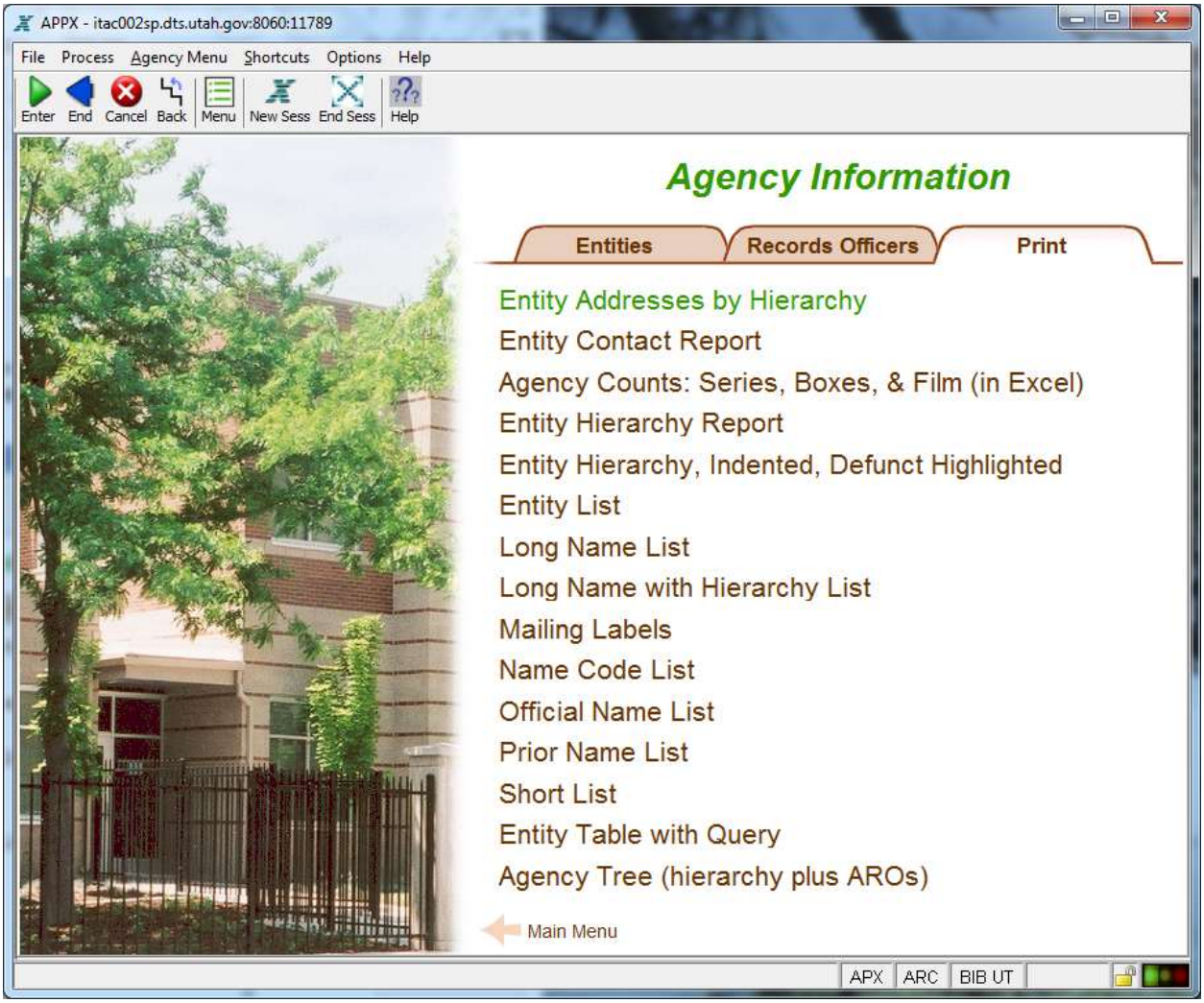
Entity Print Menu

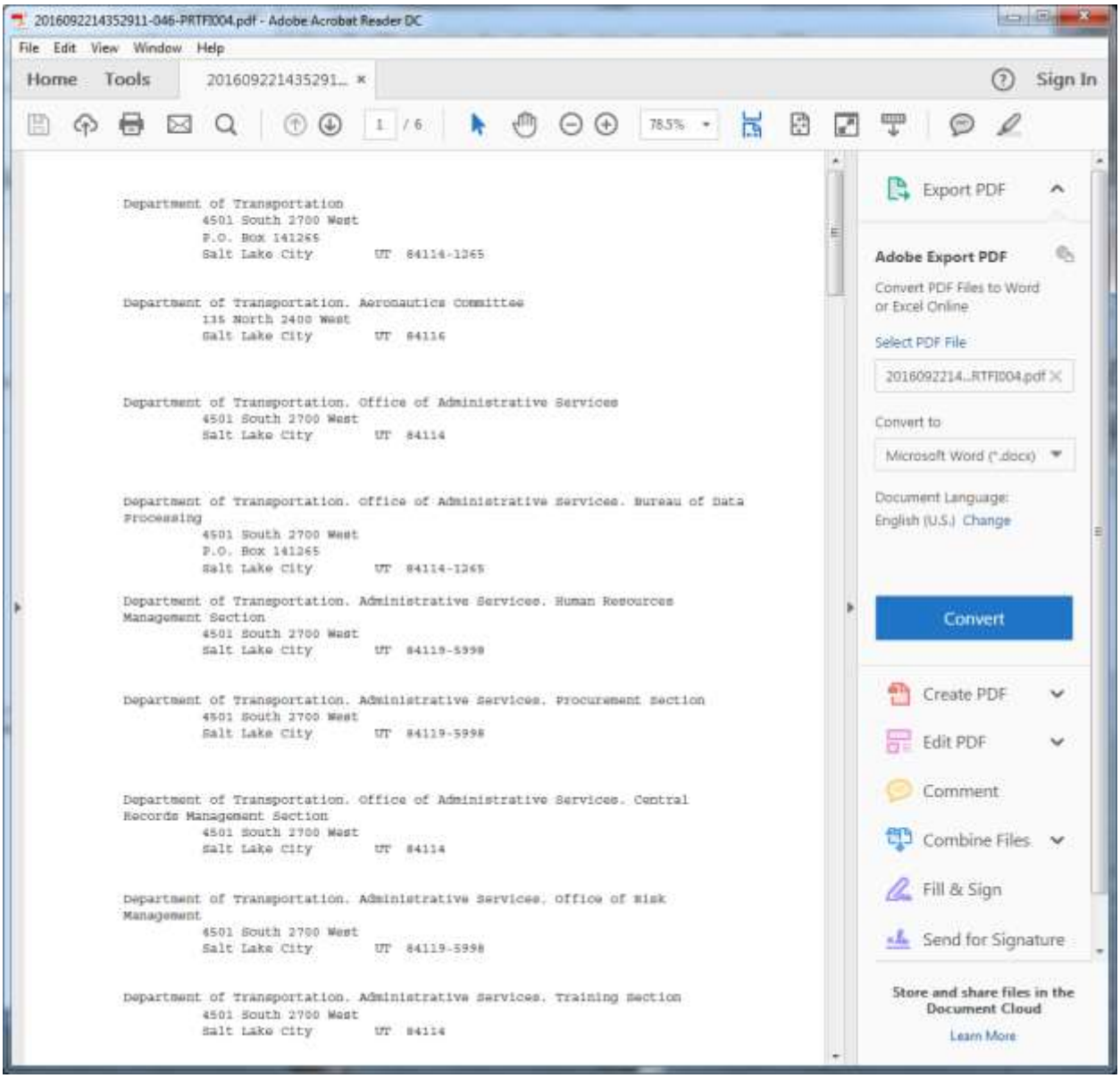
September 29, 2016

The Entities & Contacts Menu, Print tab, offers selected reports related to entities. [Bug report: the header on that tab should be changed to Entities & Contacts instead of Agency Information, to make it consistent with the other tabs.]

Click on Entity Addresses by Hierarchy.

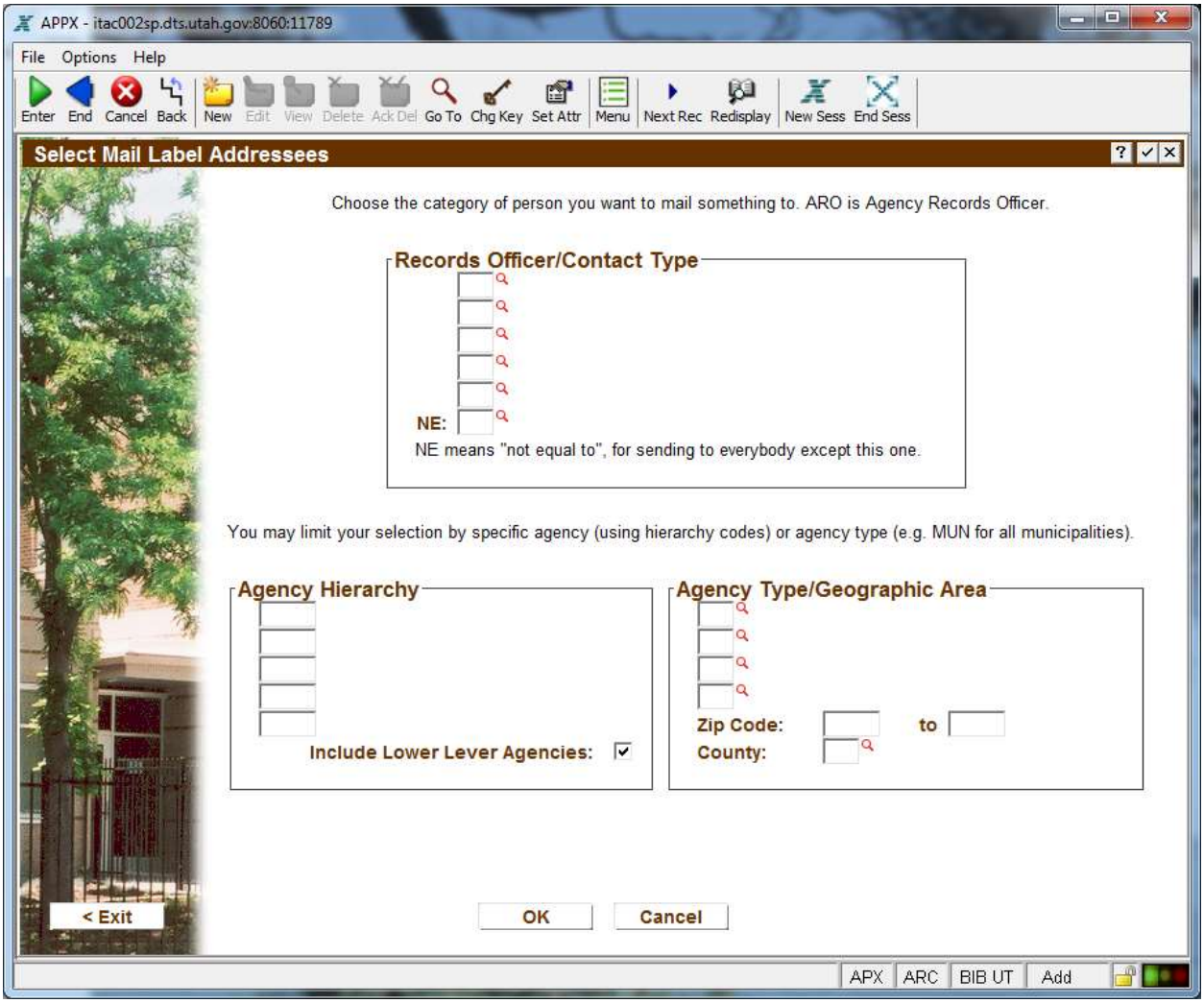


- PDF report
- Query asks for:
    - Agency hierarchy levels 1 through 5
    - Agency number
    - Agency type
    - Agency created date
    - Agency dissolved date
    - Whether defunct
- Sort by:
    - Agency hierarchy levels 1 through 5
    - Agency long name
- Data includes:
    - Agency name
    - Agency address



