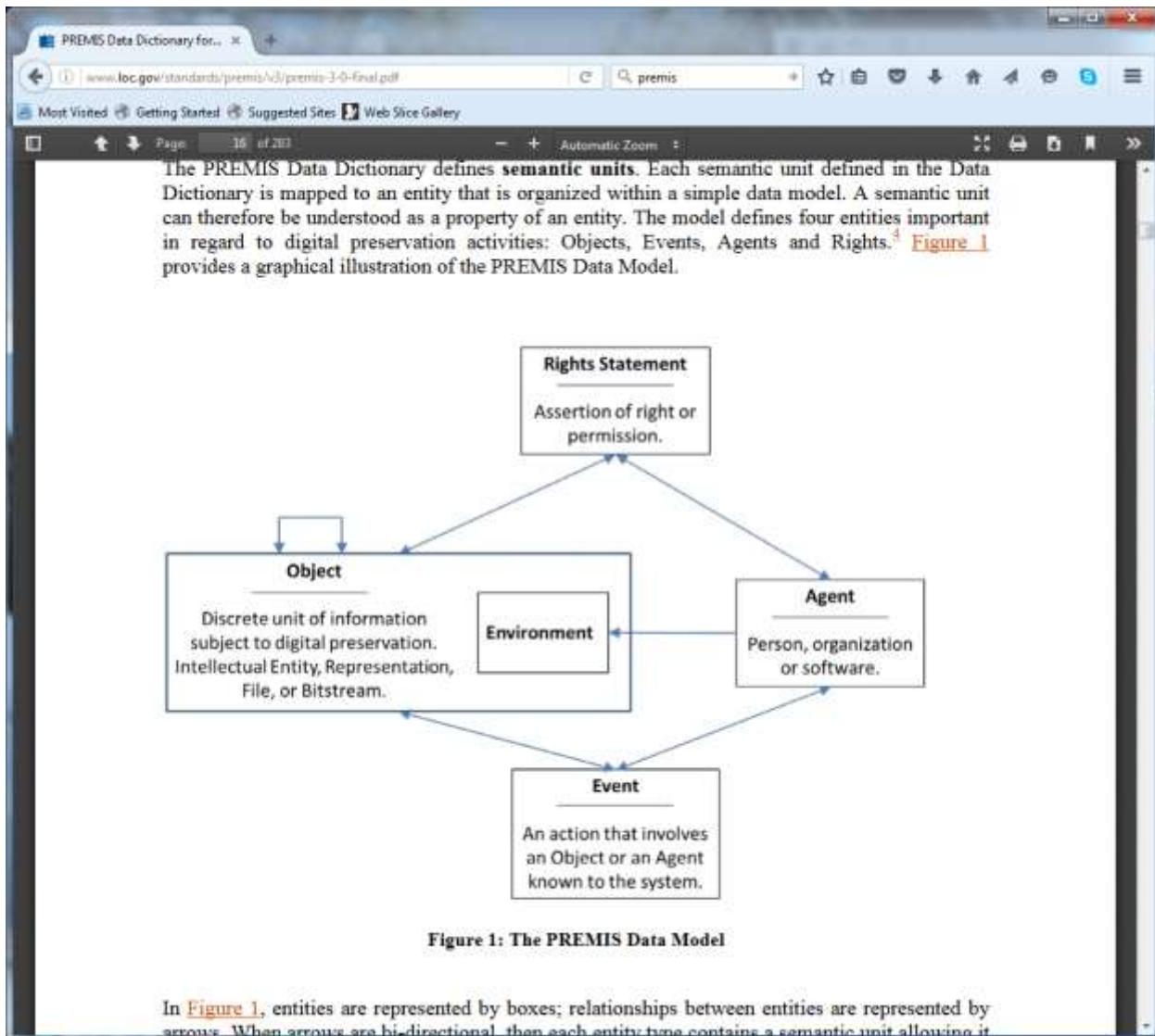


Rights Management Menu

June 9, 2016

The Rights Management Menu provides a facility to identify rights independent of where those rights may be applied. The concept follows the PREMIS metadata model, found at <http://www.loc.gov/standards/premis/v3/premis-3-0-final.pdf>:



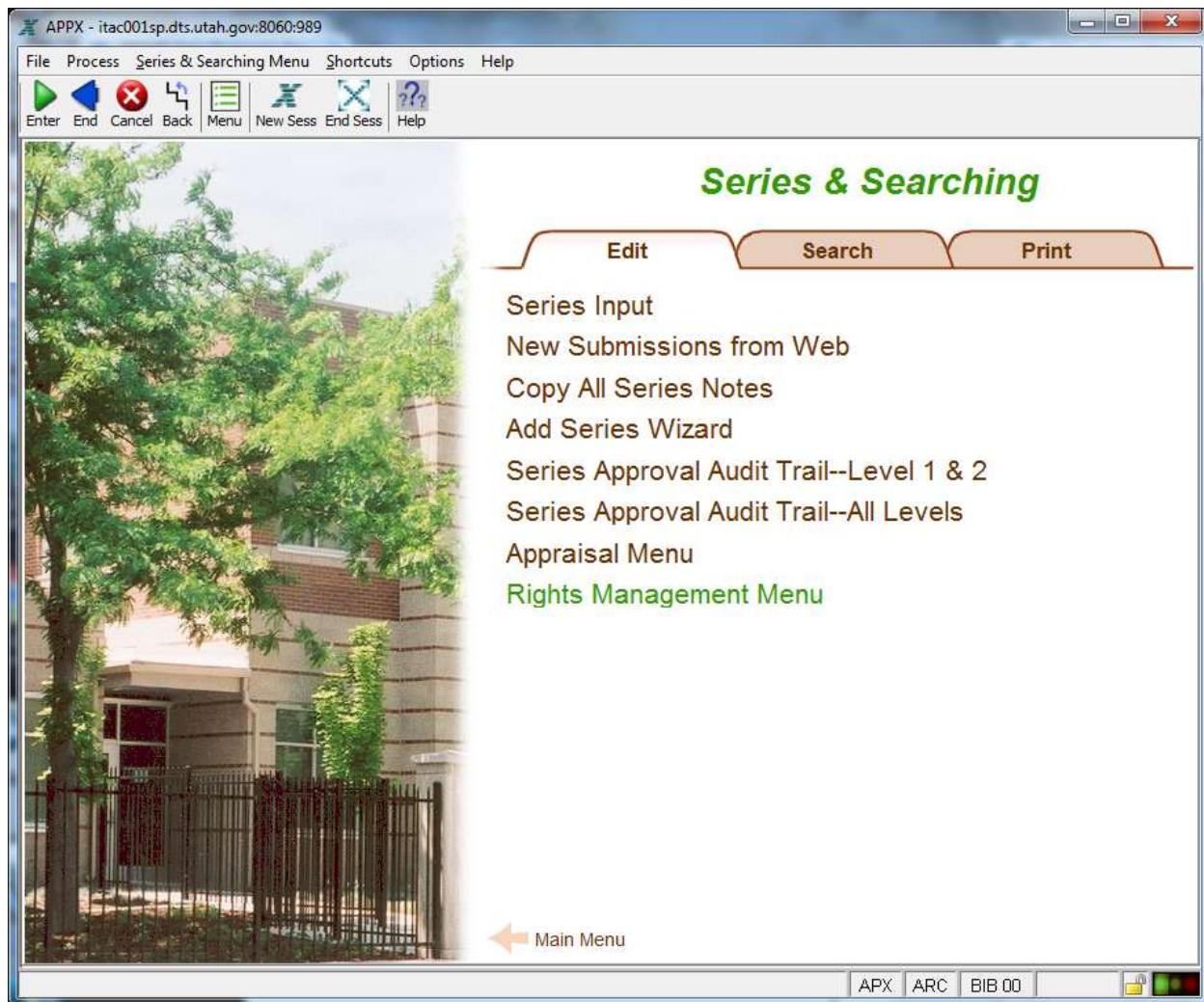
According to PREMIS:

"For the purpose of the PREMIS Data Dictionary, statements of legal rights and permissions are taken to be constructs that can be described as the Rights entity. Rights are entitlements granted to Agents by copyright or other intellectual property law. Permissions are powers or privileges granted by agreement between a rightsholder and another party or parties. A repository might wish to record a variety of Rights information including abstract Rights statements and statements of permissions that apply to external Agents and to objects not held within the repository. The minimum core Rights information

that a preservation repository must know, however, is what Rights or permissions a repository has to carry out actions related to objects within the repository. These may generally be granted by copyright law, by statute, or by a license agreement with the rightsholder. In some situations the basis for the rights is for other reasons, for instance institutional policy. If the repository records Rights information, either *rightsStatement* or *rightsExtension* must be present."

Notice in the diagram that Rights Statements both act and are acted upon by objects (records), and agents (agencies), which makes them independent of both. The Rights Management Menu, in essence, provides for an authority file of rights, and the rights can be applied to many things. As an authority file, updating a right or a citation in one place will make that update carry through to all places in the system where the right or citation is used. The data structure is still a work in progress, however, and many decisions still need to be made to make the interface as easy to use as possible.

