDS	3	02/12/2016 by RH	02/12/2016 by RH
28826	ASSESSMENT ROLL RECORDS	3	02/12/2016 by RH	02/12/2016 by RH
28827	DEED RECORDS	3	02/12/2016 by RH	02/12/2016 by RH
28828	Federal grant financial records	1	02/12/2016 by KWY	02/12/2016 by KWY
28829	Executive correspondence	3	02/16/2016 by RG	02/16/2016 by RG
28830	PERFORMANCE AUDIT WORK PAPERS	3	02/16/2016 by RH	02/16/2016 by RH
28831	Secretaries' cookbook	3	02/18/2016 by ABB	03/22/2016 by ABB
28832	Administrative photographs and rele	3	02/22/2016 by LFO	02/22/2016 by LFO

Print?  Close

201608101335429... 2:12 PM

Click Series in Custody by Agency.



- Text report
- Query asks for:
  - Agency hierarchy levels 1 through 5
  - Primary location of series
  - State Records Committee date
  - Series cataloged date
  - Agency number range
  - Format retention accumulation time
  - Agency type
  - Is this a general schedule, not a series checkbox
- Sort by:
  - Agency hierarchy levels 1 through 5
  - Agency name
  - Agency number

- Series title
- Data includes:
  - Agency short name
  - Agency number
  - Series title with dates
  - Series number
  - Volume processed (cubic feet and number of reels)
  - Whether or not processed

APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 2 Series List by agency Print? N

08/10/2016 SERIES LIST BY AGENCY p. 1

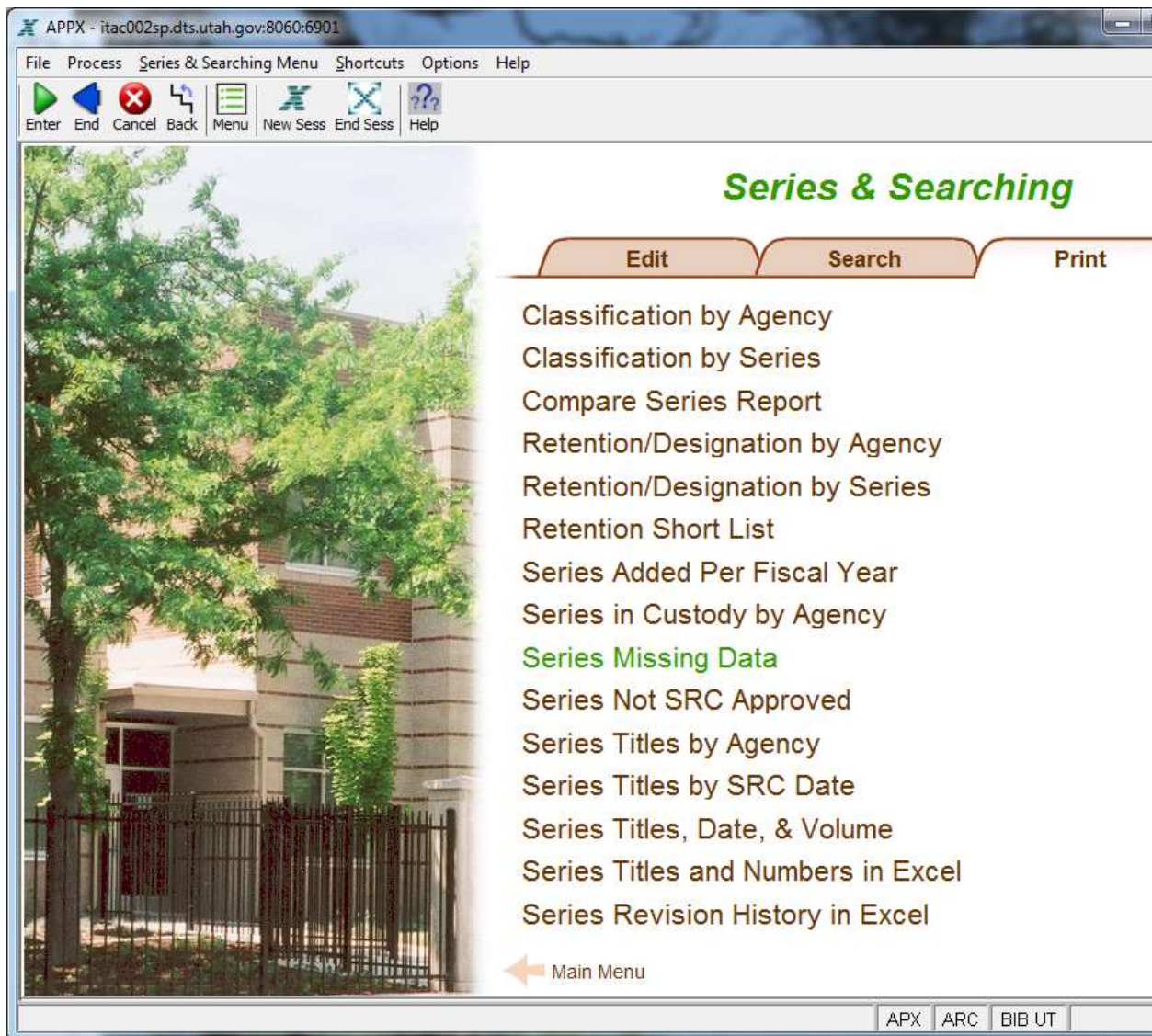
AGING AND ADULT SERVICES ( 2 )

<u>SERIES TITLE AND DATE</u>	<u>SERIES NUMBER</u>	<u>VOLUME</u>	<u>PROC</u>
Administrative records, 1963-	1264	5.0 cu ft	
Advisory council meeting minutes, 1988-2005.	10708		
Annual Governor's Centenarian Celebration records, 1995-	25628		
Annual reports, 1961-	83851	0.1 cu ft	
Chronological files, 1990-	19391		
Executive correspondence, 1980-	10154		
Ombudsman master complaint log, 1978-	83098	0.4 cu ft	
Policy and procedures manuals, 1966-	132	0.1 cu ft	Y
Publications, 1967-	127	1.2 cu ft	Y
State board meeting records, 1961-	10707		
Training aids (Adult Protective Services), 1998-	22927		
Work program reports, 1976-2009.	166	1.0 cu ft	

Print?  Close

3:10 PM

Click Series Missing Data.