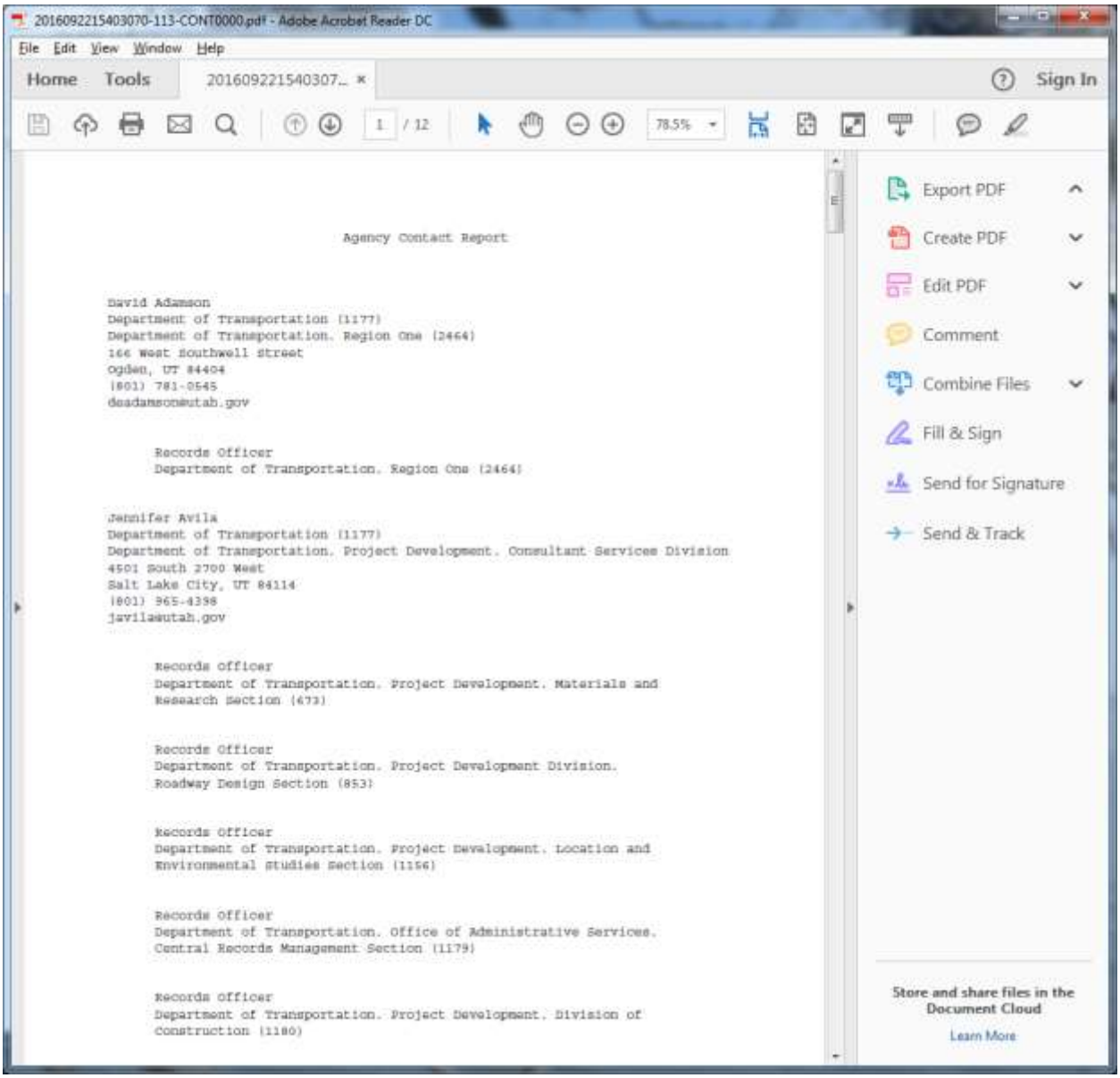
Click Entity Contact Report.

APPX - itac002sp.dts.utah.gov:8060:11789
File Process Agency Menu Shortcuts Options Help
Enter End Cancel Back Menu New Sess End Sess Help
Agency Information
Entities
Records Officers
Print
Entity Addresses by Hierarchy
Entity Contact Report
Agency Counts: Series, Boxes, & Film (in Excel)
Entity Hierarchy Report
Entity Hierarchy, Indented, Defunct Highlighted
Entity List
Long Name List
Long Name with Hierarchy List
Mailing Labels
Name Code List
Official Name List
Prior Name List
Short List
Entity Table with Query
Agency Tree (hierarchy plus AROs)
Main Menu
APX ARC BIB UT



Provide the query details you need. You may choose to pull records by mailing list contact type, entity hierarchy codes, agency type, and/or geographic area.

- PDF report
- Data includes:
    - Name of contact person
    - Agency names in hierarchy order
    - Address of contact person
    - Phone of contact person
    - Email of contact person
    - Role of contact person
    - Entity related to the role



Agency Contact Report

David Adamson
Department of Transportation (1177)
Department of Transportation. Region One (2464)
166 West Southwell Street
Ogden, UT 84404
(801) 781-0545
deadamson@utah.gov

Records Officer
Department of Transportation. Region One (2464)

Jennifer Avila
Department of Transportation (1177)
Department of Transportation. Project Development. Consultant Services Division
4501 South 2700 West
Salt Lake City, UT 84114
(801) 965-4398
javila@utah.gov

Records officer
Department of Transportation. Project Development. Materials and Research Section (673)

Records Officer
Department of Transportation. Project Development Division. Roadway Design Section (853)

Records Officer
Department of Transportation. Project Development. Location and Environmental Studies Section (1156)

Records Officer
Department of Transportation. Office of Administrative Services. Central Records Management Section (1179)

Records Officer
Department of Transportation. Project Development. Division of Construction (1180)

Click Agency Counts: Series, Boxes, & Film (in Excel).

APPX - itac002sp.dts.utah.gov:8060:11789
File Process Agency Menu Shortcuts Options Help
Enter End Cancel Back Menu New Sess End Sess Help
Agency Information
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Entity Addresses by Hierarchy
Entity Contact Report
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Entity Hierarchy, Indented, Defunct Highlighted
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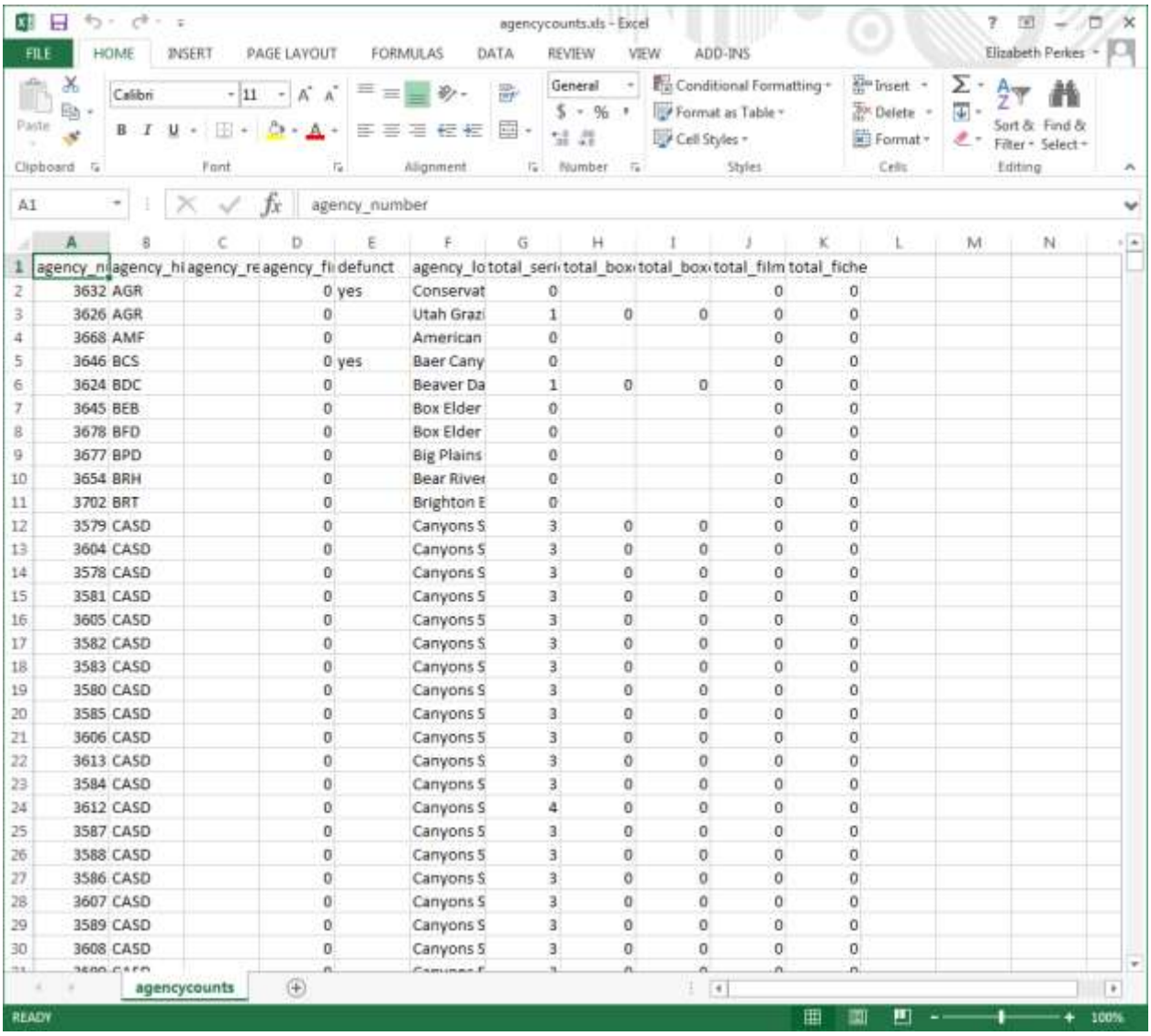
Entity Table with Query
Agency Tree (hierarchy plus AROs)
Main Menu
APX ARC BIB UT