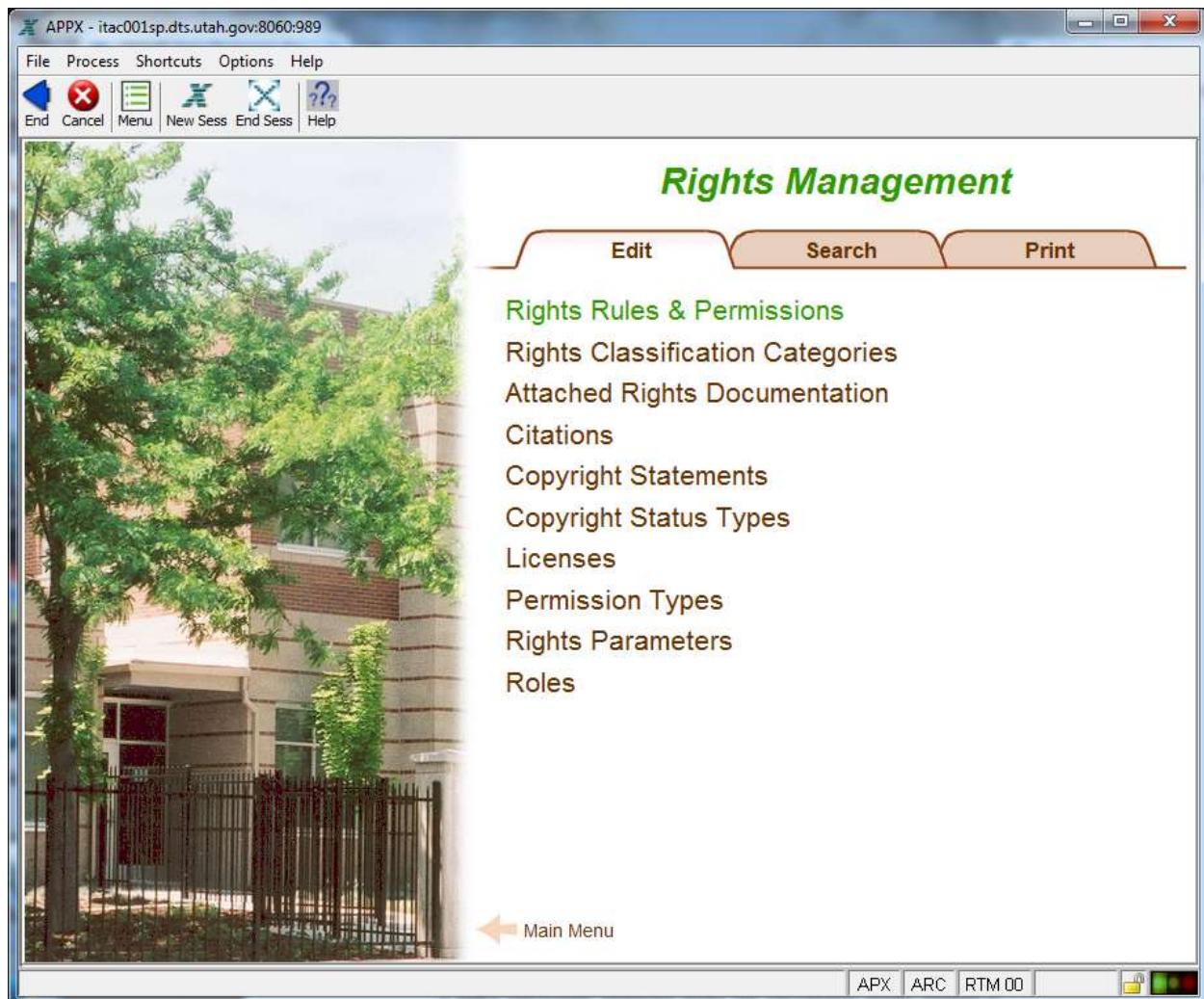
From the Main Menu, click on Series & Searching, and then Rights Management Menu:



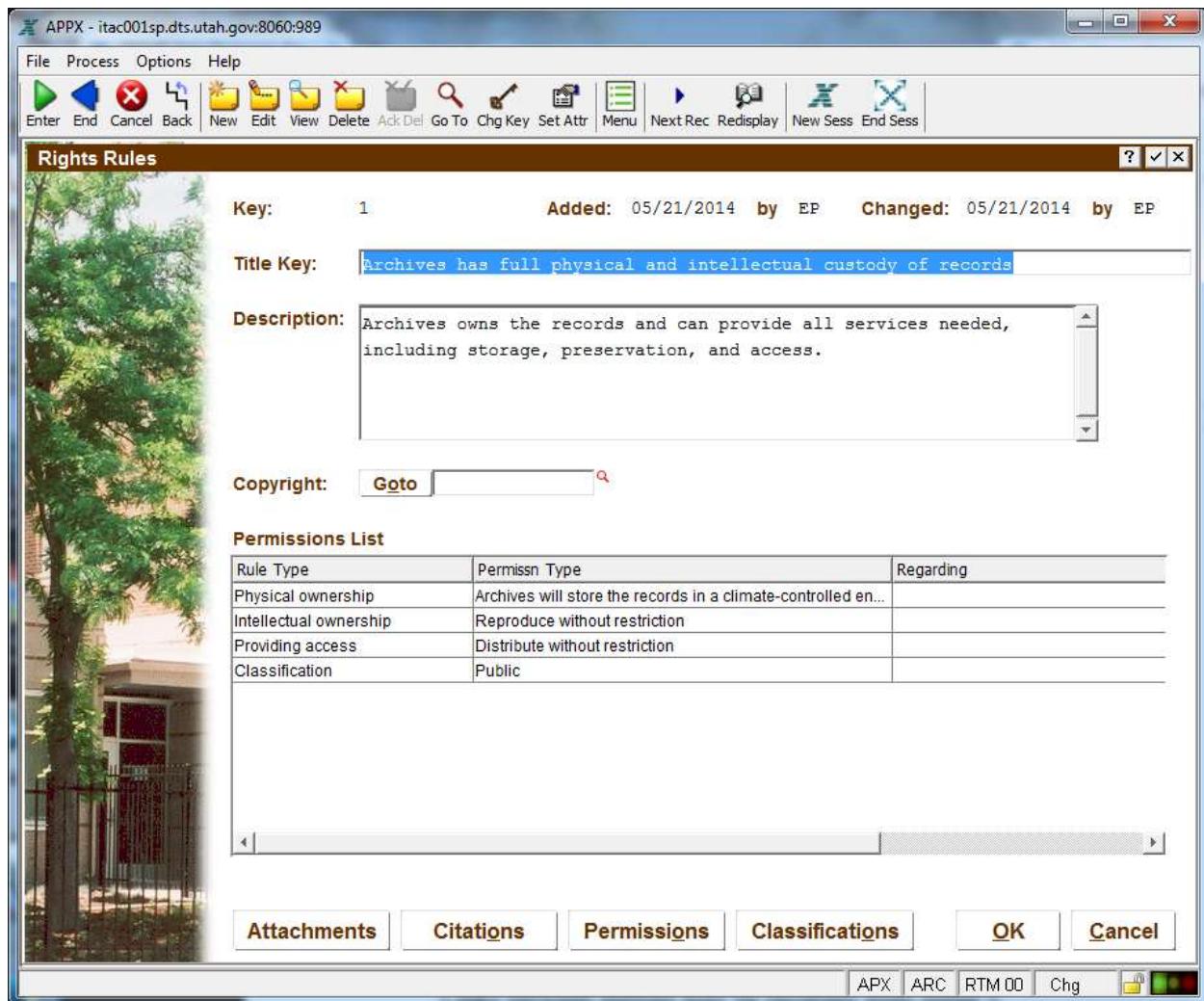


Rights can be broken down into specific types, which encompass copyright, licensing, and other permissions that allow or forbid some kind of action. The authority behind a particular permission links back to copyright and licensing, but also legal citations, where a statute controls actions. Since the set of permissions associated with a particular record can be complex, all of them can be linked to a Rights Rule, which is a container element that holds the various rights metadata, and makes it easier to link all of the information to a particular record. Rights Rules can be reused between series.

Click on Rights Rules & Permissions:



Sample data has been added to the Rights module to facilitate understanding among staff, but actual rights and permissions will need to be built based upon local policies and procedures. Note that a Rights Rule should be added last, after all of the individual metadata authority elements have first been added to the other items within this menu.



This screen provides a place to give the Rights Rule a meaningful title as well as a general description. This is to distinguish one bundle of permissions from another. Individual permissions associated with the Rule are visible in the table widget.

To link a Rights Rule to a series, go into Series Input from the Series & Searching Menu, bring up a record, and then click the Access & Use tab.

APPX - itac001sp.dts.utah.gov:8060:10729

File Process Security Options Help

MARC Print Save Enter End Cancel Back New Edit View Delete Add/Del Go To Chg Key Set Attr Menu Next Rec Redisplay New Sess End Sess

Series Input: Conditions of Access & Use Elements

Identity Content Access & Use Acquisition & Appraisal Related Materials Notes

Series ID: 2 Data entry testing files Oracle ?

Creator ID: 11 Department of Administrative Services. Division of Archives and Records Service

Access

Access Restrictions	Access Restriction notes.
Designation	GRAMA designation. Used by finding aid unless there is a restriction note.
Rights Rules	Link to rights, permissions, licenses, copyright, and access classifications.
Physical Access	Physical access notes, including fragility of records.
Technical Access	Technical access notes, such as equipment needed to view or use records.

Use

Catalog	See catalog data.
Finding Aids	Identify each finding aid and the dates it covers.
Language	Identify language of records.
Processed Containers	Link intellectual data in finding aid to physical holdings.
Projects	View projects related to series.
Reproduction & Use	Identify copyright instructions.

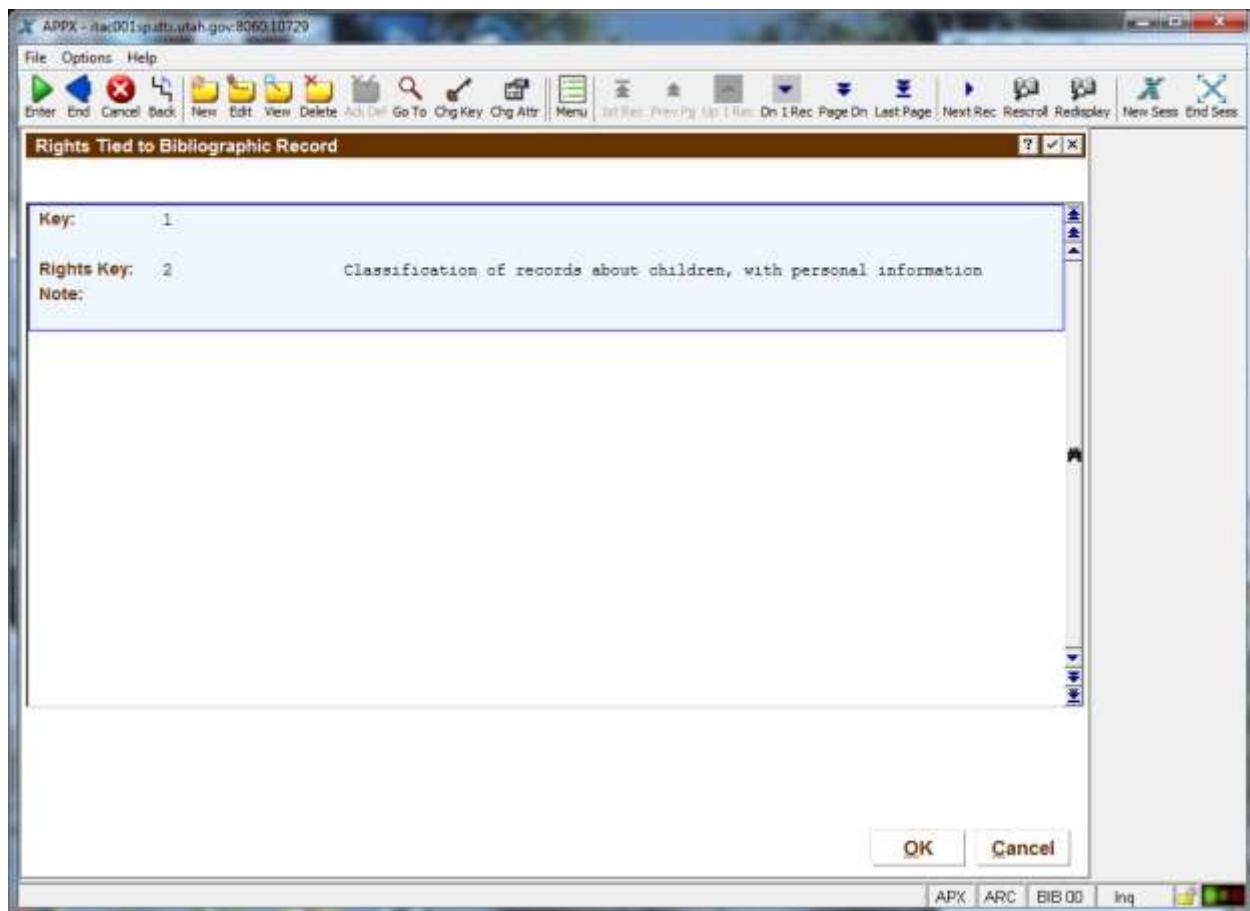
Security Level: 1 **Administrative History**

< Exit Go To OK Cancel Next >

APX ARC BIB 00 Inq



Click on Rights Rules.