- PDF report
- Query asks for:
  - Series number range
  - Agency type
- Sort by:
  - Agency name
  - Series number
- Information includes:
  - Series number
  - Series title
  - Agency name
  - Whether description, classification, appraisal, or retention is missing

2016081015151150-101-PRTR001.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 201608101515115... \* Sign In

1 / 1 100%

## Archives

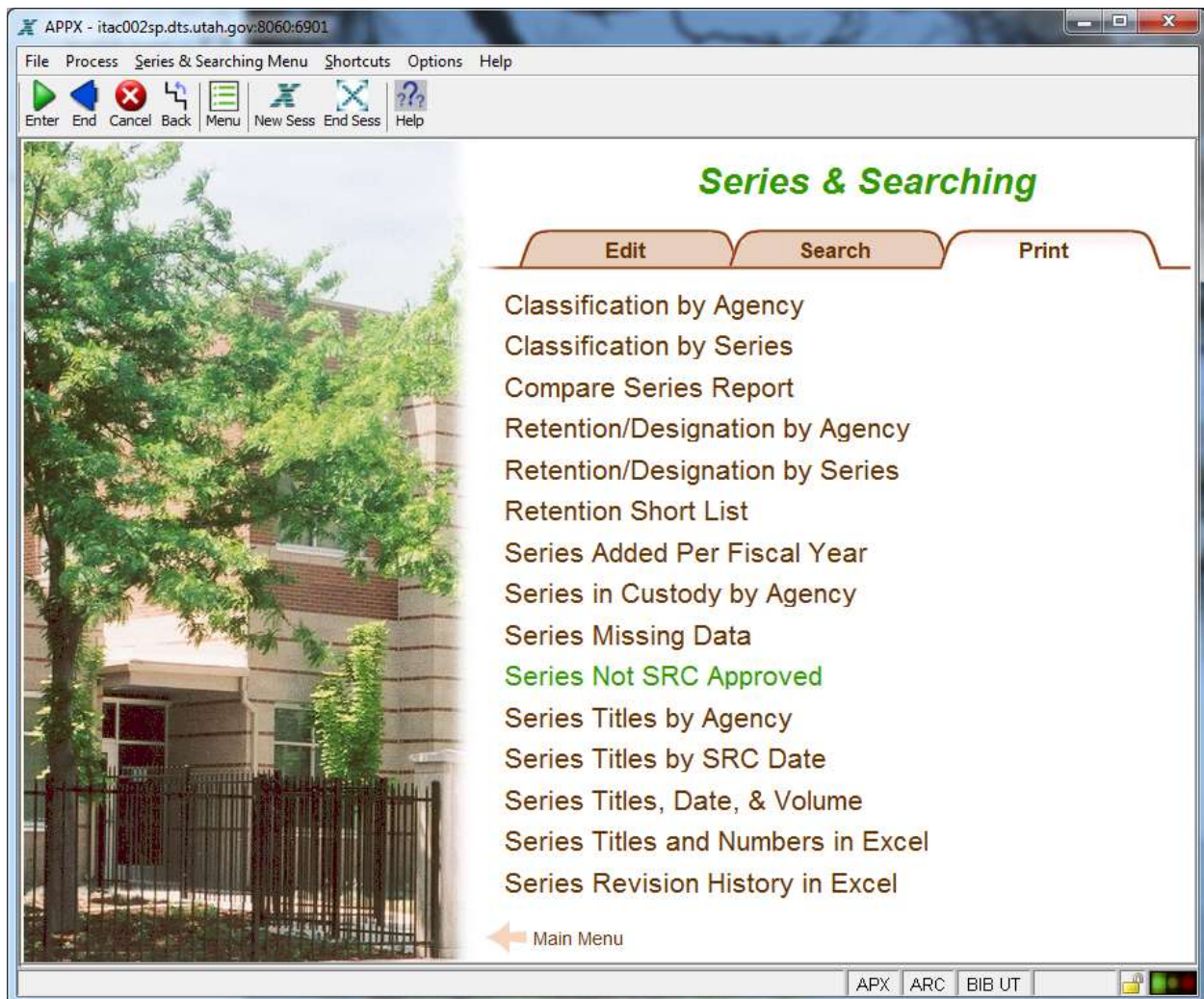
Page: 1  
08/10/16 15:15  
APX

### Biblgpc Missing Data

Series Number	Short Title		Msg Desc	Msg Clas	Msg Appr	Msg Ret
3736	School land applications register	Carbon Co. School District				Y
11862	Central Junior High School chapter	Granite School District				Y
27235	Roll books from closed schools	Jordan School District				Y
1822	Administrative records	Murray City School Distri	Y	Y		Y
11857	Payroll reports	Nebo School District				Y
84708	Official transcripts	Nebo School District			Y	
1823	Financial register	Provo City School Distric	Y	Y		Y
1848	Teachers examining board record boo	Provo City School District	Y	Y		Y
7423	Accounts payable	Provo City School District				Y
1820	Administrative records	Provo City School District	Y	Y		Y
1851	Account books	Provo City School District	Y	Y		Y
11572	Correspondence	Salt Lake City School District				Y
11777	Elementary school registers	Salt Lake City School District			Y	Y
23509	Time capsule	Salt Lake City School District				Y
24938	Purchasing committee minutes	Salt Lake City School District				Y
1852	Minute books	Salt Lake City Teacher's	Y			
1810	Administrative services records	San Juan Co. School Distr	Y	Y		Y
1814	Administrative records	Uintah Co. School Distric	Y	Y		Y
5048	School assessment and allotment led	Utah County School Superi	Y	Y		Y
1815	Administrative records	Wasatch Co. School Distri	Y	Y		Y
11855	School census cards	Wasatch Co. School Distri				Y
1816	Administrative records	Washington Co. School Dis	Y	Y		Y
1817	Administrative records	Weber Co. School District	Y	Y		Y

Click Series Not SRC Approved.