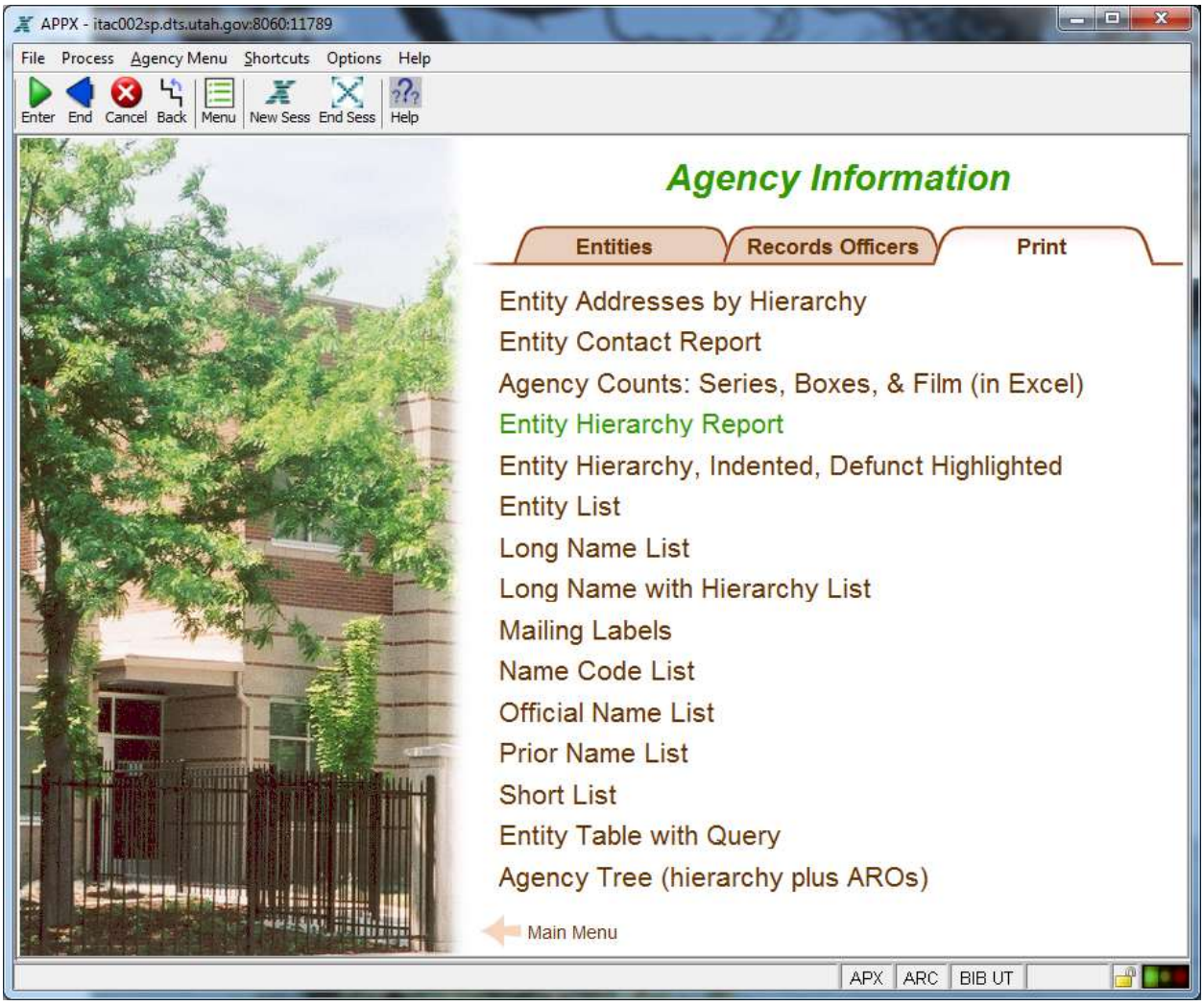


agency_n	agency_hi	agency_re	agency_fi	defunct	agency_lo	total_seri	total_boxi	total_boxi	total_film	total_fiche
3632	AGR		0	yes	Conservat	0			0	0
3626	AGR		0		Utah Grazi	1	0	0	0	0
3668	AMF		0		American	0			0	0
3646	BCS		0	yes	Baer Cany	0			0	0
3624	BDC		0		Beaver Da	1	0	0	0	0
3645	BEB		0		Box Elder	0			0	0
3678	BFD		0		Box Elder	0			0	0
3677	BPD		0		Big Plains	0			0	0
3654	BRH		0		Bear River	0			0	0
3702	BRT		0		Brighton E	0			0	0
3579	CASD		0		Canyons S	3	0	0	0	0
3604	CASD		0		Canyons S	3	0	0	0	0
3578	CASD		0		Canyons S	3	0	0	0	0
3581	CASD		0		Canyons S	3	0	0	0	0
3605	CASD		0		Canyons S	3	0	0	0	0
3582	CASD		0		Canyons S	3	0	0	0	0
3583	CASD		0		Canyons S	3	0	0	0	0
3580	CASD		0		Canyons S	3	0	0	0	0
3585	CASD		0		Canyons S	3	0	0	0	0
3606	CASD		0		Canyons S	3	0	0	0	0
3613	CASD		0		Canyons S	3	0	0	0	0
3584	CASD		0		Canyons S	3	0	0	0	0
3612	CASD		0		Canyons S	4	0	0	0	0
3587	CASD		0		Canyons S	3	0	0	0	0
3588	CASD		0		Canyons S	3	0	0	0	0
3586	CASD		0		Canyons S	3	0	0	0	0
3607	CASD		0		Canyons S	3	0	0	0	0
3589	CASD		0		Canyons S	3	0	0	0	0
3608	CASD		0		Canyons S	3	0	0	0	0

- Excel spreadsheet
- Query asks for:
    - Agency hierarchy levels 1 through 5
    - Agency type
    - Agency number
    - Agency dissolved date
    - Whether defunct
- Sort by:
    - Report category
    - Finet code
    - Agency hierarchy
    - Agency long name
    - Agency type
- Data includes:
    - Agency number

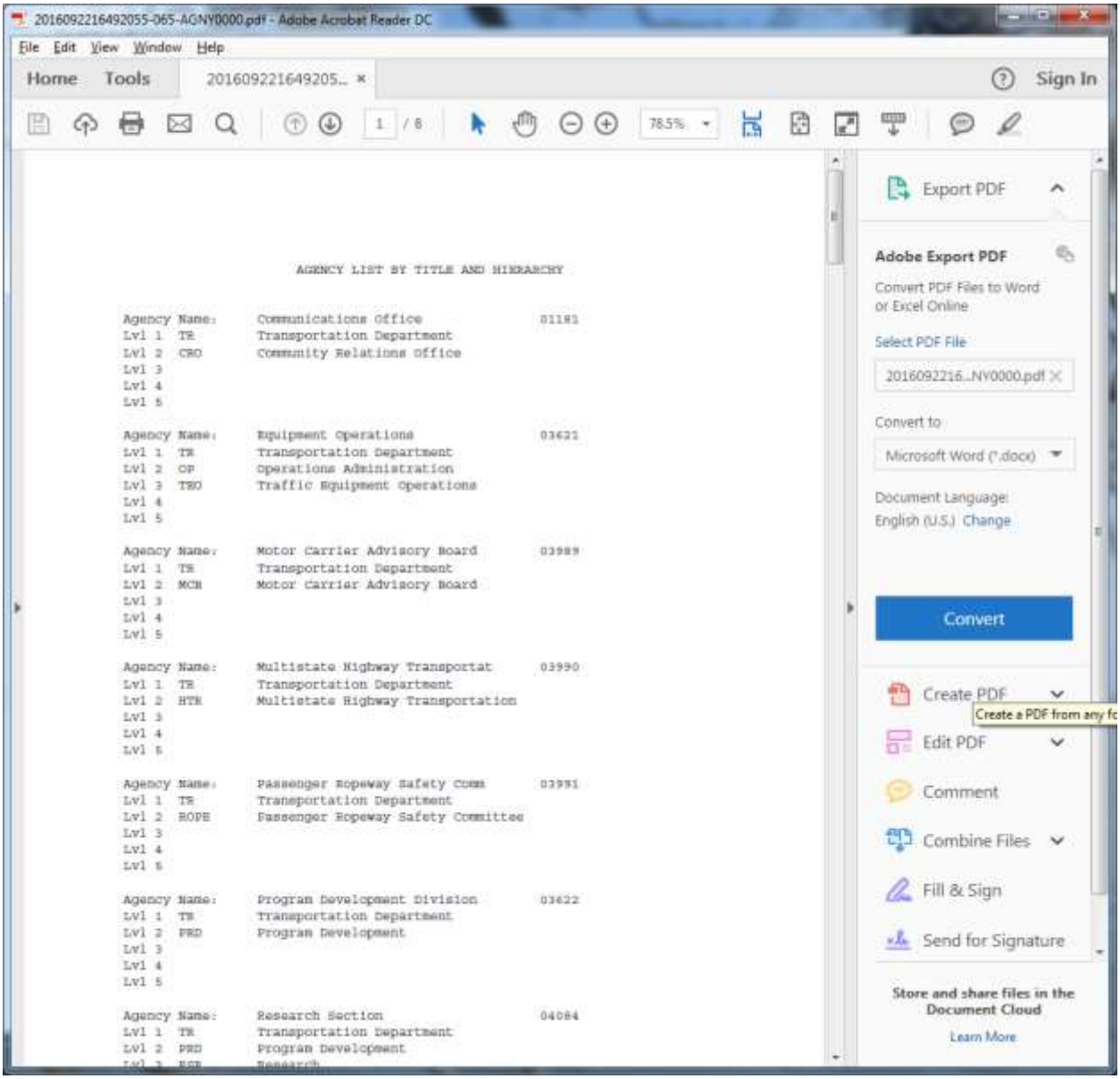
- Agency top-level hierarchy code
- Agency report category
- Agency FINET code
- Whether defunct
- Agency name
- Total series
- Total boxes in Records Center
- Total boxes in Archives
- Total film
- Total fiche

Click Entity Hierarchy Report.



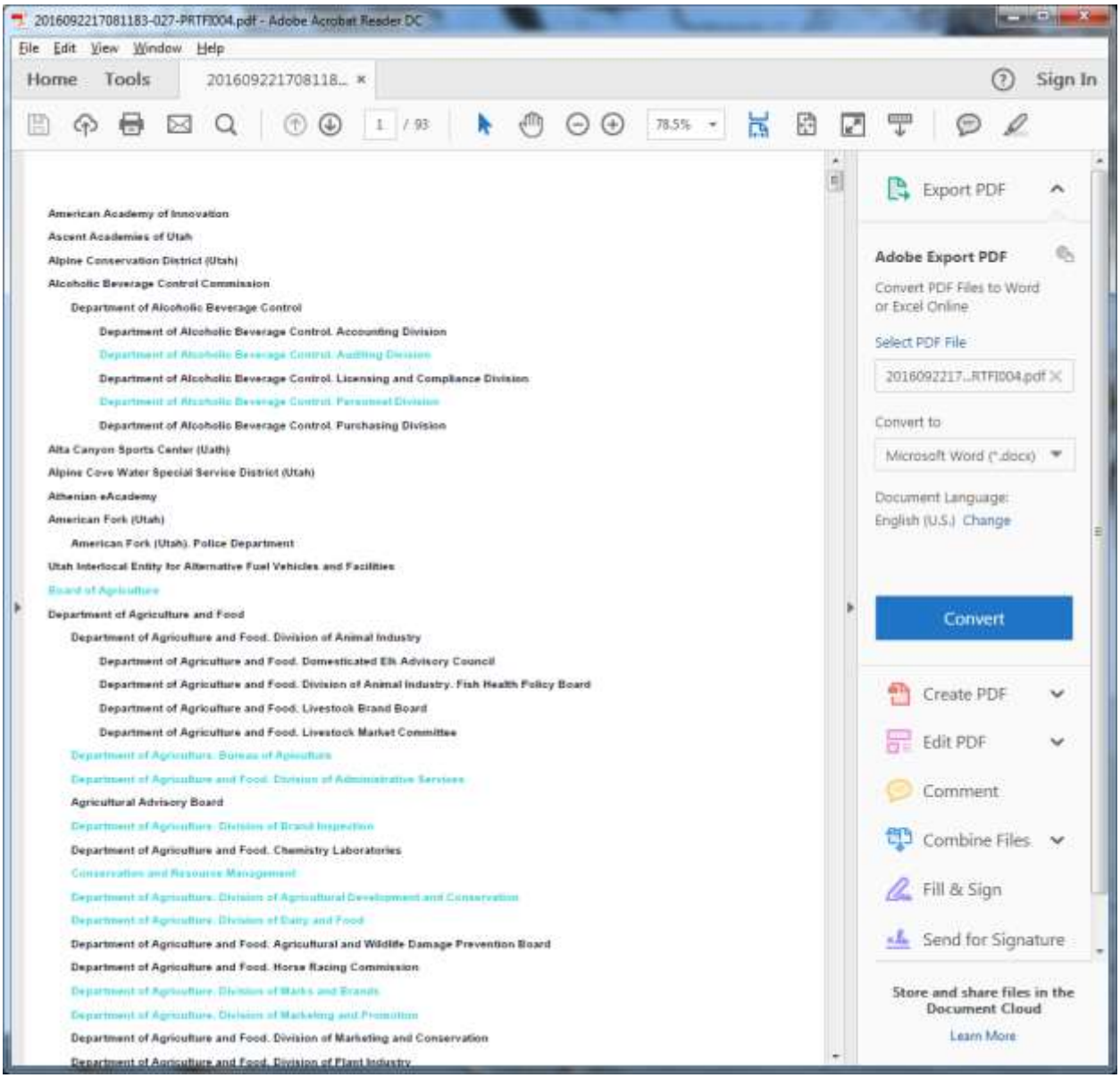
- PDF report
- Query asks for:
  - Agency hierarchy levels 1 through 5
  - Agency official name (MARC-coded)
  - Agency type