Provide a key value to the rights rule you want to link to. Click OK to save your changes or Cancel to return to the series. Click Cancel again to return to the Series & Searching Menu. Click on Rights Management Menu.

The use of Rights Rules presents both a problem and an opportunity. Coming up with a relatively short list of rules, so that linking to such a rule does not become onerous when trying to pick the most appropriate one, could be problematic if the list is too long. Making the list shorter means that information unique to a single series can't realistically be contained within a Rights Rule. Users should realize that editing a Rights Rule will apply that change to every series that references it.

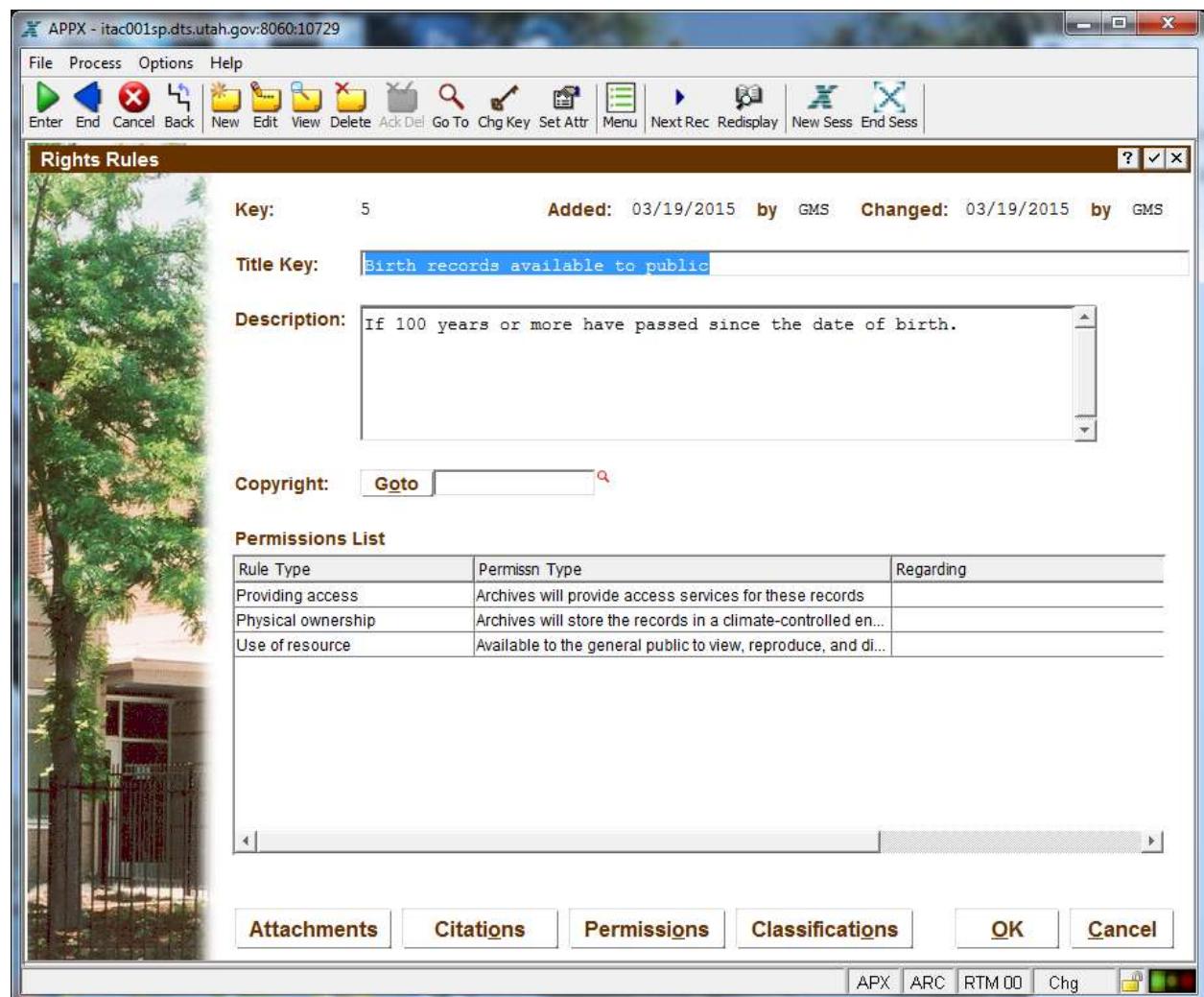
On the other hand, rules with known purposes could create some nice automation. It might be desirable to create links to individual Rights Rules in a parameter file that establishes specific meaning to the rule, in order for the database to treat that information in a more formal, systematic way. So if the parameter says that the rights rule that allows the Archives to preserve and make its records available is key value 1, then any time any record is associated with key value 1 the system can make auto-decisions highlighting buttons, or making certain fields editable, or making records available to a search engine (or not), or any number of useful attributes.

While GRAMA classifications can be bundled with a Rights Rule, it might be cleaner to have series utilize classifications from the Rights authority file of classifications more directly, so that series would have a child file of classifications for that record, which could be accessed in simple ways when other workflows need to understand how something is classified (unlike trying to read through a Rights Rule and using a

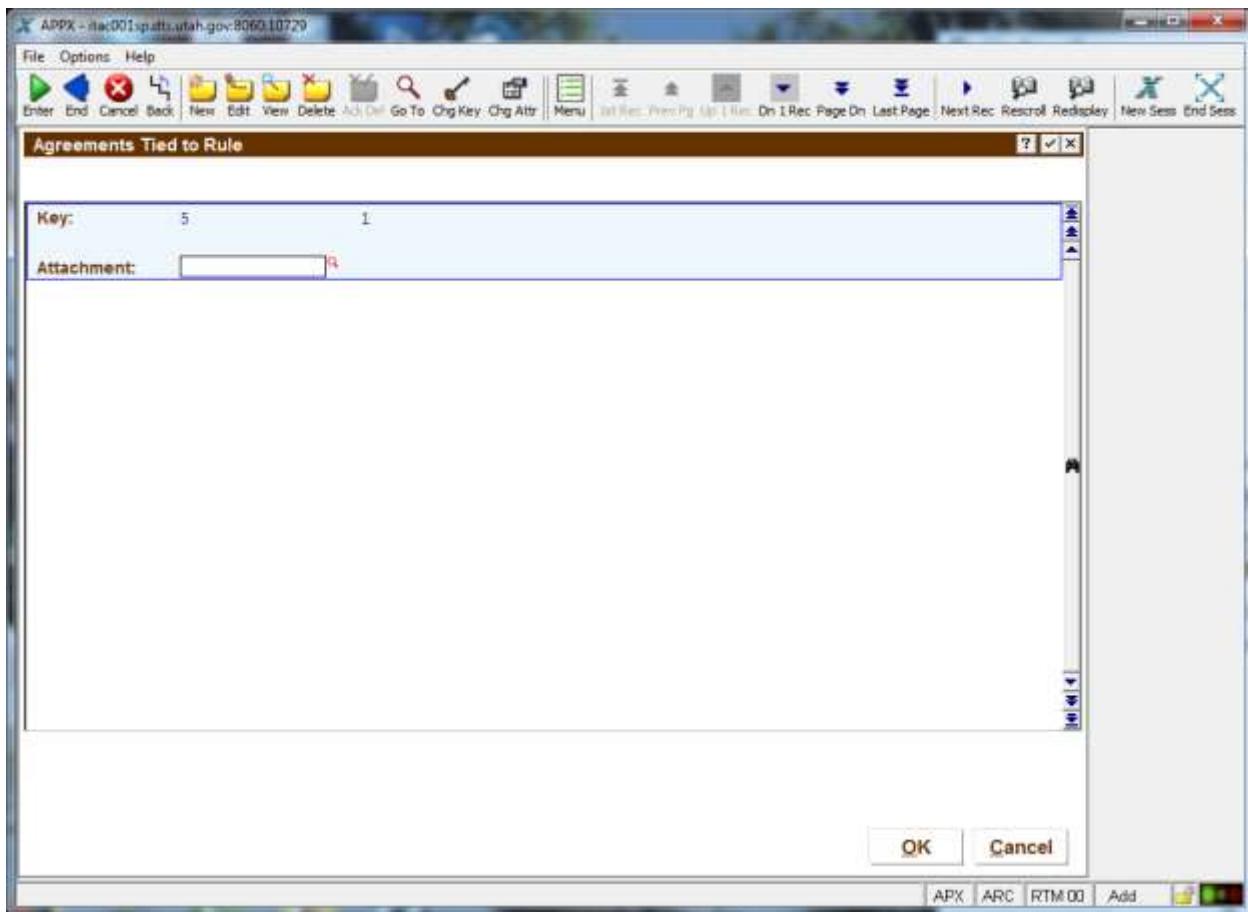
bunch of code to determine whether there is a classification and whether or not it is relevant to the need at hand). This way, the data elements belonging to the series that are classified one way or another could be spelled out and be unique just for that series. Each classification name would still link back to the Rights authority file for that classification, and the parameter file would know that if a record is linked to a classification of, for instance, Private for 100 years, then the auto-decisions the system could make would include distinguishing within holdings those records that are less than 100 years old from those that are more than 100 years old, and maybe highlighting them on screen so the Research Center can tell at a glance if a record is available or not, without having to do the math.

Another option is to treat a Rights Rule as a template, whose values can be imported to a series, then individual metadata could be changed as needed for that series. However, the authority elements would still be standardized and controlled in the rights authority files (e.g. Permissions, Citations, Roles, etc). If this is the case, then the parameter file would need to understand the meaning of individual permissions rather than the entire Rights Rule container. Then permissions should ideally follow a strict standard vocabulary known to the archives universe, just to facilitate understanding.

Go back into Rights Rules & Permissions and click OK to bring up a record.



Click on Attachments.