- Text report
- Query asks for:
  - Analyst assigned to agency
  - When series was added date range
  - Is this a general retention schedule, not a series checkbox
  - Series security level
- Sort by:
  - Agency number
  - Series number
  - Records analyst assigned to agency
- Data includes:
  - Series number
  - Series title
  - When series was added
  - Agency number
  - Records analyst assigned to agency

APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 1 Biblgrpc Not Src Approved Print? N

Archives

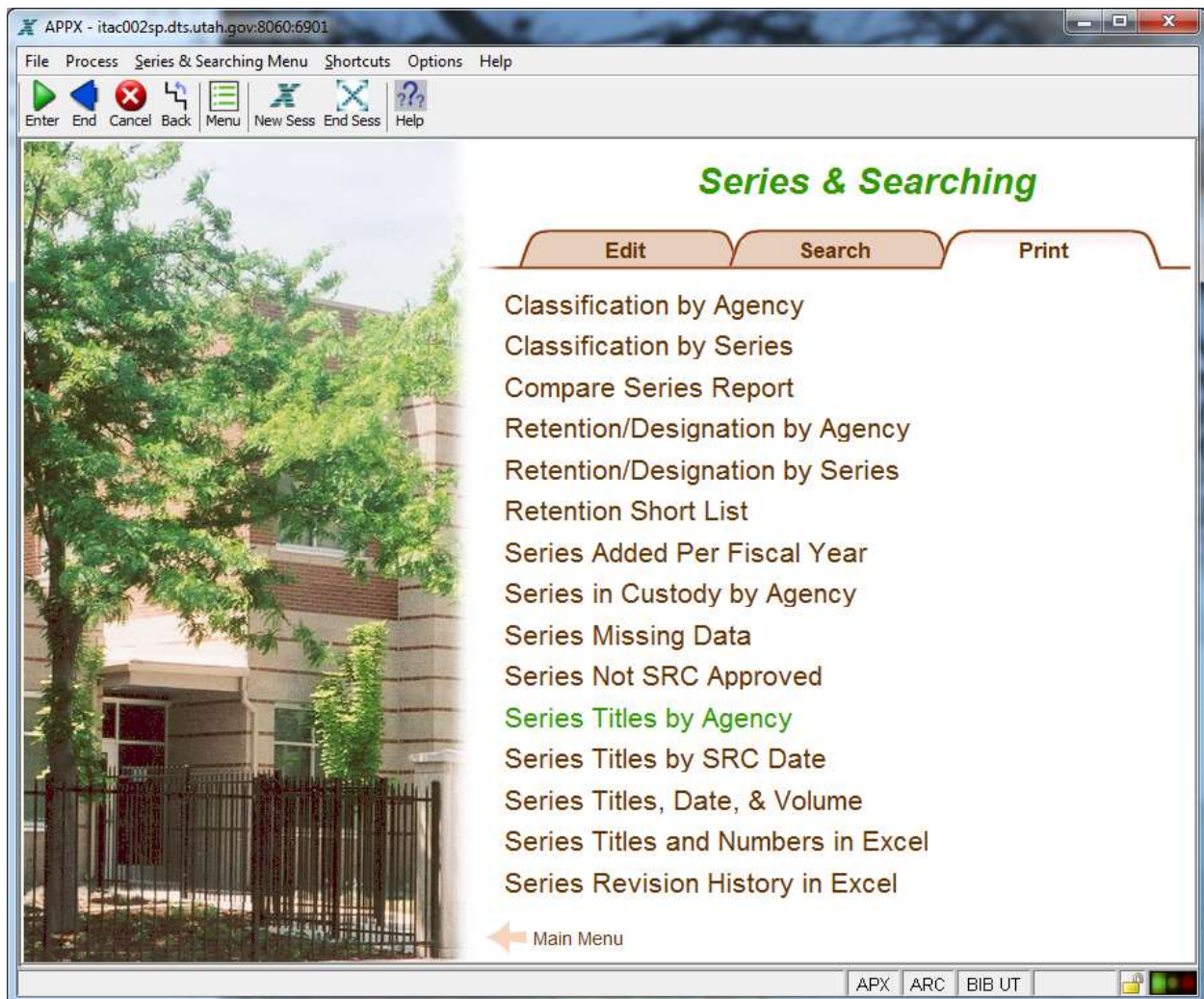
08/10/2016 15:25 00.27 APX Page: 1

Biblgrpc Not Src Approved

Series Number	Short Title	
17836	FI-NET system	Accounting Operations
17448	Reconciliation annual report	Accounting Operations
28837	Vendor Electronic Funds Transfer (EF	Accounting Operations
28836	Vendor tax records	Accounting Operations
10155	Information memorandums and program	Aging and Adult Services
10250	Staff agenda and meeting minutes	Aging and Adult Services
9155	Licensee violation files	Alcoholic Beverage Control
85001	Package liquor outlet monthly opera	Alcoholic Beverage Control
81120	Stores liquor outlet monthly operat	Alcoholic Beverage Control
26624	Aquaculture and fee fishing program	Animal Industry
26542	Citation case files	Animal Industry
2	Data entry testing files	Archives and Records Service
7360	Log of records transferred to the b	Archives and Records Service
7358	Records center box accounting recei	Archives and Records Service
18199	Training rolls and evaluations	Archives and Records Service
14043	Warehouse inventory worksheets.	Archives and Records Service
7191	Opinions (formal)	Attorney General's Office
17409	Cash books	Bingham Canyon City
17461	City Attorney records	Bingham Canyon City
10284	Contracts	Box Elder Co. Clerk
26742	Air quality complaint files	Environmental Air Quality
14386	Correspondence files	Human Services Liabilty Mgmt.