    - Agency created date
    - Agency dissolved date
    - Whether defunct
- Sort by:
    - Entity common name
    - Agency number
    - Agency hierarchy
- Data includes:
    - Agency name
    - Agency number
    - Agency hierarchy code
    - Hierarchy structure name



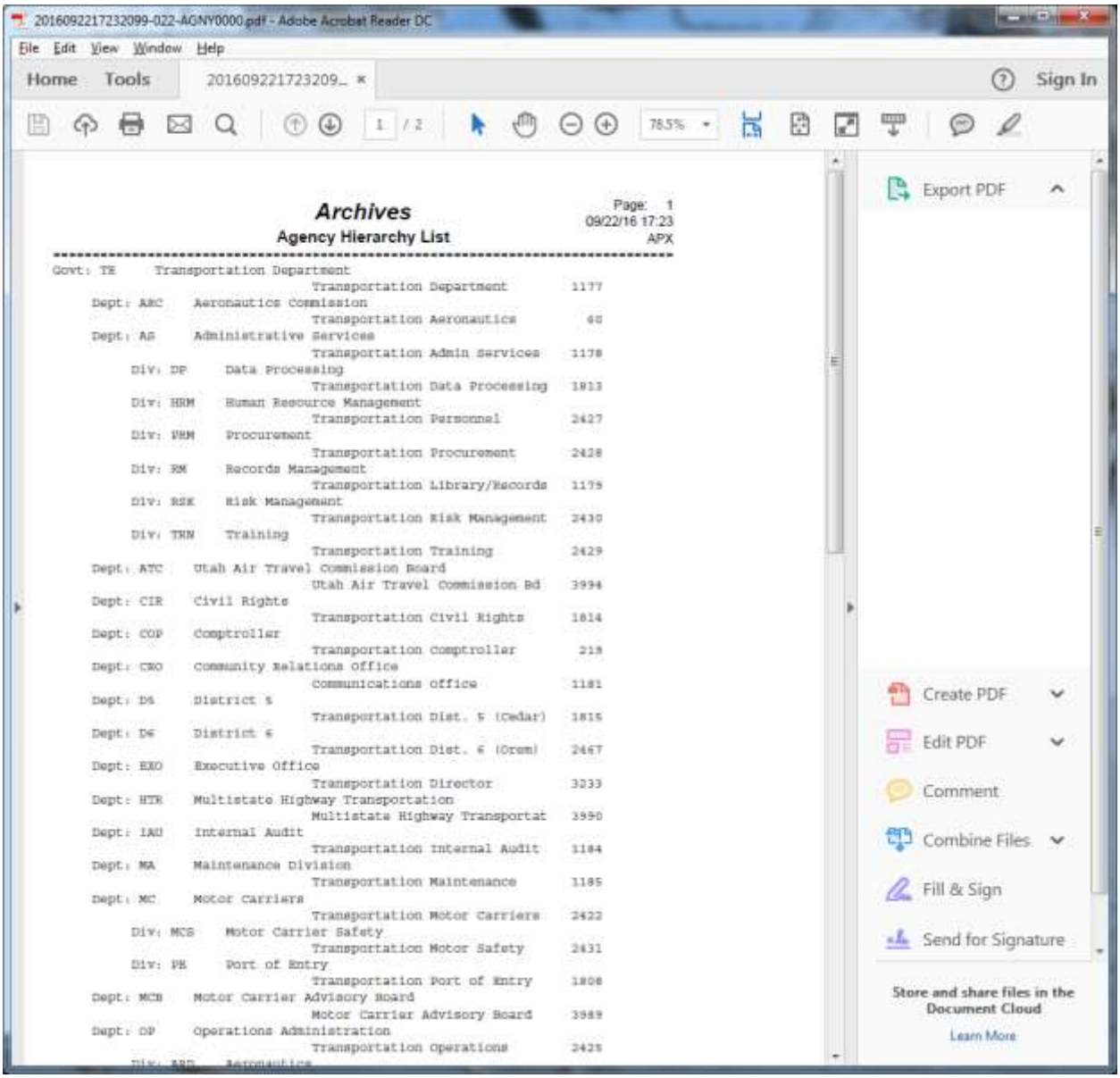
Click Entity Hierarchy, Indented, Defunct Highlighted.

- PDF report
- Query asks for:
    - Agency number range
    - Agency dissolved date
    - Whether defunct
    - Agency hierarchy levels 1 through 5
- Sort by:
    - Agency hierarchy levels
- Data includes:
    - Agency names, indented to communicate hierarchy levels (defunct entities highlighted in blue)



Click on Entity List.

- PDF report
- Query asks for:
    - Agency hierarchy levels 1 through 5
    - Agency type
    - Agency created date
    - Agency dissolved date
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency hierarchy levels
- Data includes:
    - Hierarchy code
    - Hierarchy structure name
    - Agency short name
    - Agency number



Archives

Agency Hierarchy List

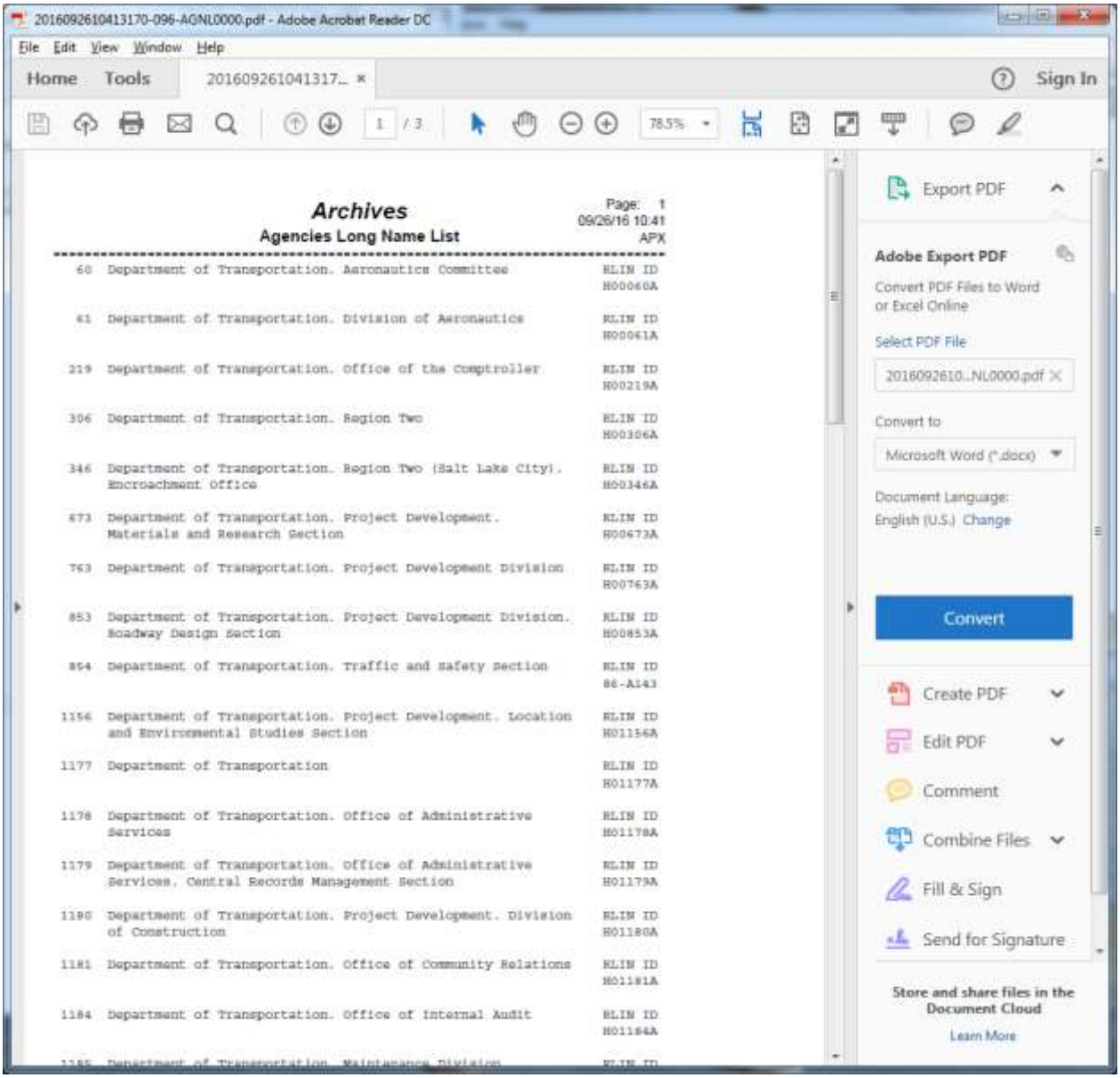
Page: 1
09/22/16 17:23
APX

Govt: TR	Transportation Department		
		Transportation Department	1177
Dept: ARC	Aeronautics Commission		
		Transportation Aeronautics	60
Dept: AS	Administrative Services		
		Transportation Admin Services	1178
Div: DP	Data Processing		
		Transportation Data Processing	1813
Div: HRM	Human Resource Management		
		Transportation Personnel	2427
Div: PRM	Procurement		
		Transportation Procurement	2428
Div: RM	Records Management		
		Transportation Library/Records	1179
Div: RSK	Risk Management		
		Transportation Risk Management	2430
Div: TRN	Training		
		Transportation Training	2429
Dept: ATC	Utah Air Travel Commission Board		
		Utah Air Travel Commission Bd	3994
Dept: CIR	Civil Rights		
		Transportation Civil Rights	1814
Dept: COP	Comptroller		
		Transportation Comptroller	219
Dept: CRO	Community Relations Office		
		Communications Office	1181
Dept: D5	District 5		
		Transportation Dist. 5 (Cedar)	1815
Dept: D6	District 6		
		Transportation Dist. 6 (Orem)	2467
Dept: EXO	Executive Office		
		Transportation Director	3233
Dept: HTR	Multistate Highway Transportation		
		Multistate Highway Transportat	3990
Dept: IAU	Internal Audit		
		Transportation Internal Audit	1184
Dept: MA	Maintenance Division		
		Transportation Maintenance	1185
Dept: MC	Motor Carriers		
		Transportation Motor Carriers	2422
Div: MCS	Motor Carrier Safety		
		Transportation Motor Safety	2431
Div: PE	Port of Entry		
		Transportation Port of Entry	1808
Dept: MCB	Motor Carrier Advisory Board		
		Motor Carrier Advisory Board	3989
Dept: OP	Operations Administration		
		Transportation Operations	2425
Div: ARD	Aeronautics		

Click Long Name List.