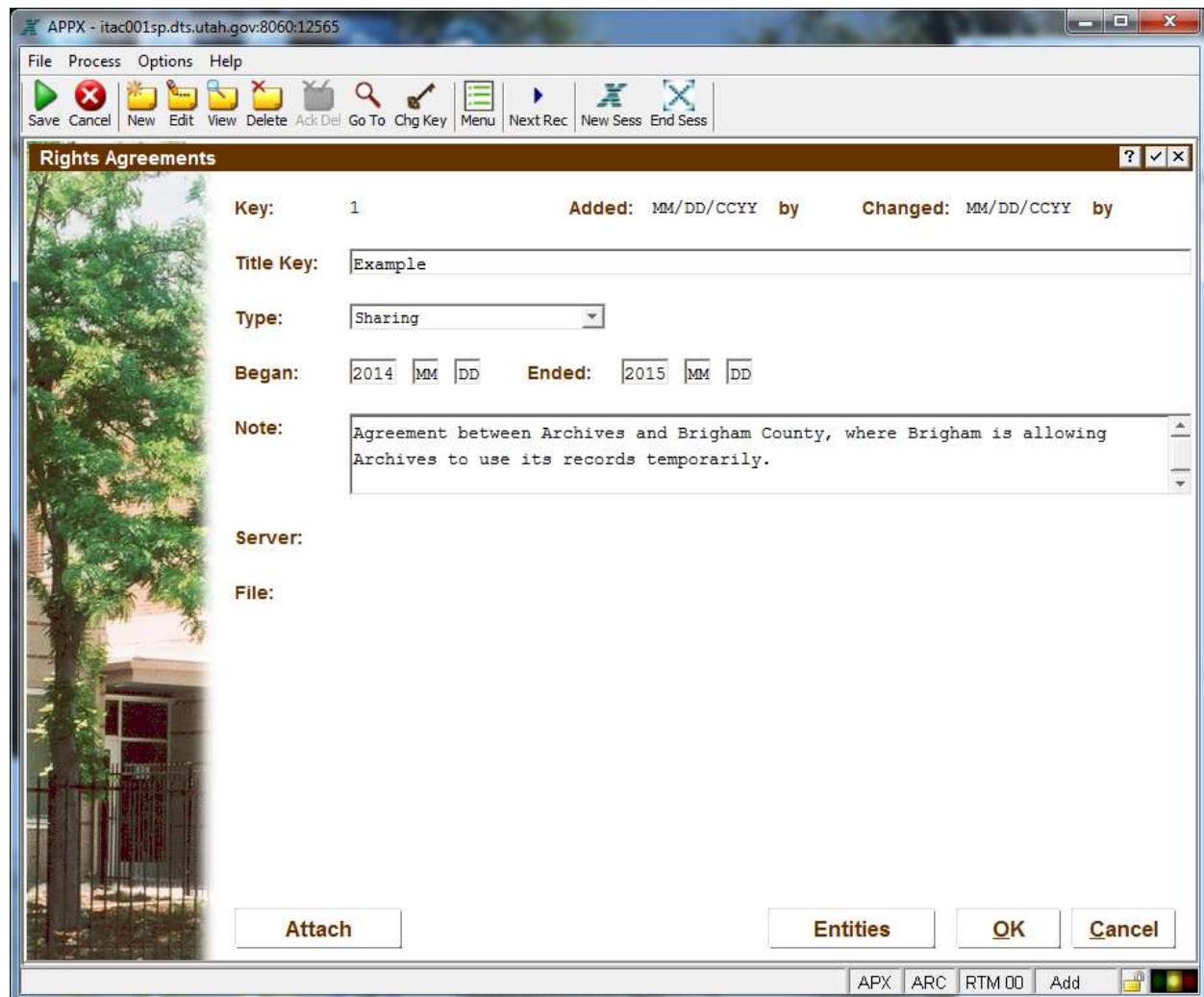
Attachments associated with a Rights Rule can be linked to from this screen, but the actual attachment takes place elsewhere. Click Cancel to return to the Rights Rule screen, then Cancel again to return to the Rights Management Menu.

Click on Attached Rights Documentation.

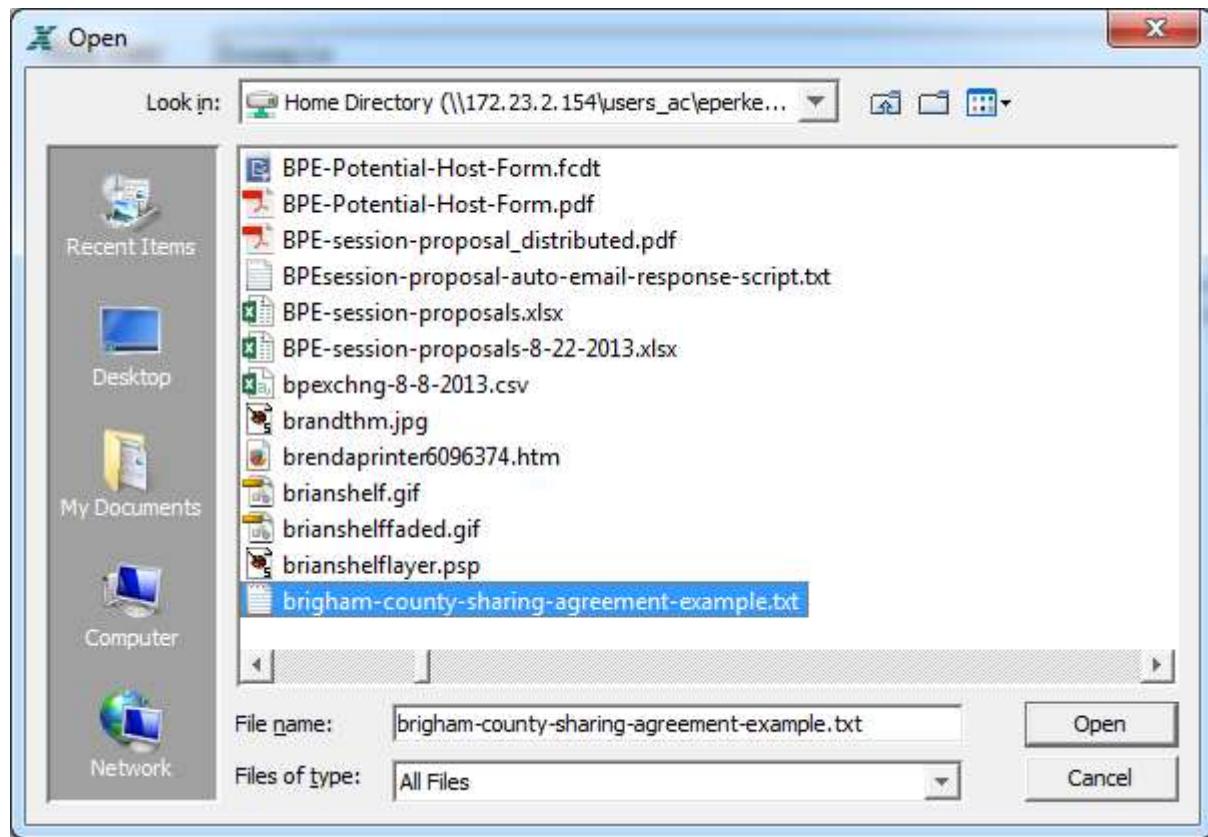


This is where all attachments are added related to Rights. They are not a child file of a Rights Rule, but stand independent. However, they can be associated with a particular rule as described above.

To add an attachment, provide the metadata requested. It's best if the title is meaningful enough to make sense when accessed through a data lookup screen.



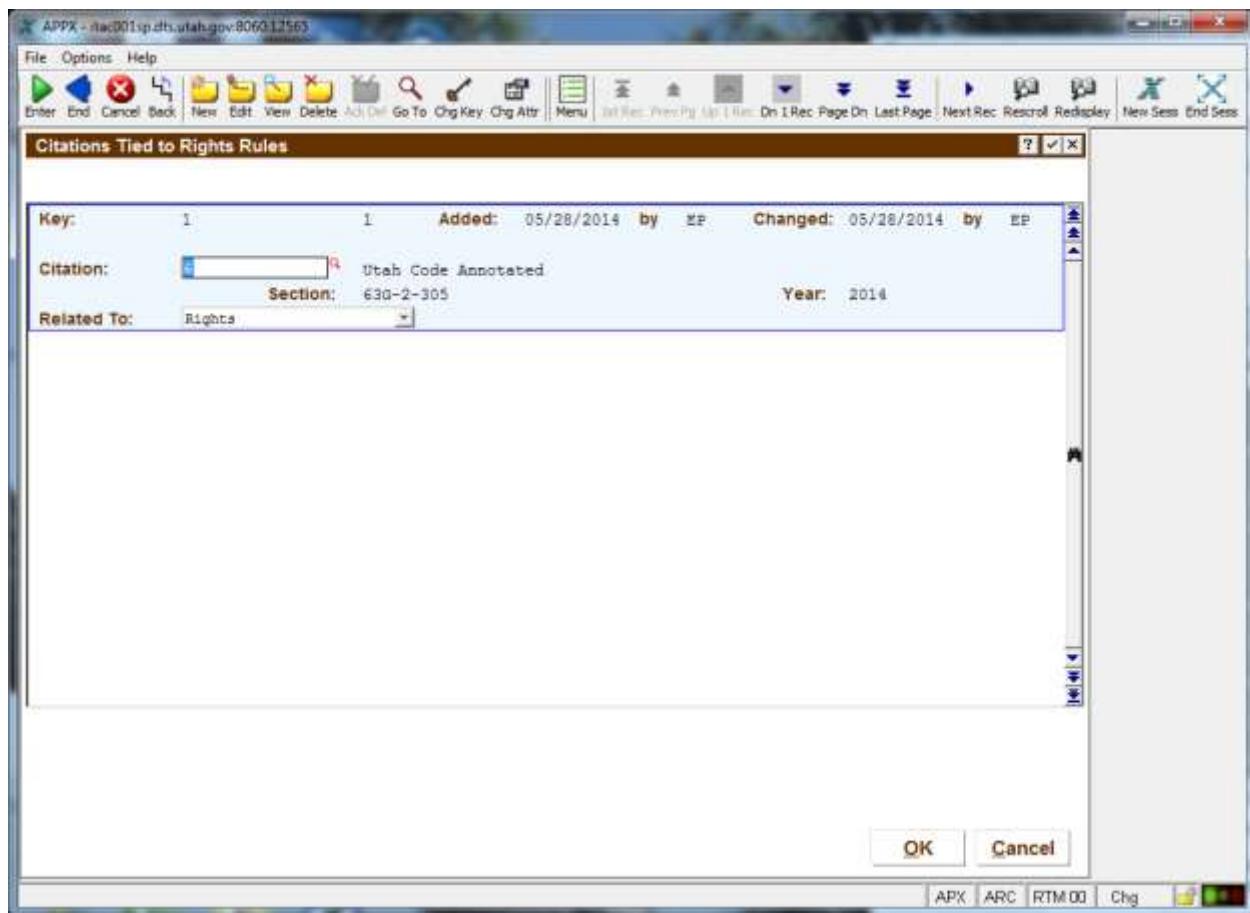
Click on the Attach button to find the file that you want.