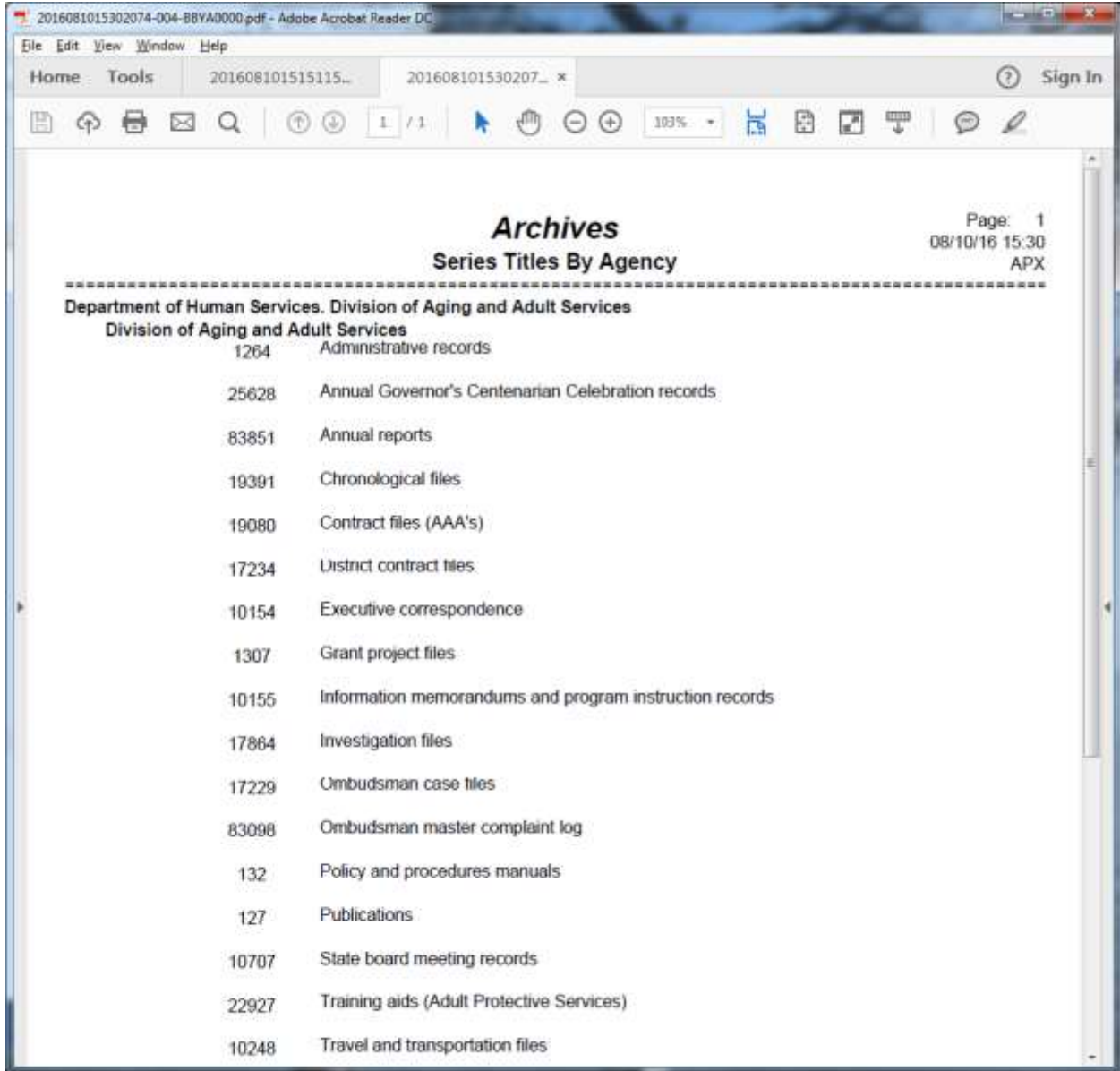
01515115... 3:25 PM 8/10/2016

Click Series Titles by Agency.