- PDF report
- Query asks for:
    - Agency number range
    - Catalog agency ID number
    - Agency official name (MARC-coded)
    - Agency hierarchy levels 1 through 3
    - Who last changed the agency
    - Agency created date
    - Agency dissolved date
    - Agency type
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency number
    - Agency long name
    - Agency hierarchy levels 1 through 5
- Data includes:

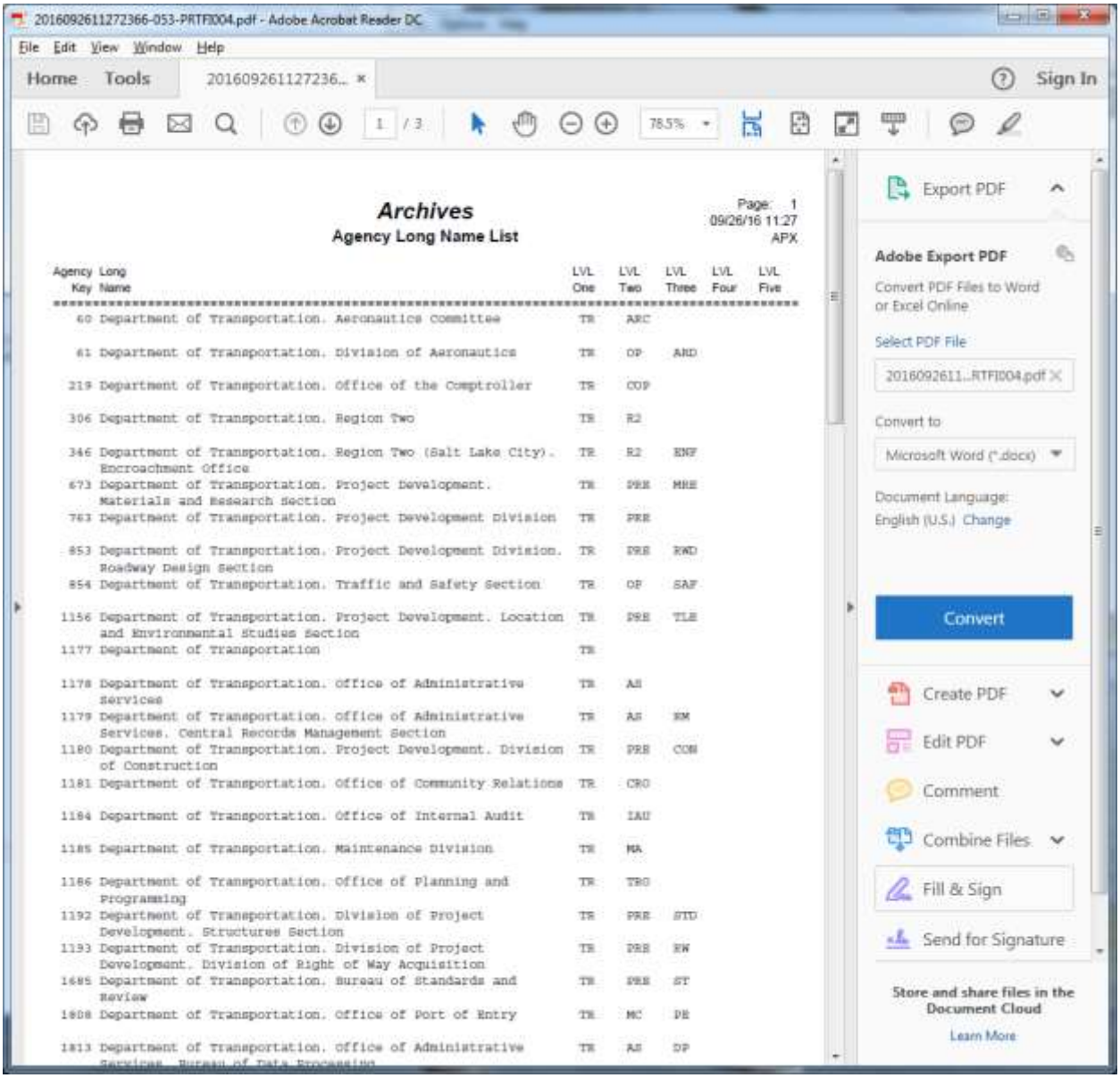
- Agency number
- Agency long name
- Catalog agency ID number



Click Long Name with Hierarchy List:

- PDF report
- Query asks for:
    - Agency number range
    - Catalog agency ID number
    - Agency official name (MARC-coded)
    - Agency hierarchy levels 1 through 3
    - Who last changed the agency
    - Agency created date
    - Agency dissolved date
    - Agency type
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency number
    - Agency long name
    - Agency hierarchy levels 1 through 5
- Data includes:

- Agency number
- Agency long name
- Agency hierarchy codes



Click Mailing Labels.

APPX - itac002sp.dts.utah.gov:8060:18085
File Process Agency Menu Shortcuts Options Help
Enter End Cancel Back Menu New Sess End Sess Help
Agency Information
Entities
Records Officers
Print
Entity Addresses by Hierarchy
Entity Contact Report
Agency Counts: Series, Boxes, & Film (in Excel)
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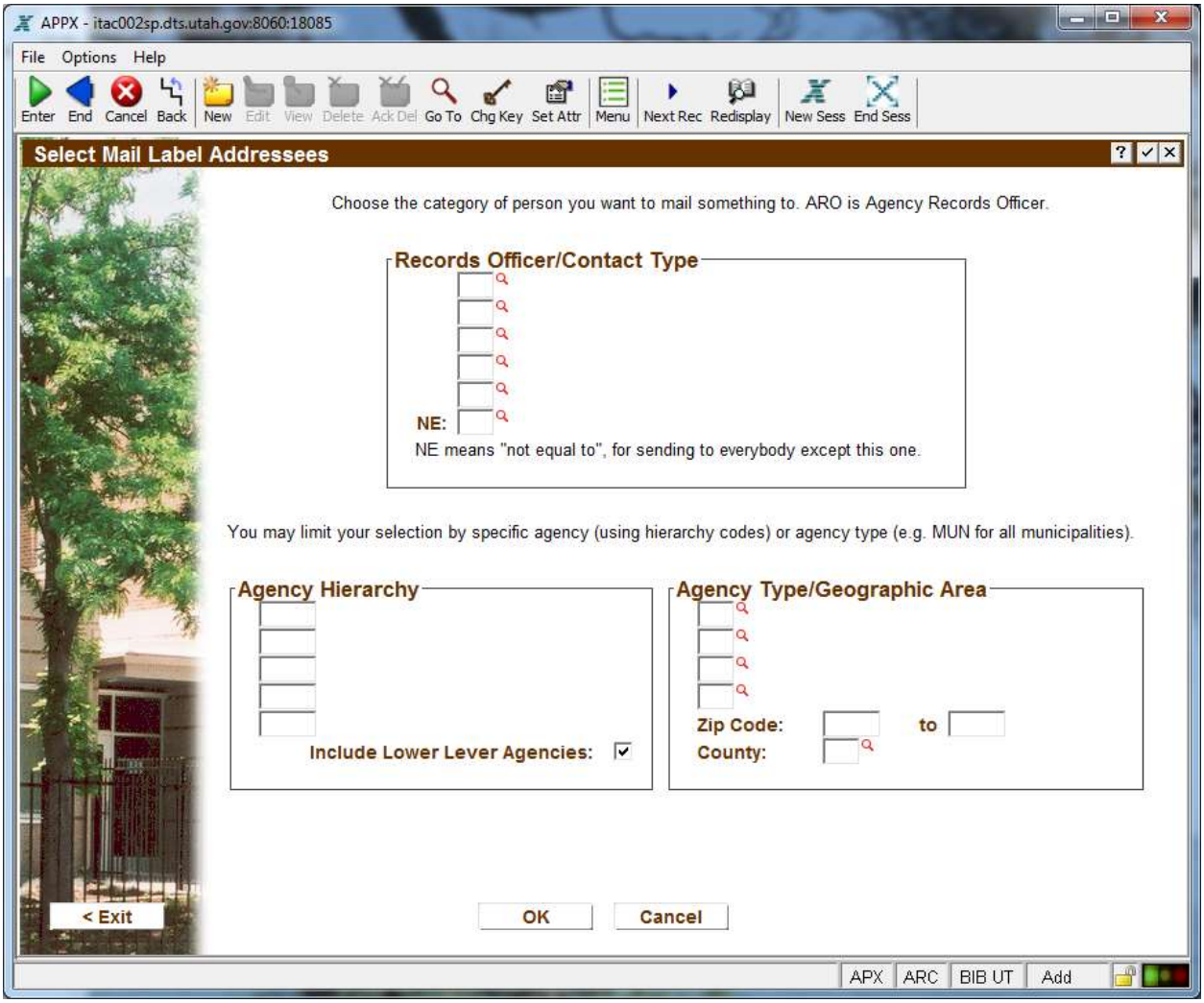
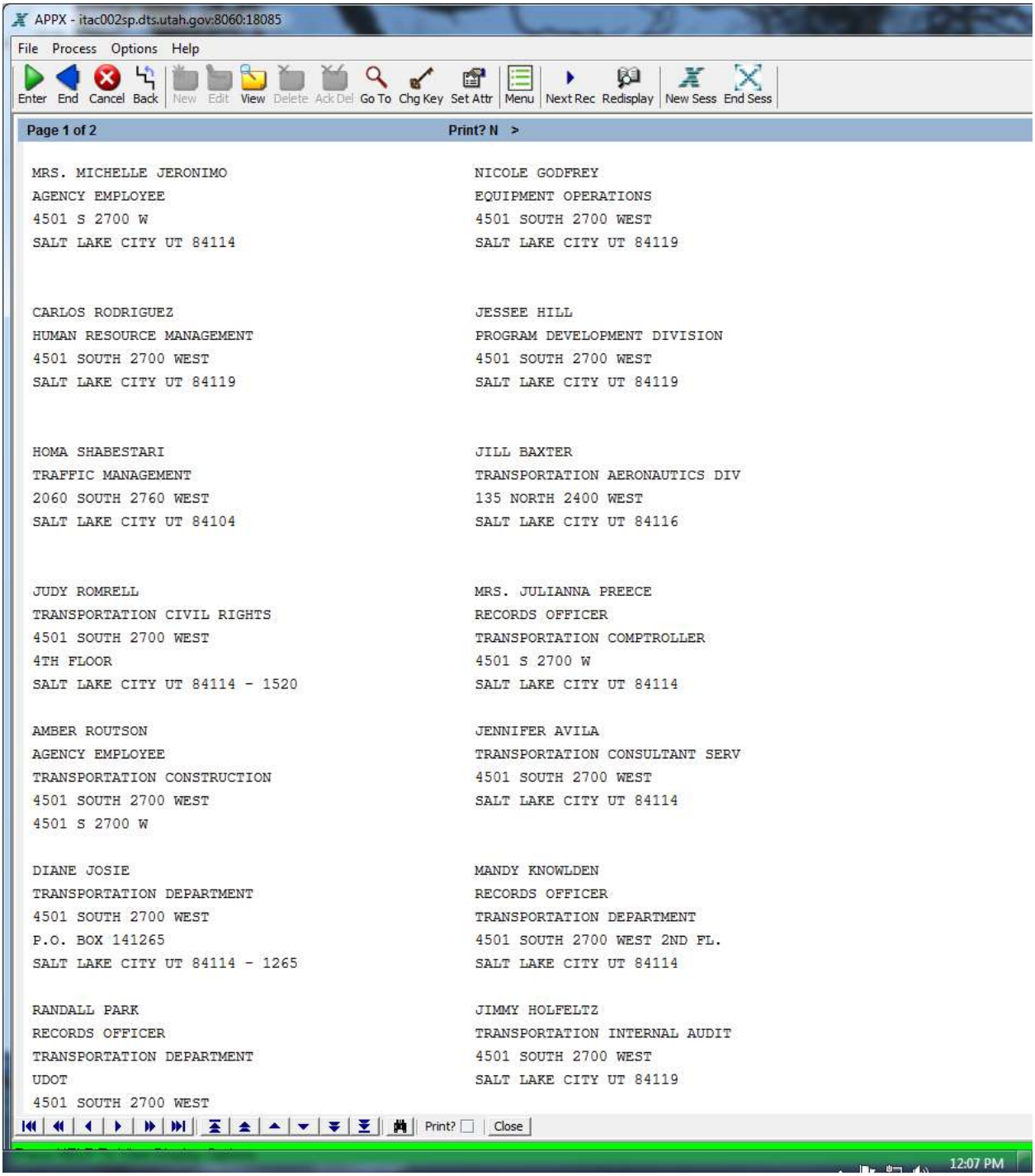
Entity Table with Query
Agency Tree (hierarchy plus AROs)
Main Menu
APX ARC BIB UT