Click Open to upload the file to the server.

Return to the Rights Rule screen by clicking Rights Rules & Permissions from the Rights Management Menu, and bring up the first record by clicking OK.

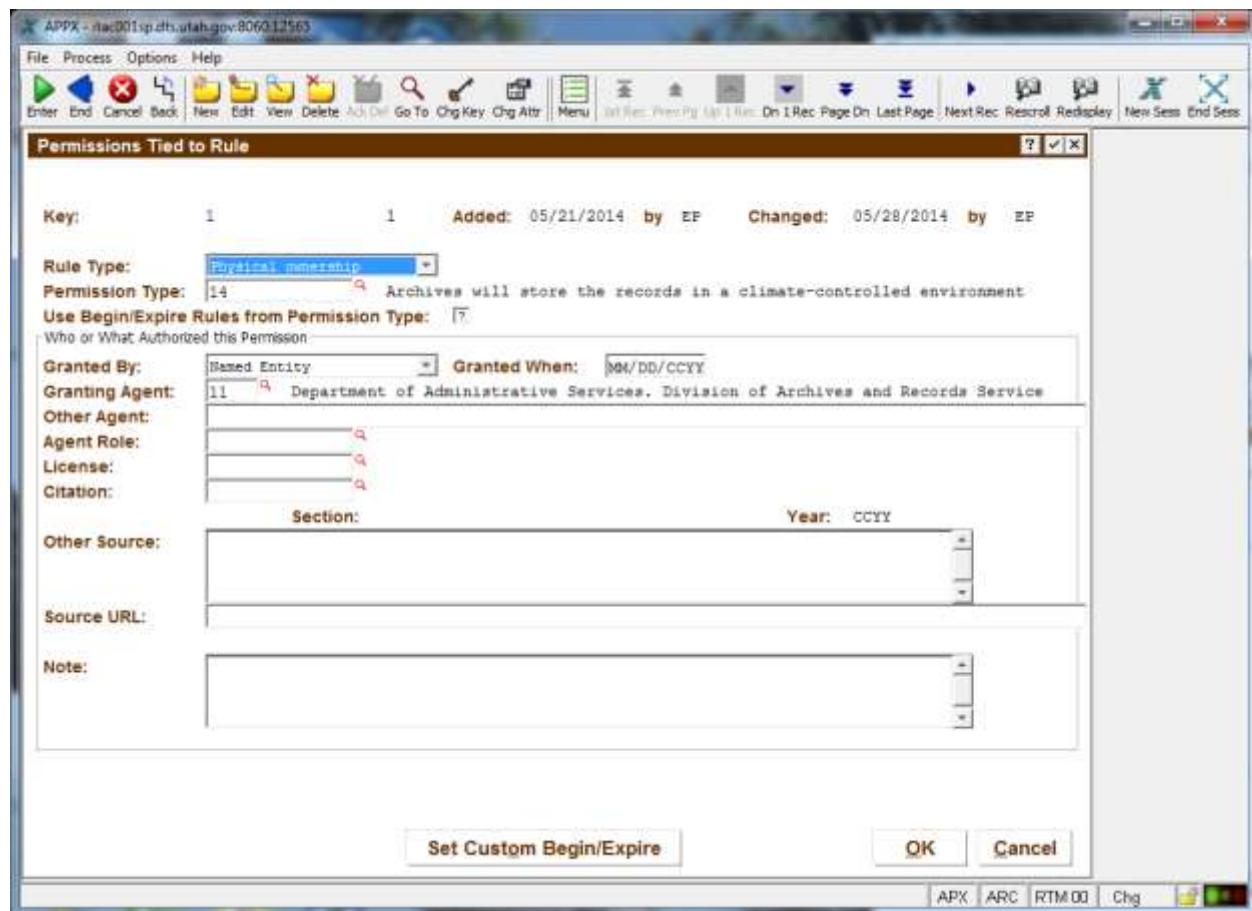
Click on the Citations button.



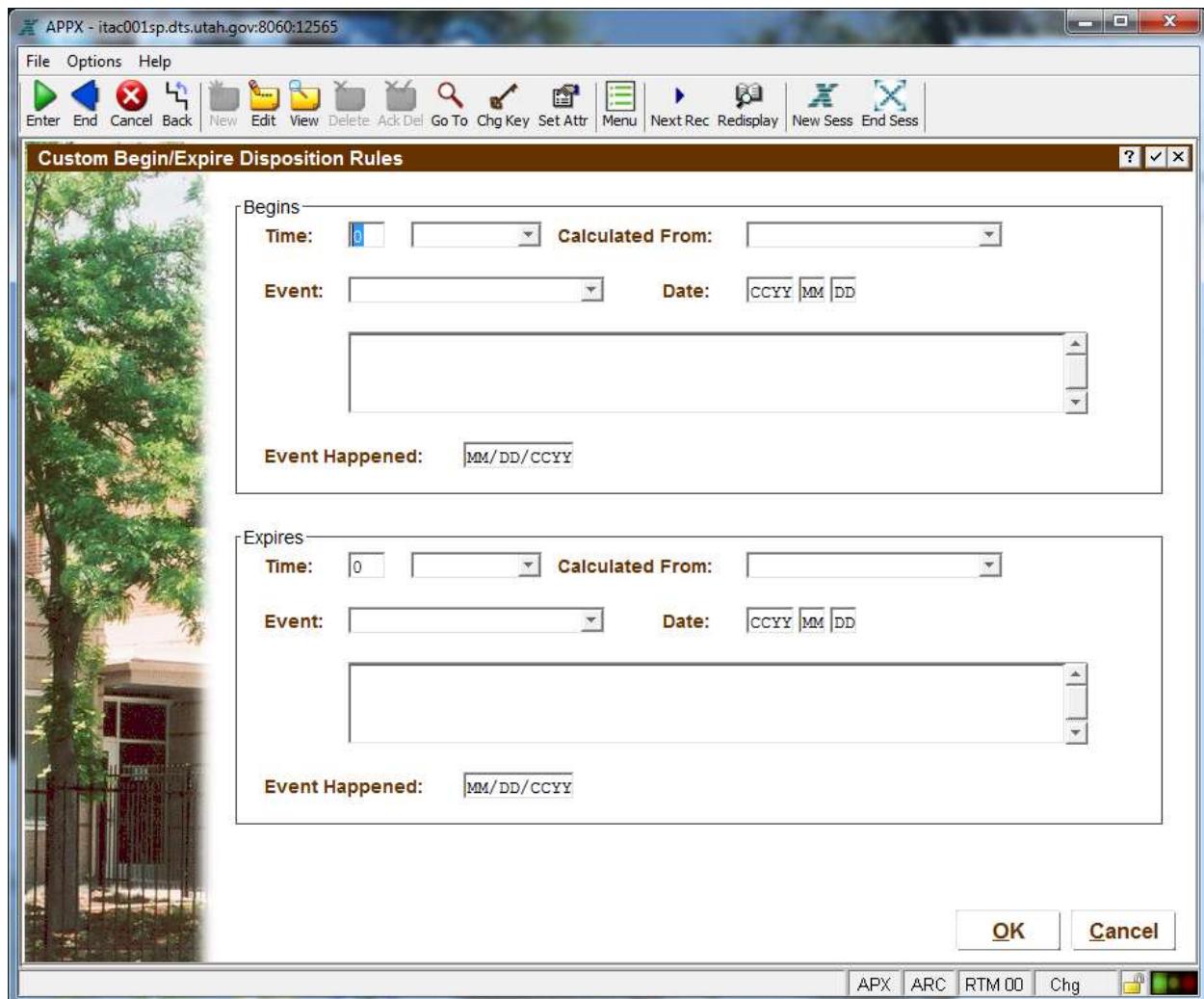
Provide the key to the Citations file that references the citation you need. Also, provide an indication of whether the citation is related to rights, disposition, preservation actions, or storage of records. For better usability, we should explore how to make the code citation with the year a key so the data lookup doesn't need to reference an unknown key number. The screen should be redesigned.

Click Cancel to return to the Rights Rules screen.

Click Permissions.



Setting the Rule Type from a defined list makes it easier for the system to understand at a glance what this particular Rule is about. The Permission Type narrows that down more specifically. The Permission Type on this screen is a data lookup field to an authority file of Permissions which must already exist. Each Permission has metadata associated with it that express time periods in which the permission is effective. A Rule can use this default time period or create a custom one. Click the Set Custom Begin/Expire button.



Provide a number of days, months, or years from a given moment in time, in which the permission begins. Values for the Calculated From field include:

- Resource date (meaning creation date of the record)
- Accession date
- Event date
- Rule active date
- Permission given date

Values for the Event field include:

- After date (meaning an actual date as entered into the date field to the right)
- After event
- Now

If an event happened on a specific date, supply that information.

For the time period associated with the expiration of the permission, the Event field values include:

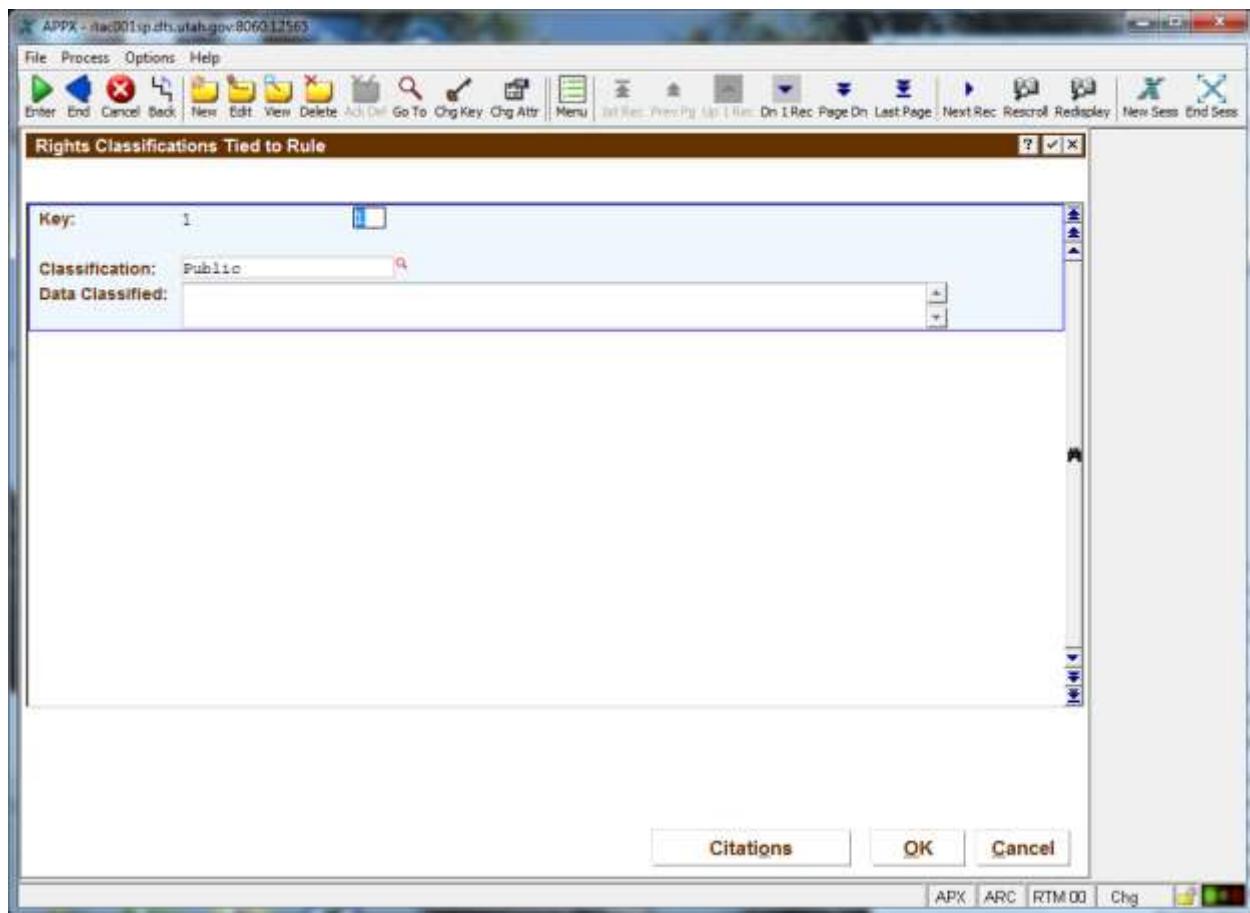
- After date
- After event
- Until date
- Until event
- Now