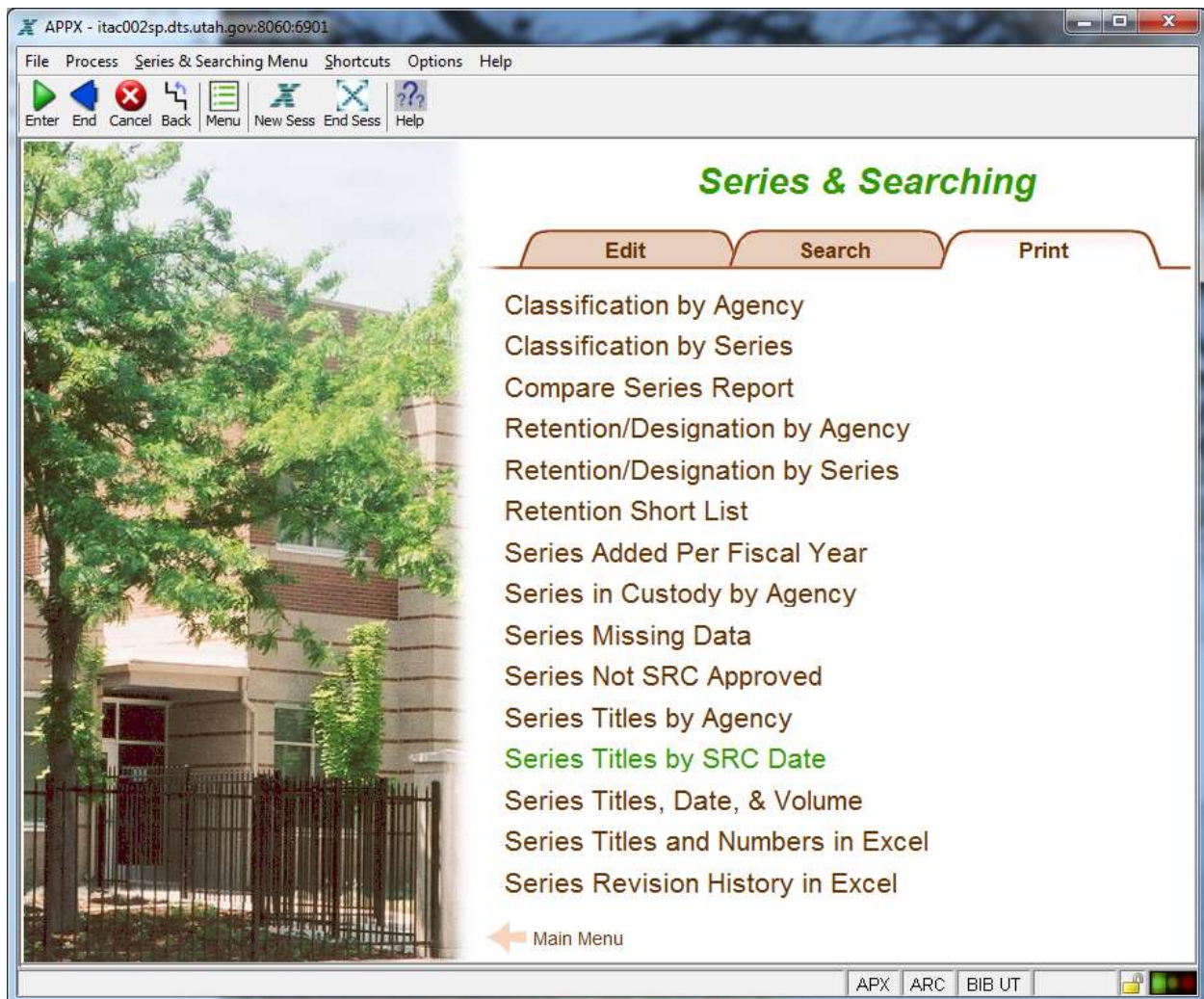


- PDF report
- Query asks for (with a Page Down requirement):
  - Agency hierarchy levels 1 through 5
  - Agency number range
  - State Records Committee approved checkbox
  - Series cataloged date range
  - Series cataloged before checkbox
  - Agency type
  - Is this a general retention schedule, not a series
  - Agency dissolved date
  - Whether agency is defunct (defaults to not equal to checked)
  - Series dates (defaults to excludes a period)
- Sort by:
  - Agency hierarchy levels 1 through 5
  - Work alpha 35 field (unknown content)
  - Series title
  - Series number

- Data includes:
  - Agency long name for each level of the agency hierarchy
  - Series number
  - Series title



Click Series Titles by SRC Date.



- Text report
- Query asks for State Records Committee date range
- Sort by State Records Committee date
- Data includes:
  - Month State Records Committee approved the retention
  - Series number
  - Series title
  - Agency short name

APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 1 **BiblgRPC Titles By Src Date** Print? N