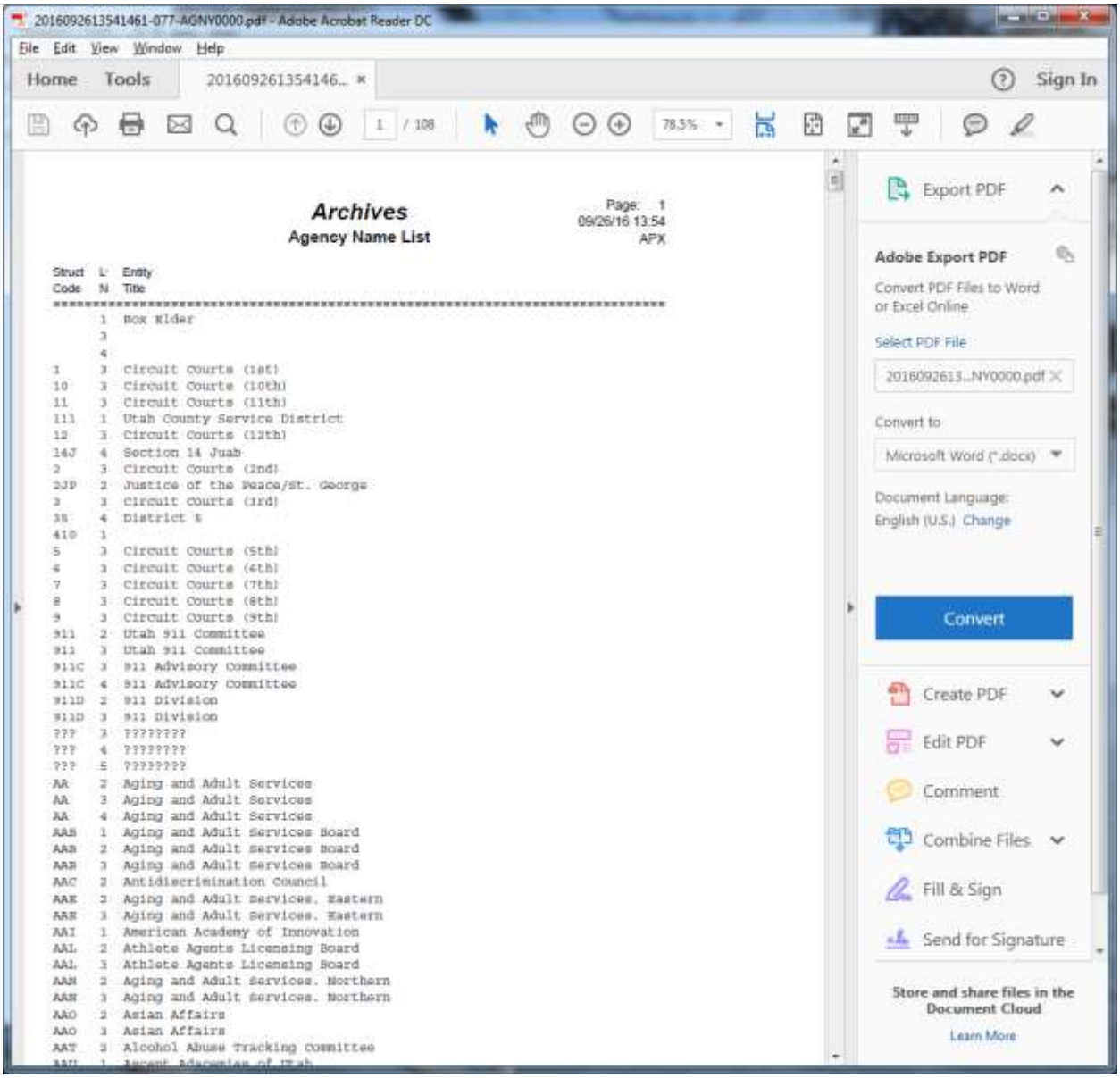
Provide the query elements that you want. You may choose from the mailing list contact type, agency hierarchy, agency type, or geographic area. Click OK to run the report.

- Mpage report
- Query asks for:
    - Whether the person has access to State Mail
    - City
- Sort by:
    - Building Mail (i.e. State Mail) Yes/No
    - Entity name (common)
    - Last name, first name
    - Zip code
    - City
- Data includes:
    - Name of contact person
    - Agency short name
    - Address



Click Name Code List.

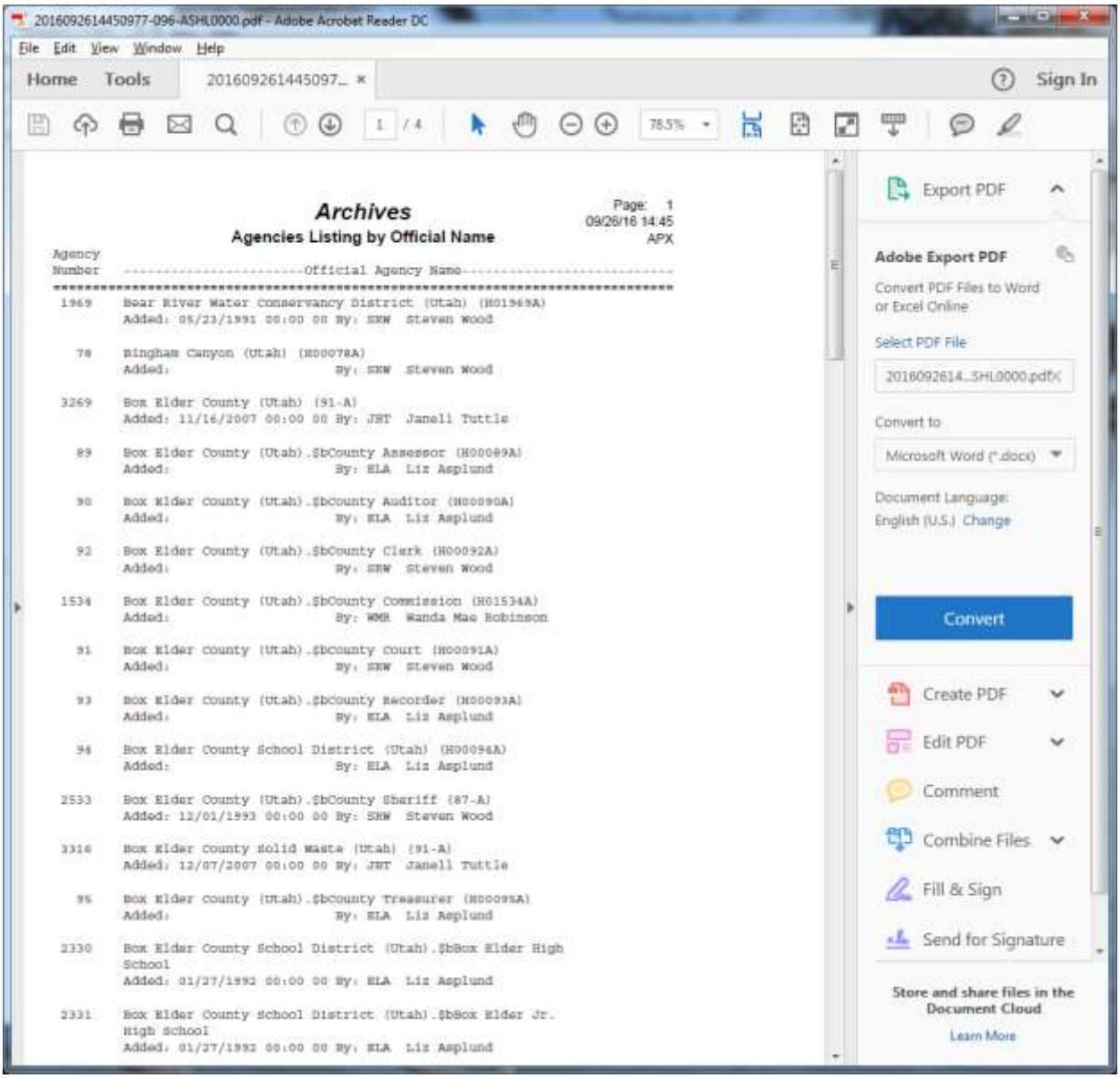
- PDF report
- No query or sort
- Data includes:
    - Hierarchy structure code
    - Hierarchy level
    - Structure code name



Click Official Name List.