The large text box field below both Event fields is for describing the nature of the event. An authority file for events is not being used, but could follow similar patterns to events listed within the Series Retention fields.

The purpose behind writing time periods when a permission is active is to automate rights in multiple workflows, such as automatically changing the status of a permission while a catalog record is being displayed to the public. If a permission or restriction has lapsed, a daily cron job on the server can update a search engine entry to let people know that a specific set of records is now available. Note that even with data entry into this screen, no actual coding logic has been written to update such catalog entries, or other workflows. It remains an idea that needs further development and discussion. Click OK to save your changes, or Cancel to return to the Rule Permissions screen.

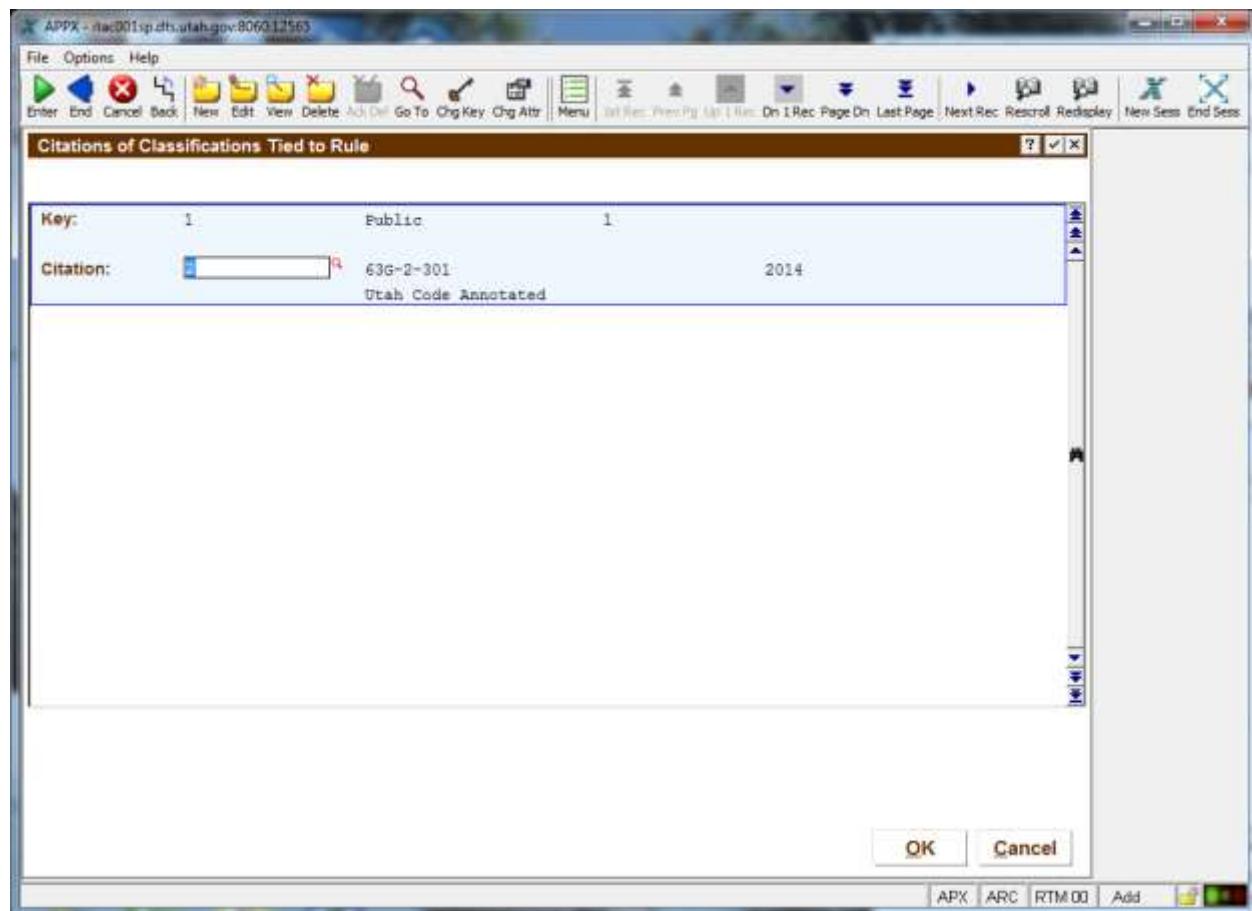
Identify who granted the permission, which might be an agency, or a person or another organization not contained within the Entity authority file. Select the role that the granting agent holds. The Role field is a data lookup field, so the role must already exist in the Roles authority file. If this permission is associated with a specific license or legal citation, provide a link to those. Click OK to save your changes or Cancel to return to the Rights Rules screen.

Click on the Classifications button.



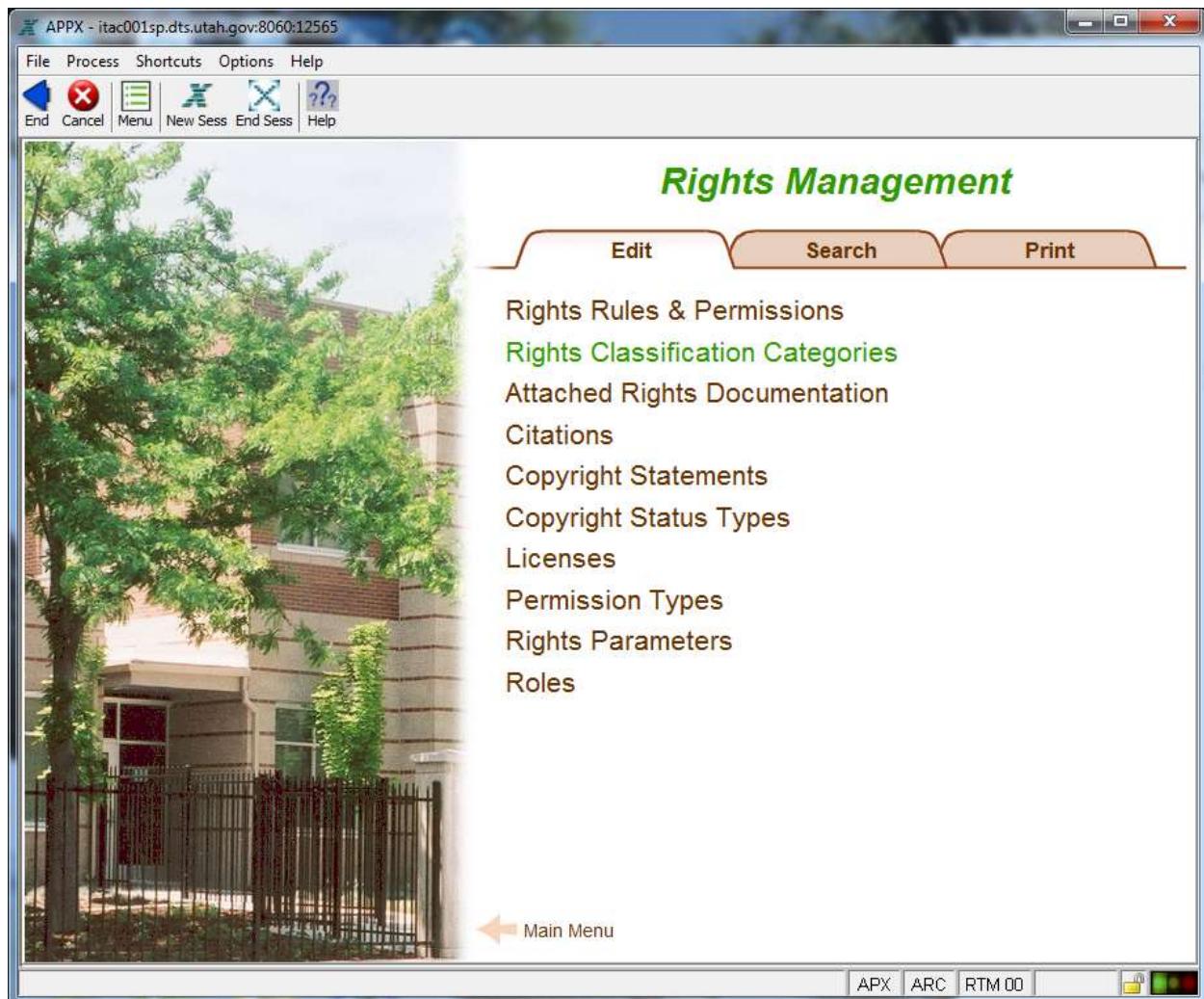
If you want to record GRAMA classification within a Rights Rule, this is where that information would be contained. Indicate the classification category, and any specific data the classification is referring to. Since this information is most likely to be unique from series to series, classification is better suited as a child file of series.

To connect a legal citation to this classification, click the Citations button.