Archives

08/10/2016 15:37 38.79

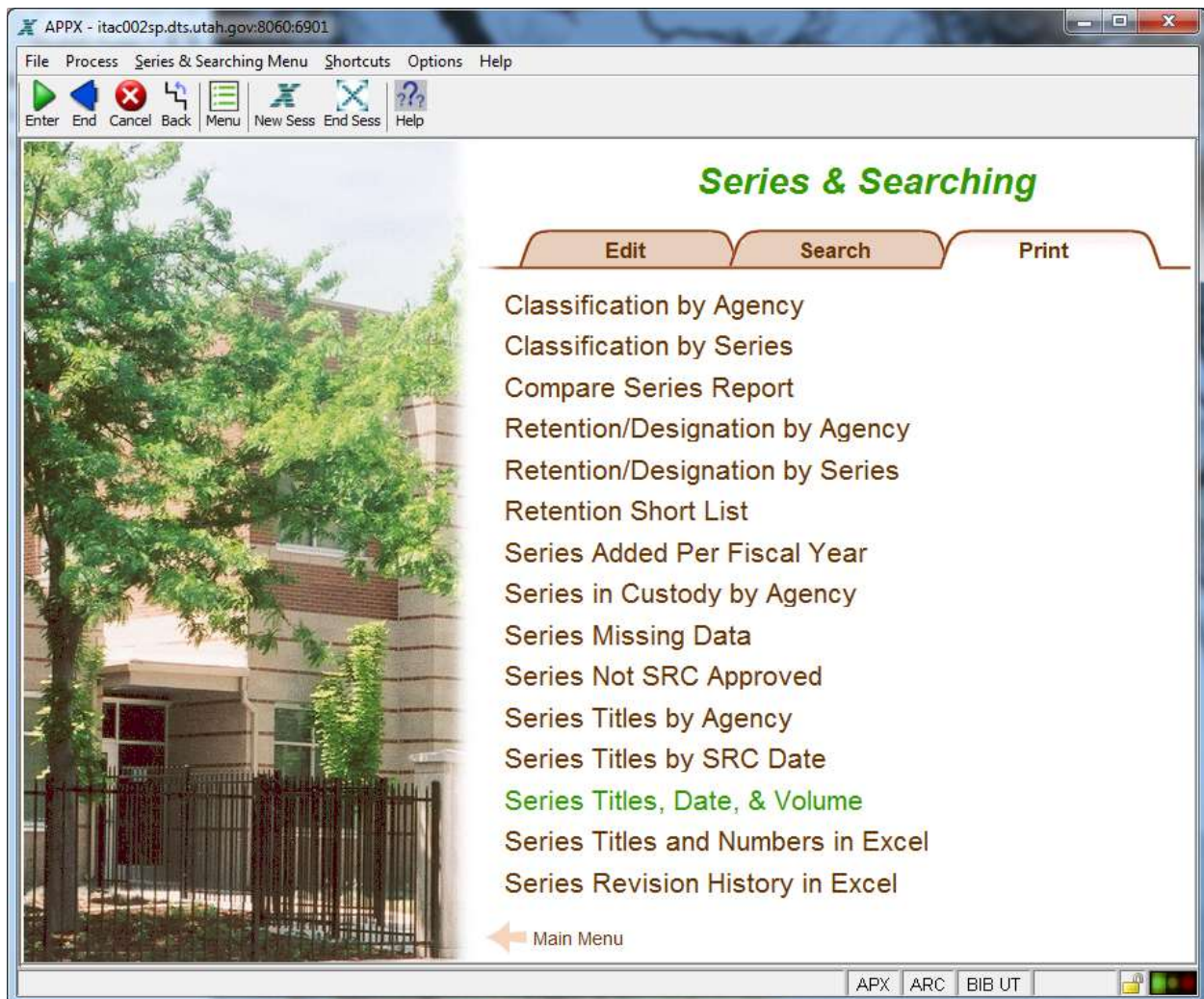
BiblgRPC Titles By Src Date

Series	Grp
Number Title	Typ
-----	
01/2016	
25349 Criminal justice surveys	Criminal and Juvenile Justice
28773 Immigration consultant	Consumer Protection
28784 VEHICLE MAINTENANCE RECORDS	SG
28796 EVIDENCE TRACKING RECORDS	CNT
84706 Crime victim reparation case	Office for Victims of Crime
02/2016	
20303 Foster parent provider	Family Services Castle Dale
20858 Foster parent provider	Family Services Logan
21140 Foster parent provider	Family Services Price
21935 FAMILY CASE RECORDS	SG Human Services
22189 Child and family services	Family Services Vernal
23039 Client case files	Human Services Department
28757 Employment of minors	Labor/Anti-Discrimination
28800 Audit work papers	
31392 CLIENT CASE FILES	SG Human Services
31458 FOSTER PARENT PROVIDER	SG Human Services
80512 Provider contract reviews	Child and Family Services
03/2016	
10304 Pharmacy inventory records	State Hospital
10309 Pharmacy prescription records	State Hospital
22660 Internal audit work papers	State Board of Education
28771 Successful charter school	State Charter School Board
28808 Fatal traffic accident	State Bureau of Investigations
28810 Unsuccessful charter school	State Charter School Board
28820 AUDIT WORK PAPERS	SG
28821 FINANCIAL AUDIT REPORTS	SG
28822 PERFORMANCE AUDIT REPORTS	SG

Print?  Close

3:37 PM

Click Series Titles, Date, & Volume.



[Bug report: This report does not appear on the Reports menu, only on the Series & Searching menu.]

- Text report
- Query asks for:
  - Agency number
  - Agency type
  - Agency hierarchy levels 1 through 3
  - Series number
  - Series short title range
  - Series cataloged date range
  - Whether series was cataloged before
  - Series processed date range
  - Series processed by whom
  - Whether the retention has been approved by the State Records Committee
  - State Records Committee approval date range
  - Whether series is in Archives' custody
  - Whether the bibliographic record is a general schedule, not a series

- Whether series is considered scheduled
  - Date format management retention was set
- Sort by:
  - Agency number
  - Agency name
  - A work alpha 35 field representing series short title
  - Series number
- Data includes:
  - Agency key
  - Agency official name
  - Series dates
  - Series number
  - Series title (truncated)
  - Series processed by whom
  - Cataloged date
  - State Records Committee approval date
  - Volume of series (from accrual estimate within Format Management)
  - Date retention in Format Management was set



APPX - itac002sp.dts.utah.gov:8060:6901

File Process Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Page 1 of 3 Series By Agency with Date and Volume Print? N

Archives

08/10/2016 15:47 30.61 APX Page: 1

Series By Agency with Date and Volume

---

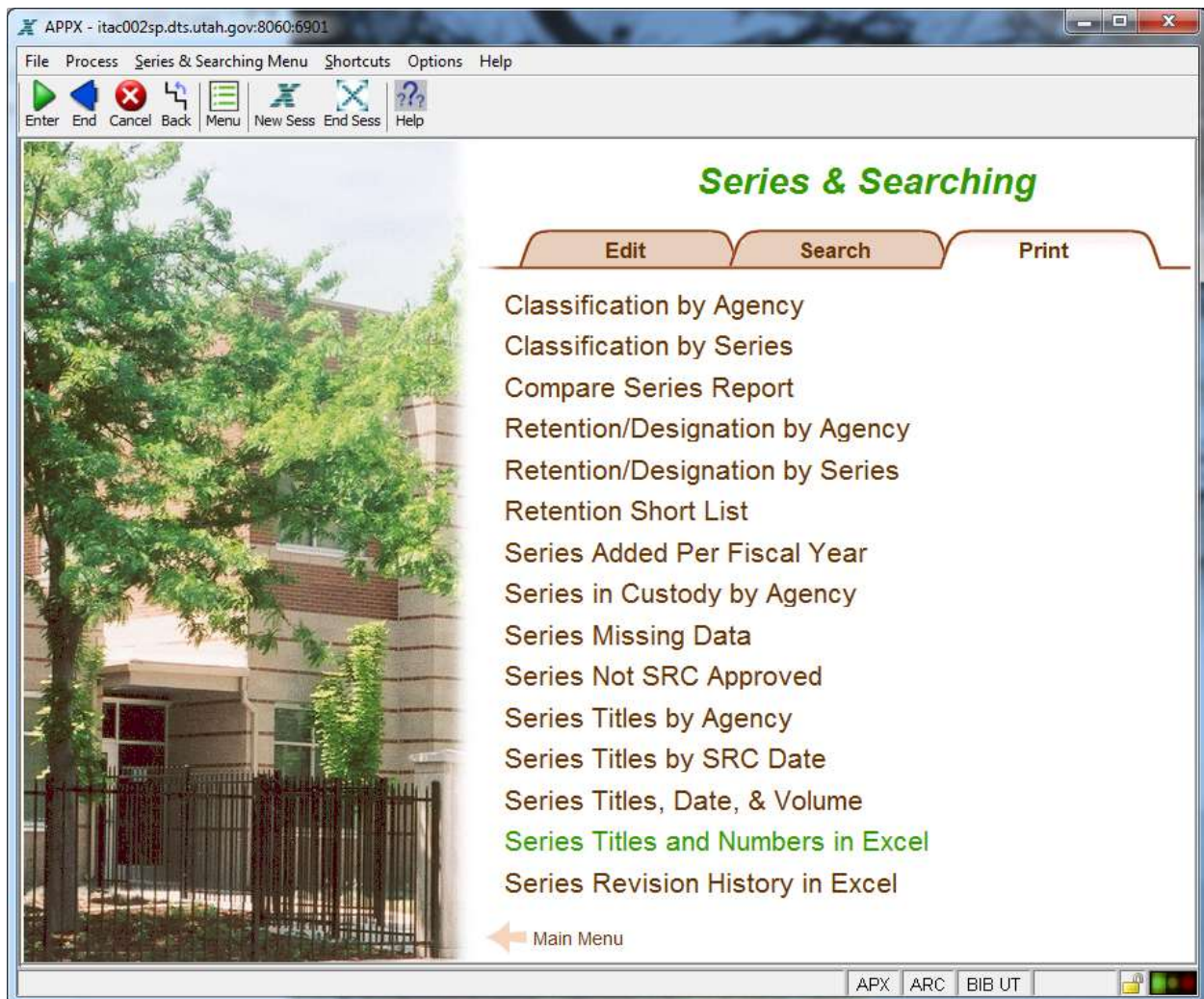
2 - Department of Human Services.\$bDivision of Aging and Adult Servic