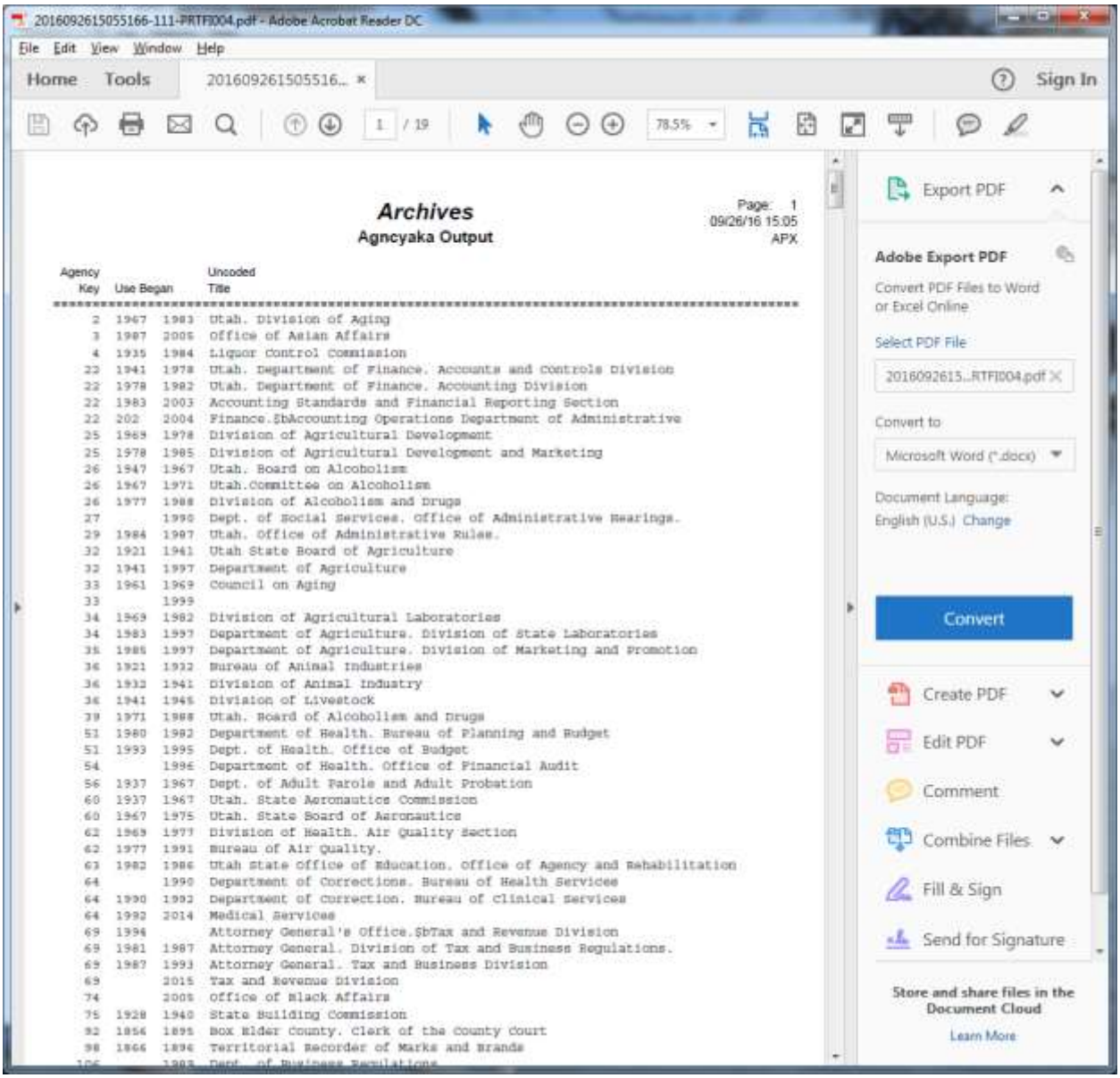
- PDF report
- Query asks for:
    - Agency number
    - Agency hierarchy levels 1 through 5
    - Agency type
    - Date range agency was added to the system
    - Range of who added the agency to the system
    - Date range when agency was last changed
    - Who last changed the agency
    - Agency history compiled by
    - Agency history compiled date range
    - Agency ARDOCS track (i.e. eligible to be in Versatile)
    - Agency official name (MARC-coded)
    - Agency address line 1
    - Agency address line 2
    - City
    - Agency created date

    - Agency dissolved date
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency short name (aka Entity Name Common)
    - Agency hierarchy level
    - Agency number
    - Agency catalog history date
- Data includes:
    - Agency number
    - Agency official name (MARC-coded)
    - When added
    - Who added
    - Catalog agency ID



Click Prior Name List.

- PDF report
- Query asks for:
    - Prior agency number
    - Prior agency end date
- Sort by:
    - Prior agency number
    - Prior agency end date
- Data includes:
    - Agency key
    - Prior name begin date
    - Prior name end date
    - Agency prior name



Archives
Agncyaka Output

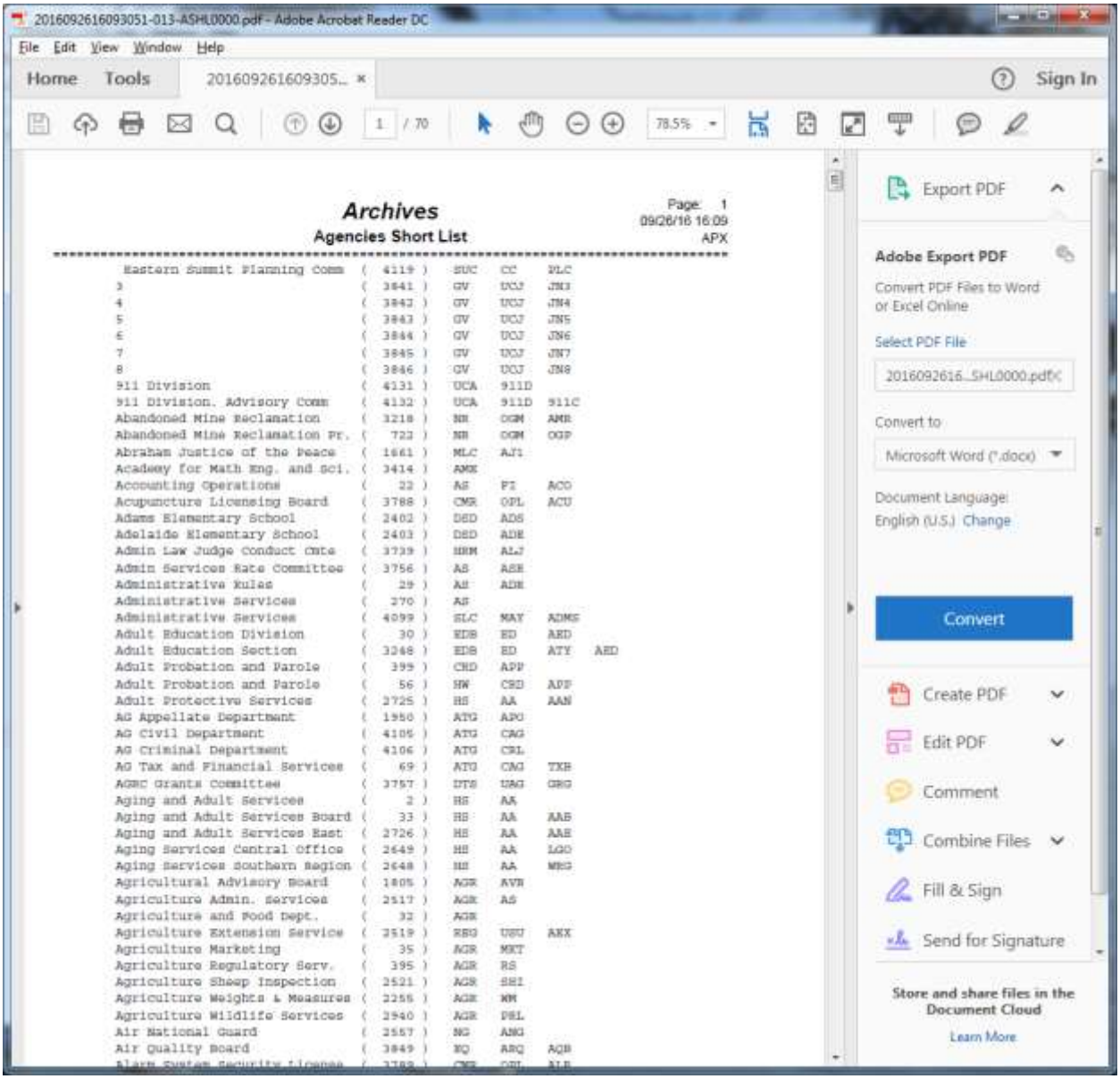
Page: 1
09/26/16 15:05
APX

Agency Key	Use Began		Uncoded Title
2	1967	1983	Utah. Division of Aging
3	1987	2005	Office of Asian Affairs
4	1935	1984	Liquor Control Commission
22	1941	1978	Utah. Department of Finance. Accounts and Controls Division
22	1978	1982	Utah. Department of Finance. Accounting Division
22	1983	2003	Accounting Standards and Financial Reporting Section
22	202	2004	Finance.$bAccounting Operations Department of Administrative
25	1969	1978	Division of Agricultural Development
25	1978	1985	Division of Agricultural Development and Marketing
26	1947	1967	Utah. Board on Alcoholism
26	1967	1971	Utah.Committee on Alcoholism
26	1977	1988	Division of Alcoholism and Drugs
27		1990	Dept. of Social Services. Office of Administrative Hearings.
29	1984	1987	Utah. Office of Administrative Rules.
32	1921	1941	Utah State Board of Agriculture
32	1941	1997	Department of Agriculture
33	1961	1969	Council on Aging
33		1999	
34	1969	1982	Division of Agricultural Laboratories
34	1983	1997	Department of Agriculture. Division of State Laboratories
35	1985	1997	Department of Agriculture. Division of Marketing and Promotion
36	1921	1932	Bureau of Animal Industries
36	1932	1941	Division of Animal Industry
36	1941	1945	Division of Livestock
39	1971	1988	Utah. Board of Alcoholism and Drugs
51	1980	1982	Department of Health. Bureau of Planning and Budget
51	1993	1995	Dept. of Health. Office of Budget
54		1996	Department of Health. Office of Financial Audit
56	1937	1967	Dept. of Adult Parole and Adult Probation
60	1937	1967	Utah. State Aeronautics Commission
60	1967	1975	Utah. State Board of Aeronautics
62	1969	1977	Division of Health. Air Quality Section
62	1977	1991	Bureau of Air Quality.
63	1982	1986	Utah State Office of Education. Office of Agency and Rehabilitation
64		1990	Department of Corrections. Bureau of Health Services
64	1990	1992	Department of Correction. Bureau of Clinical Services
64	1992	2014	Medical Services
69	1936		Attorney General's Office.$bTax and Revenue Division
69	1981	1987	Attorney General. Division of Tax and Business Regulations.
69	1987	1993	Attorney General. Tax and Business Division
69		2015	Tax and Revenue Division
74		2005	Office of Black Affairs
75	1928	1940	State Building Commission
92	1856	1895	Box Elder County. Clerk of the County Court
98	1866	1896	Territorial Recorder of Marks and Brands
106		1983	Dept. of Business Regulations

Click Short List.

- PDF report
- Query asks for:
    - Agency number
    - Agency hierarchy levels 1 through 5
    - Agency type
    - Date range agency was added to the system
    - Range of who added the agency to the system
    - Date range when agency was last changed
    - Who changed the agency
    - Agency history compiled by
    - Agency history compiled date range
    - Agency ARDOCS track (i.e. eligible for Versatile)
    - Agency official name (MARC-coded)
    - Agency address line 1
    - Agency address line 2
    - City
    - Agency created date