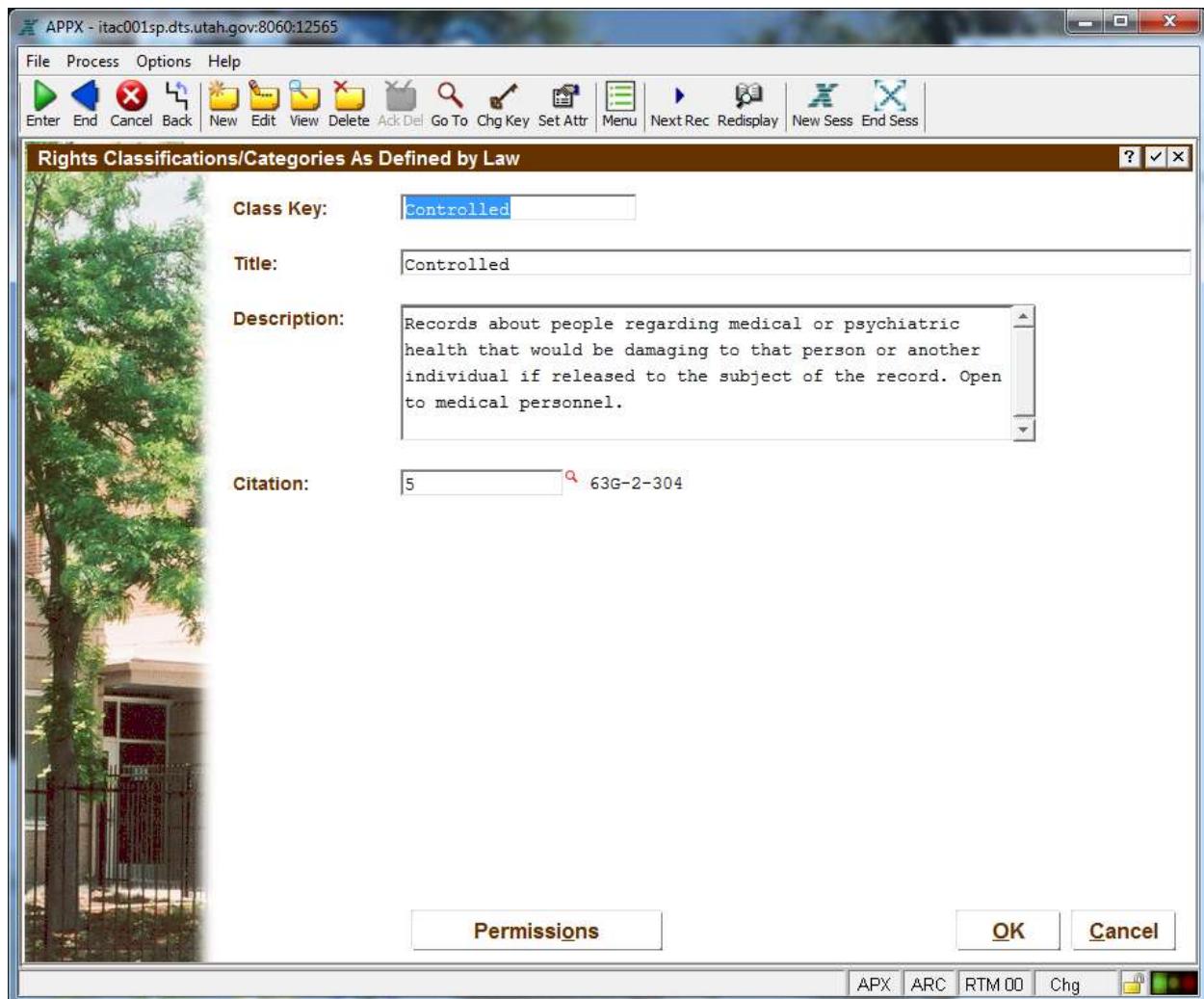


Pick a citation from the data lookup list (using the red magnifying glass scan button to the right of the Citation field) and click OK to save your changes, or Cancel to return to the previous screen. Click Cancel to return to the Rights Rules screen, and Cancel again to return to the Rights Management Menu.

Click Rights Classification Categories.

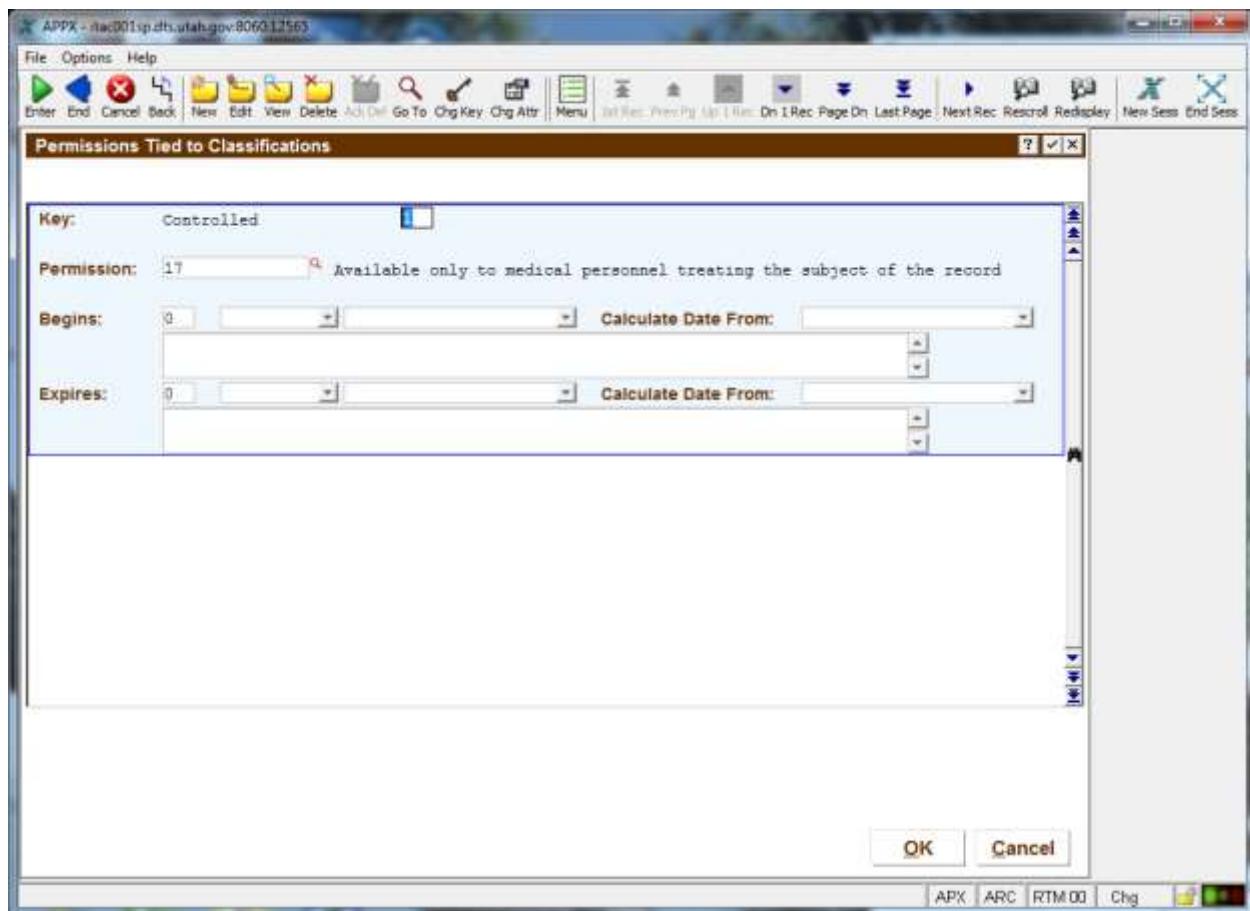


Click OK to bring up the first record.



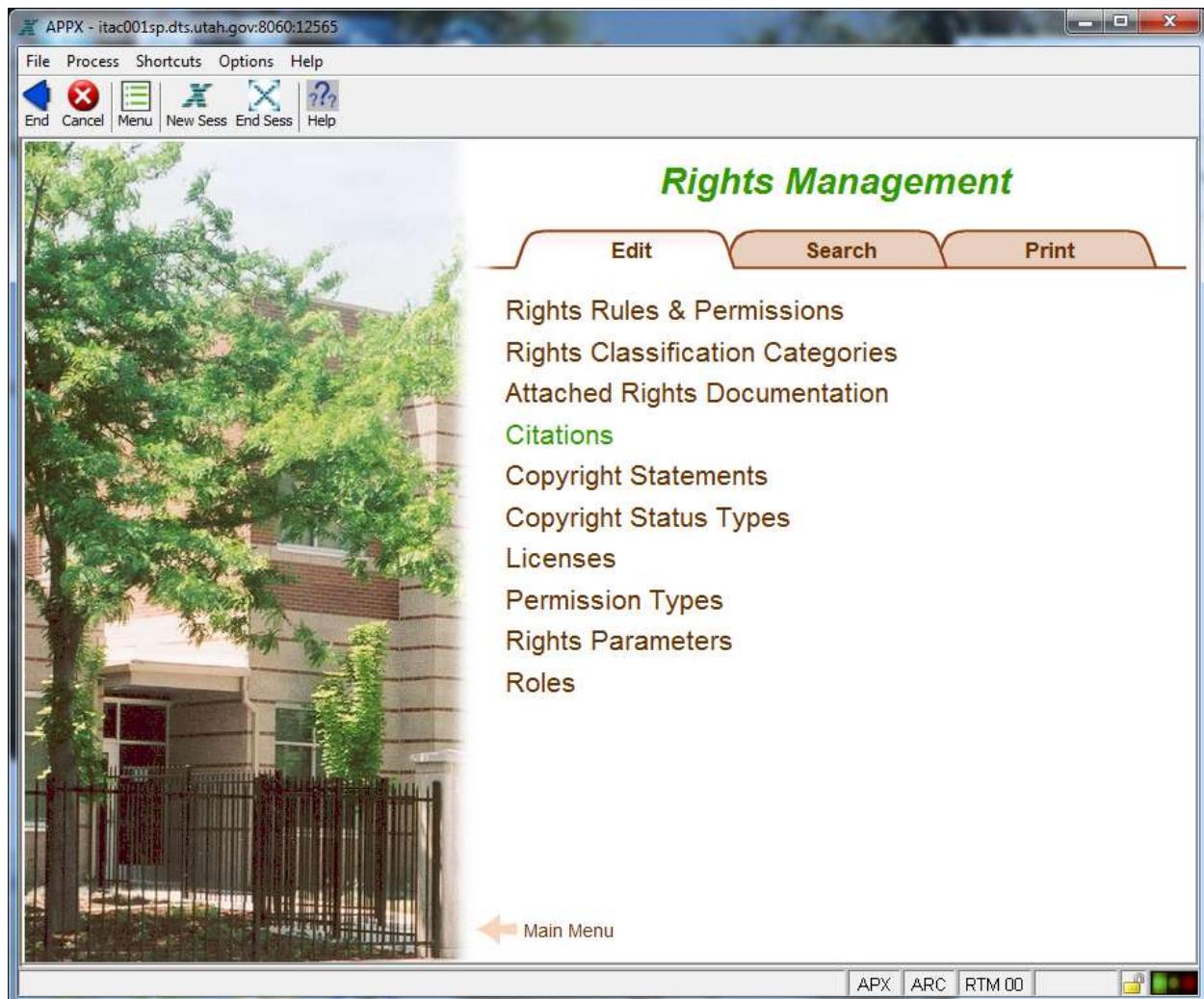
The key field is an alpha string instead of a number so that it is more easily understandable what it represents when users access it through data lookup fields. It may be the same or similar to the value in the Title field. The Title field should express the actual classification name as it appears in the law, so it might be repeated from record to record, where other metadata differentiate them. Provide a description of what the classification is about, and a link to the legal citation.