Date	Proc by	RLIN N Date	SRC
1963- 1264 - Administrative records		Volume: 5.0 cu ft Retention was set on: 12/16/1992	
1985-2004. 17231 - Adult day care complaint files		Volume: 1.5 cu ft Retention was set on: 12/16/1992	SRC 12/1988
1988-2005. 10708 - Advisory council meeting minutes		Volume: Retention was set on: 08/28/1996	SRC 06/1995
1980-2004. 11784 - Aging and adult services case files		Volume: Retention was set on: 02/25/2000	SRC 04/2000
1995- 25628 - Annual Governor's Centenarian Celeb		Volume: Retention was set on: 11/04/2004	SRC 12/2004
i 1961- 83851 - Annual reports		Volume: 0.1 cu ft Retention was set on: 03/01/1993	SRC 07/1990
1990- 19391 - Chronological files		Volume: Retention was set on: 10/21/1997	SRC 05/2014
1960-2004. 17486 - Client case files		Volume: Retention was set on: 02/07/1996	SRC 09/1996
1984-2004. 17233 - Client committee files		Volume: 0.2 cu ft Retention was set on: 12/16/1992	SRC 12/1988

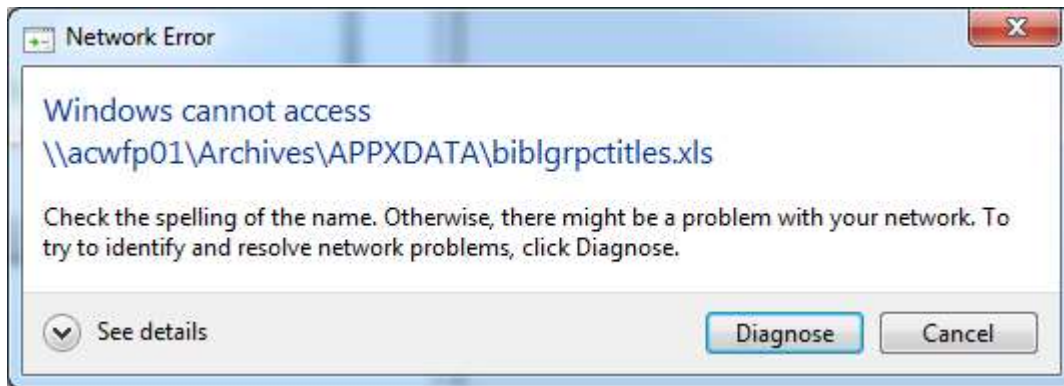
Print?  Close

3:47 PM  
8/10/2016

Click Series Titles and Numbers in Excel.



- Spreadsheet report
- Query asks for:
  - Agency key
  - Series number range
- Sort by:
  - Series number
  - Series title
- Data includes:
  - Series number
  - Series title



Network Error

Windows cannot access

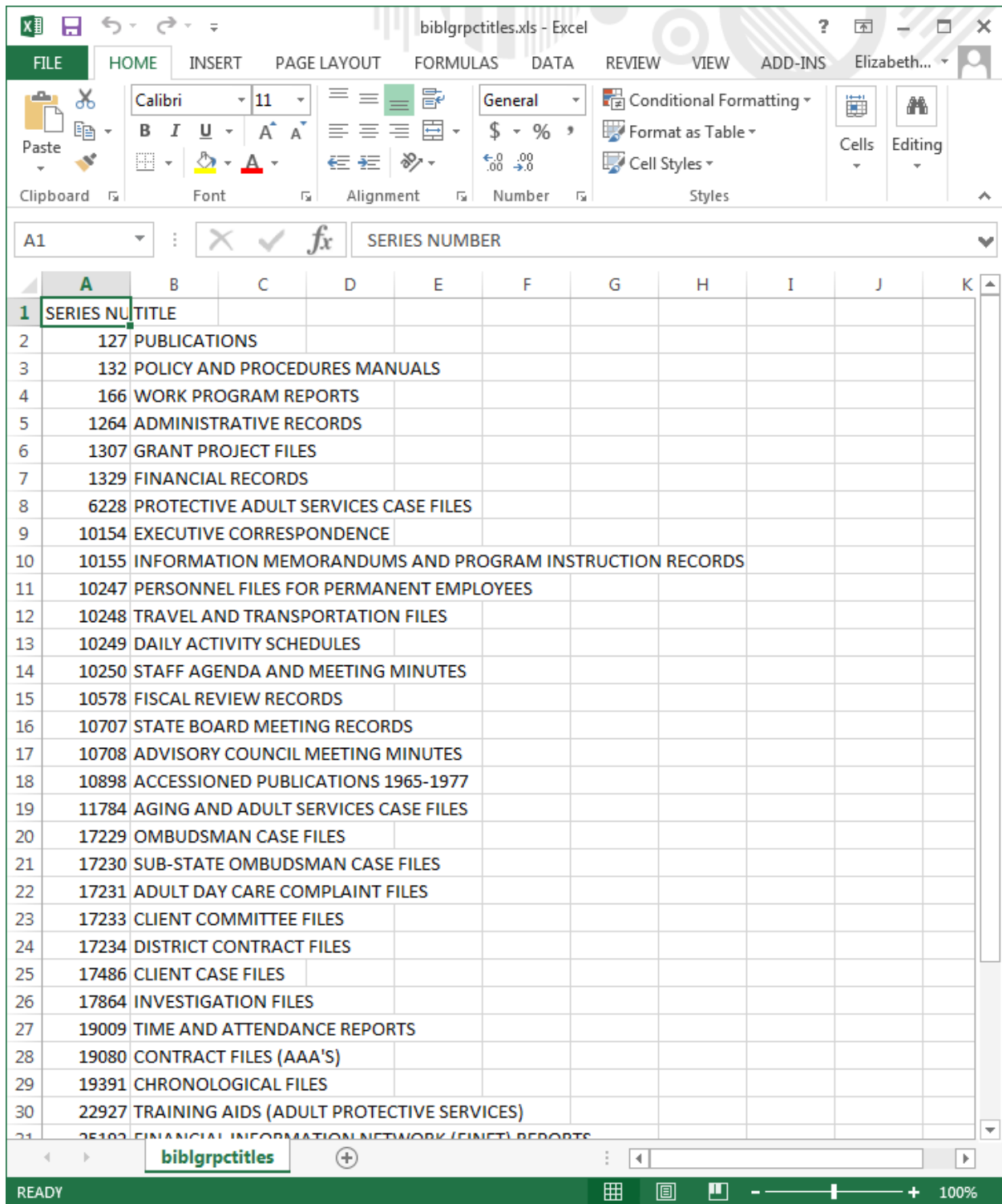
\\acwfp01\Archives\APPXDATA\biblgrpctitles.xls

Check the spelling of the name. Otherwise, there might be a problem with your network. To try to identify and resolve network problems, click Diagnose.