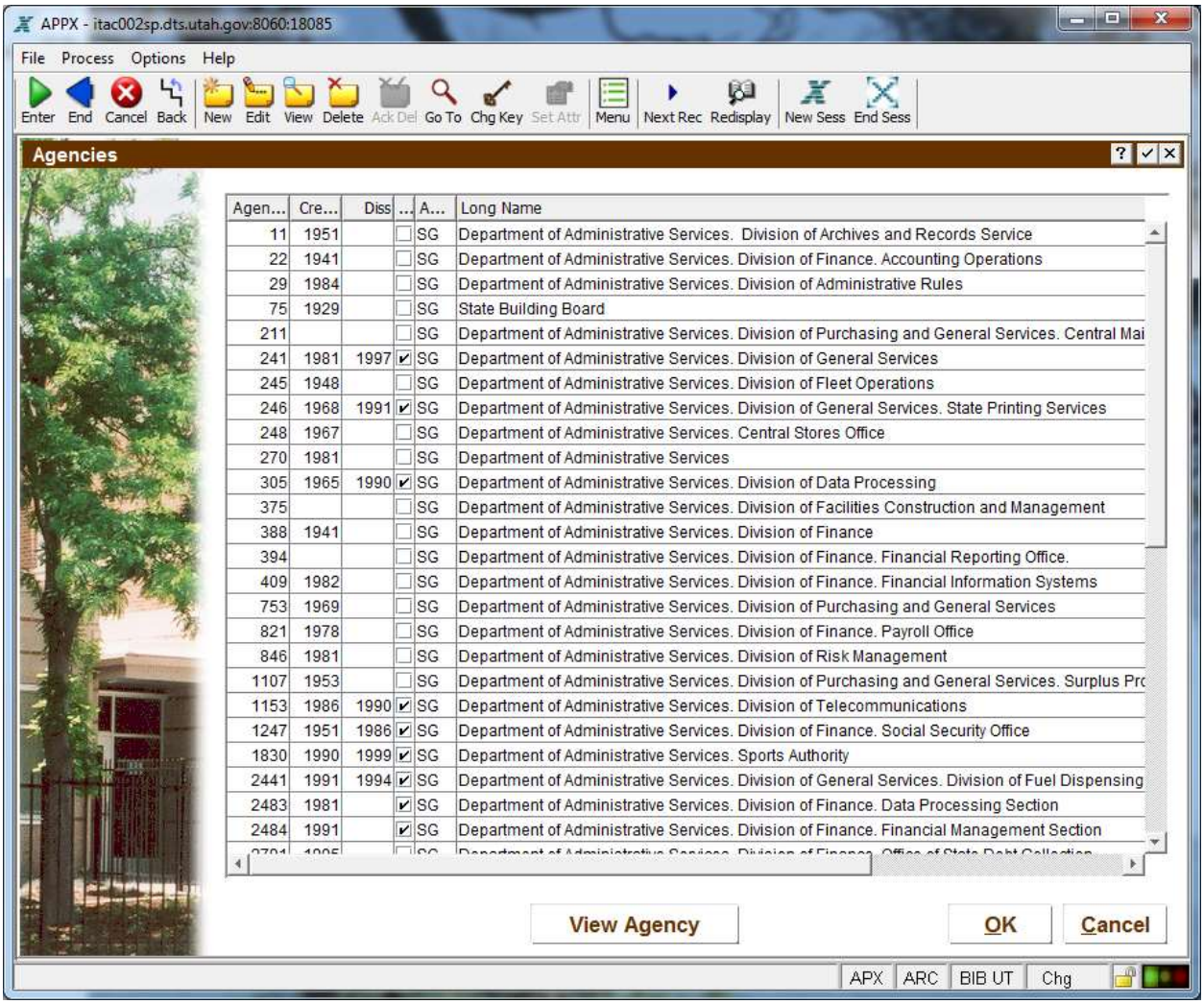
    - Agency dissolved date
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency short name (i.e. entity common name)
    - Agency hierarchy
    - Agency number
    - Agency catalog history date
- Data includes:
    - Agency short name
    - Agency number
    - Agency hierarchy codes



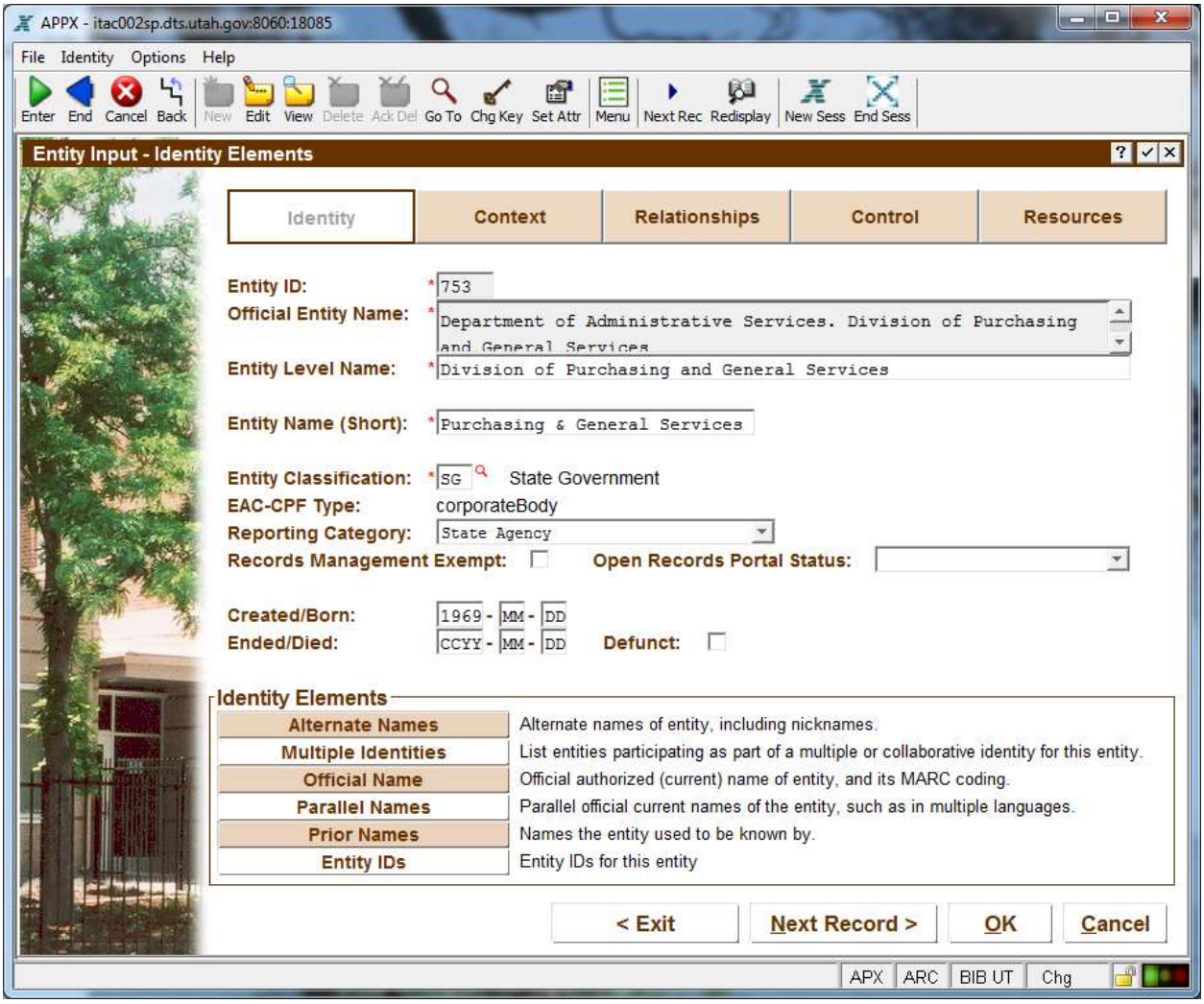
Click Entity Table with Query.

- Table widget
- Query asks for:
    - Agency number
    - Agency type
    - Agency hierarchy levels 1 through 5
    - Agency created date
    - Agency dissolved date
    - Whether defunct
    - Agency report category
- Sort by:
    - Agency long name
    - Agency hierarchy
    - Agency type
    - Agency created date
    - Agency dissolved date

    - Whether defunct
- Data includes:
    - Agency number
    - Agency created date
    - Agency dissolved date
    - Whether defunct
    - Agency type
    - Agency long name
    - Agency hierarchy codes



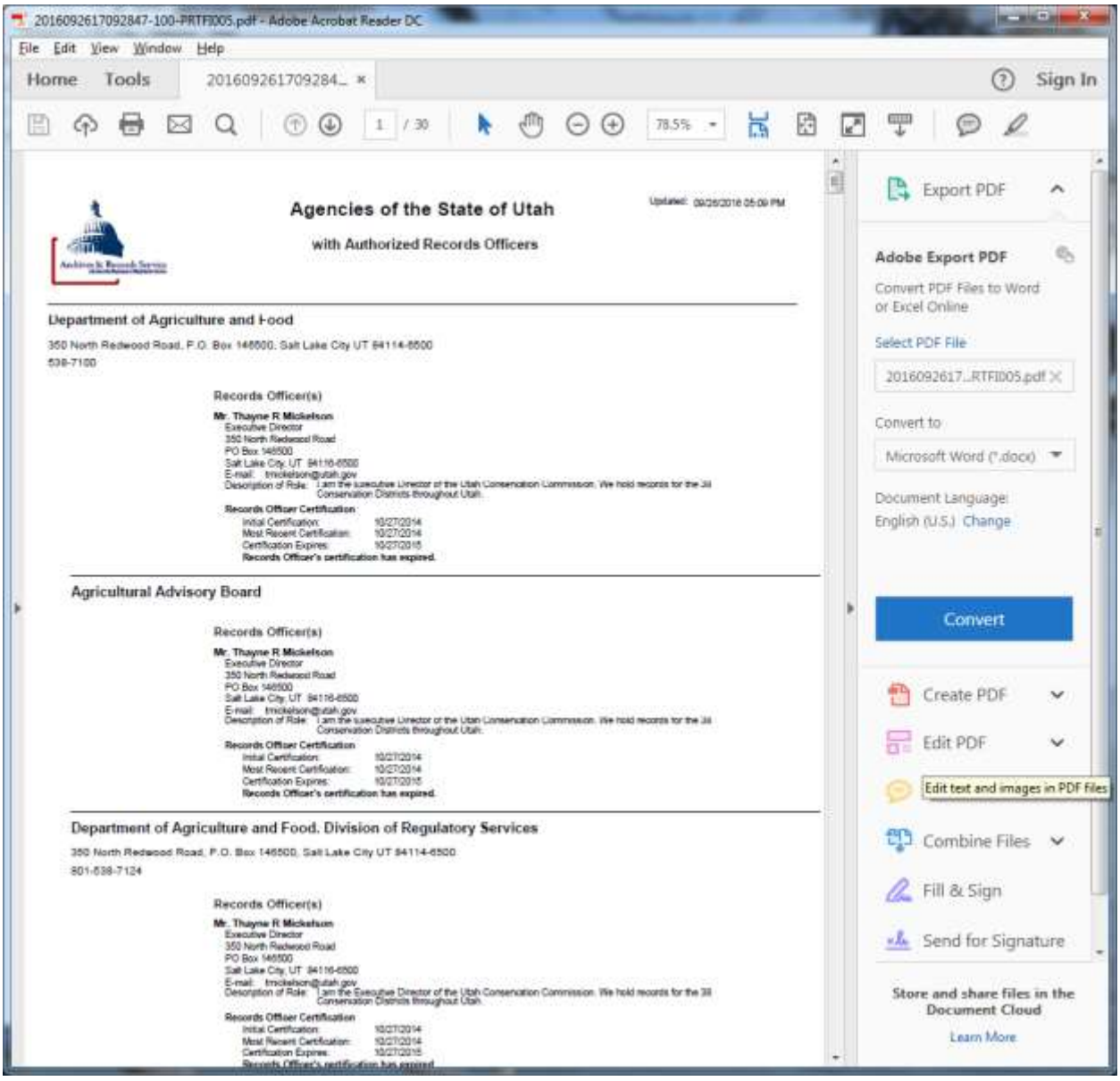
To view an agency, select a row and click View Agency.



Click Cancel to return to the table. Click Cancel again to return to the Entities & Contacts Menu, Print tab.

Click Agency Tree (hierarchy plus AROs).

When running the query for this report and agency number, the agency number used must be the top of the hierarchy, or the report will return a blank page.

- PDF report
- Query asks for:
    - Agency number range
    - Agency dissolved date
    - Whether defunct
    - Agency records management exempt
- No sort (default is by agency hierarchy)
- Data includes:
    - Agency name
    - Agency address
    - Agency phone number
    - Name of records officer
    - Records officer's address
    - Records officer's email address

- Records officer's role
- Records officer's certification dates