See details

Diagnose

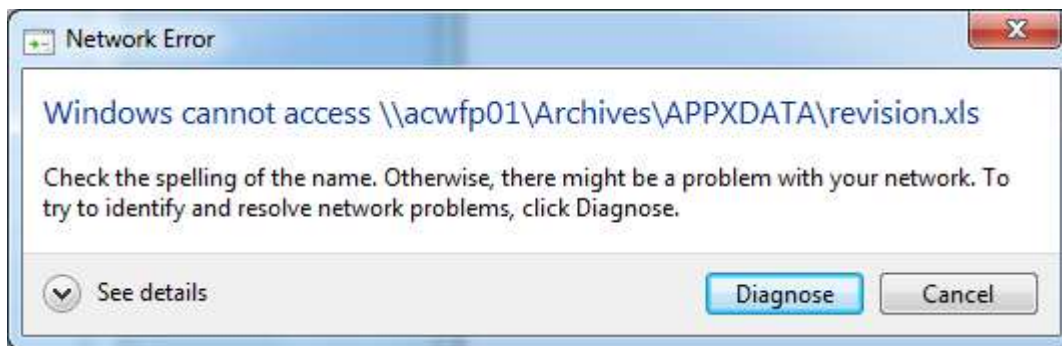
Cancel



Click Series Revision History in Excel.

- Spreadsheet report
- Query asks for:
  - Revision date range

- Series number, aka bibliographic ID
- Sort by:
  - Series number
  - Revision sequence number
  - Revision date
- Data includes:
  - Series number
  - Revision sequence number
  - Series title
  - Agency name
  - Revision date
  - Revision note



revision.xls - Excel

Elizabeth Perkes

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

revision\_bibgrpc\_key

revision	revision	revision_bib_title	revision_agency	revision_date	revision_note
409	7 Journals	Legislature, Senate	11/19/2015	Container list updated to include 2015 by Gina Strack.	
456	7 Journals	Legislature, House	11/19/2015	Container list updated to include 2014 and 2015 by Gina Strack.	
1052	8 Utah code unanno	Legislature	11/9/2015	Container list updated to include 2015 by Gina Strack.	
1133	3 Bonds and contrac	Capitol Commission	11/19/2015	Digital copy added to the container list by Alan Barnett in November 2015 and	
1268	3 Reports	Bureau of Immigrat	1/8/2016	Box added with additional paper copy from 1911-1912 by Gina Strack.	
1348	3 Publications	Board of Education	1/16/2016	Container list updated to include 2012 by Gina Strack.	
1348	4 Publications	Board of Education	1/22/2016	Container list updated by Gina Strack.	
1436	4 Minimum school p	Board of Education	1/16/2016	Container list updated by Gina Strack.	
2210	2 Territorial militia r	Department of Adm	3/15/2016	Reel numbers fixed in container list and in Research Center by Gina Strack.	
2210	3 Territorial militia r	Department of Adm	4/15/2016	Index reels digitized and posted online, link added by Gina Strack.	
2897	1 Community Develo	Department of Wo	12/31/2015	Container list updated to include 2013 and gap note added by Gina Strack.	
2941	2 Joseph Hillstrom c	Governor (2009- : H	11/23/2015	Digital archives link added by Gina Strack.	
3110	1 Minutes	Apprenticeship Co	7/23/2015	Scope and content expanded and updated by Rebekkah Shaw.	
3181	3 Investigation Repc	Legislature, Commi	1/26/2016	Box 3 added with bound copy by Gina Strack.	
3243	4 Case file index	District Court (Thir	8/6/2015	Links to digital copies were added to the container list by Gina Strack.	
3908	3 Workforce News	Department of Wo	1/1/2016	Series updated to reflect end of publication by Gina Strack.	
5984	1 Comprehensive Ar	Department of Adm	2/11/2016	Container list updated to include 2014 by Gina Strack.	
6341	1 Marriage licenses	Carbon County (Ut	7/30/2015	Previous description from Series 23394 restored from series inventory to pro	
6642	2 Joseph Hillstrom c	Governor (2009- : H	11/23/2015	Link to digital archives added by Gina Strack.	
6645	2 Joseph Hillstrom p	Governor (2009- : H	10/6/2015	Container list was updated to correct an error in microfilm numbering.	
6645	3 Joseph Hillstrom p	Governor (2009- : H	11/23/2015	Digital archives link added by Gina Strack.	
7125	4 Publications	Department of Nat	1/4/2016	Container list updated to include additional 2015 by Gina Strack.	
9400	2 State candidate an	Lieutenant Govern	2/20/2016	Additional holdings from 1998 to 2008 were processed by Gina Strack, in add	
9419	4 Audit investigation	Legislature, Office	2/2/2016	Container list updated up to 2015 by Gina Strack.	
9932	2 Minutes	Garfield County (U	2/17/2016	The container list was updated by Alan Barnett to include digitized versions	
10636	3 Annual reports	Board of Education	2/3/2016	Container list updated to include to 2013 by Gina Strack.	
10886	1 Statewide educati	Board of Education	1/16/2016	Container list updated by Gina Strack.	
11183	1 City Council minut	Mona (Utah)	9/30/2015	The finding aid was updated in September 2015 to include M-disc copies of r	
11272	3 Records	Capitol Commission	11/20/2015	Digital copies were added to the finding aid and microfiche was deaccession	
11338	3 Minutes	Capitol Commission	11/18/2015	Digital copies added to container list and microfiche deleted from the series	

revision

READY 100%