Click the Permissions button.

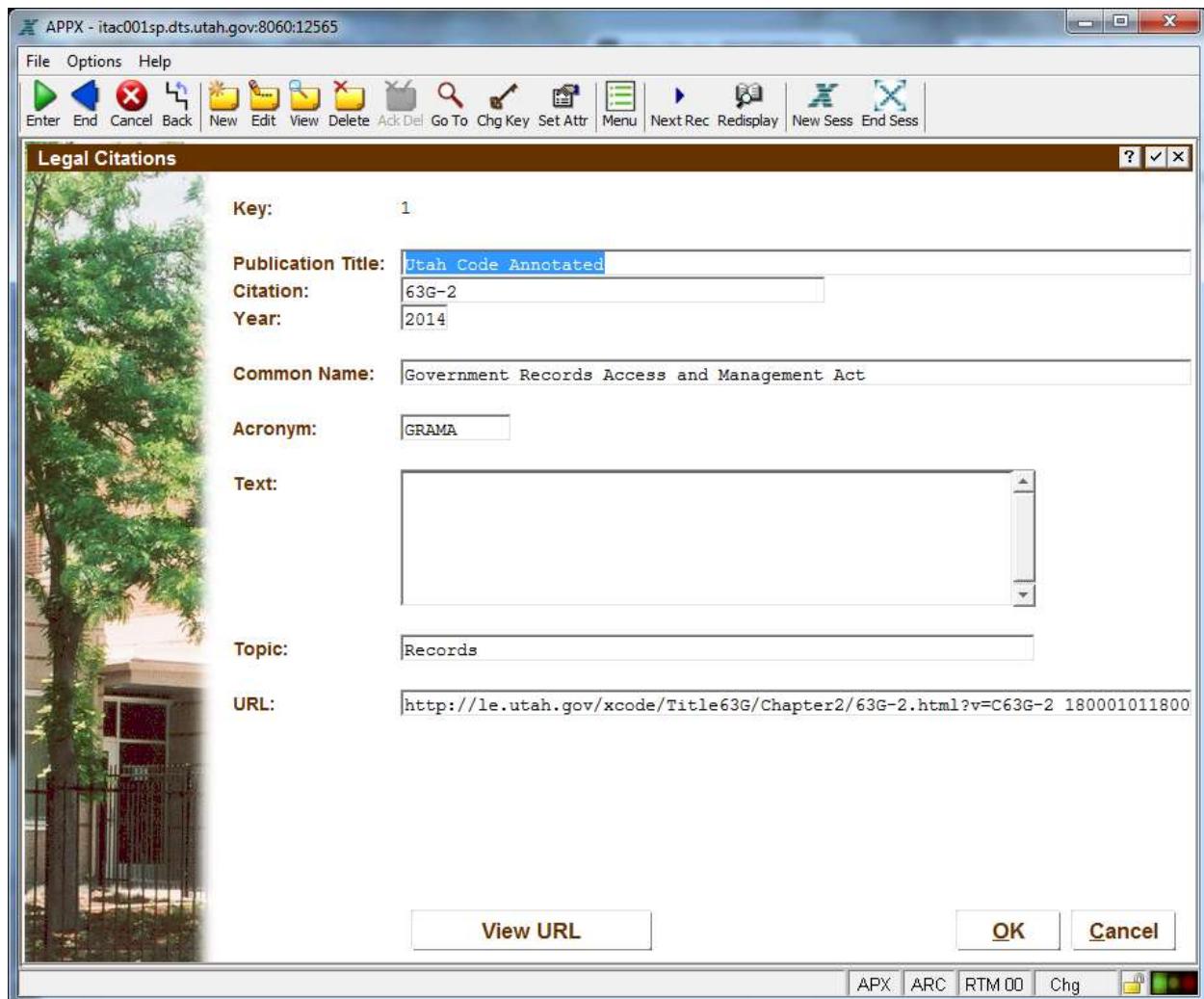


Link the pre-established permission that is appropriate to describe what this classification allows. If this type of classification has rules which cause it to expire after a certain length of time, identify the time period when it begins or ends. These time periods are what differentiate a Classification entry of Public, from Public after 100 years. A record series would be linked to either of these classifications, and on reports it would display a designation of Public, but to the database, it would apply different rules to the records. Click OK to save the record or Cancel to return to the previous screen. Click Cancel again to return to the Rights Management Menu.

Click Citations.



Click OK to bring up the first record.



Citations can be as general or specific as you would like. The Text field is available for pasting in the actual text of the law, however that is only realistic for sections or subsections, not whole titles. If a law changes, the citation can be updated, including the year and perhaps subsection numbers, in the event that a law was renumbered. Once saved, every record that has a citation associated with it will automatically be updated to reflect the new information. If a section of law has been removed or sunsetted, maybe there should be a field that indicates that, allowing us to run queries to see which records are being linked to an old law no longer on the books.

To go to the URL contained in the URL field, click View URL.

The screenshot shows a web browser window with three tabs open:

- Premis Data Dictionary.htm...
- Elizabeth's Links
- http://i.utah.gov/i/under>Title63G/Chapters2/63G-2.html?v=CH3G-2_1800010118000101

The main content area displays the Utah State Legislature website. The header features the Utah State Legislature logo and a search bar. The page title is "Title 63G Chapter 2". The navigation menu includes "Home", "Utah Code", "Title 63G", and "Chapter 2". Below the title, there is a breadcrumb trail: "Title 63G Chapter 2". The page content lists various parts of the chapter:

- << Previous Chapter (63G-1)
- Index Utah Code
- Title 63G General Government
- Chapter 2 Government Records Access and Management Act.
- Part 1 General Provisions
- Part 2 Access to Records
- Part 3 Classification
- Part 4 Appeals
- Part 5 State Records Committee
- Part 6 Collection of Information and Accuracy of Records
- Part 7 Applicability to Political Subdivisions, the Judiciary, and the Legislature
- Part 8 Remedies
- Part 9 Public Associations

At the bottom of the page, there are download options: PDF | RTF | XML. Navigation links include "<< Previous Chapter (63G-1)" and "Next Chapter (63G-3) >>".

The footer features a "Who represents me?" section with a search bar for address and zip code, and logos for the State Senate and House of Representatives. It also includes a feedback form asking for email address to improve the page.

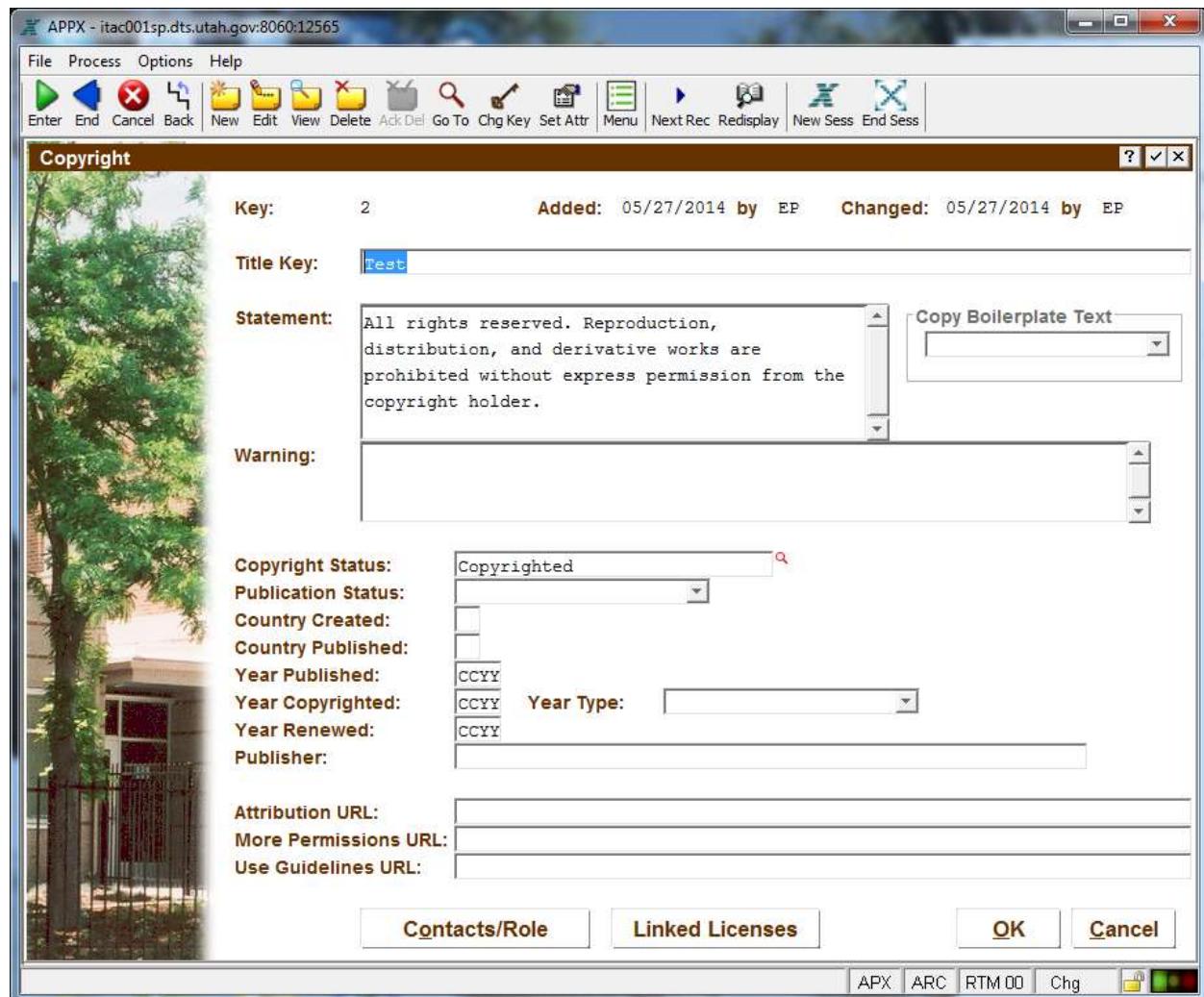
These URLs will change from time to time, so they should be checked yearly.

Click Cancel to return to the Rights Management Menu.

Click Copyright Statements.



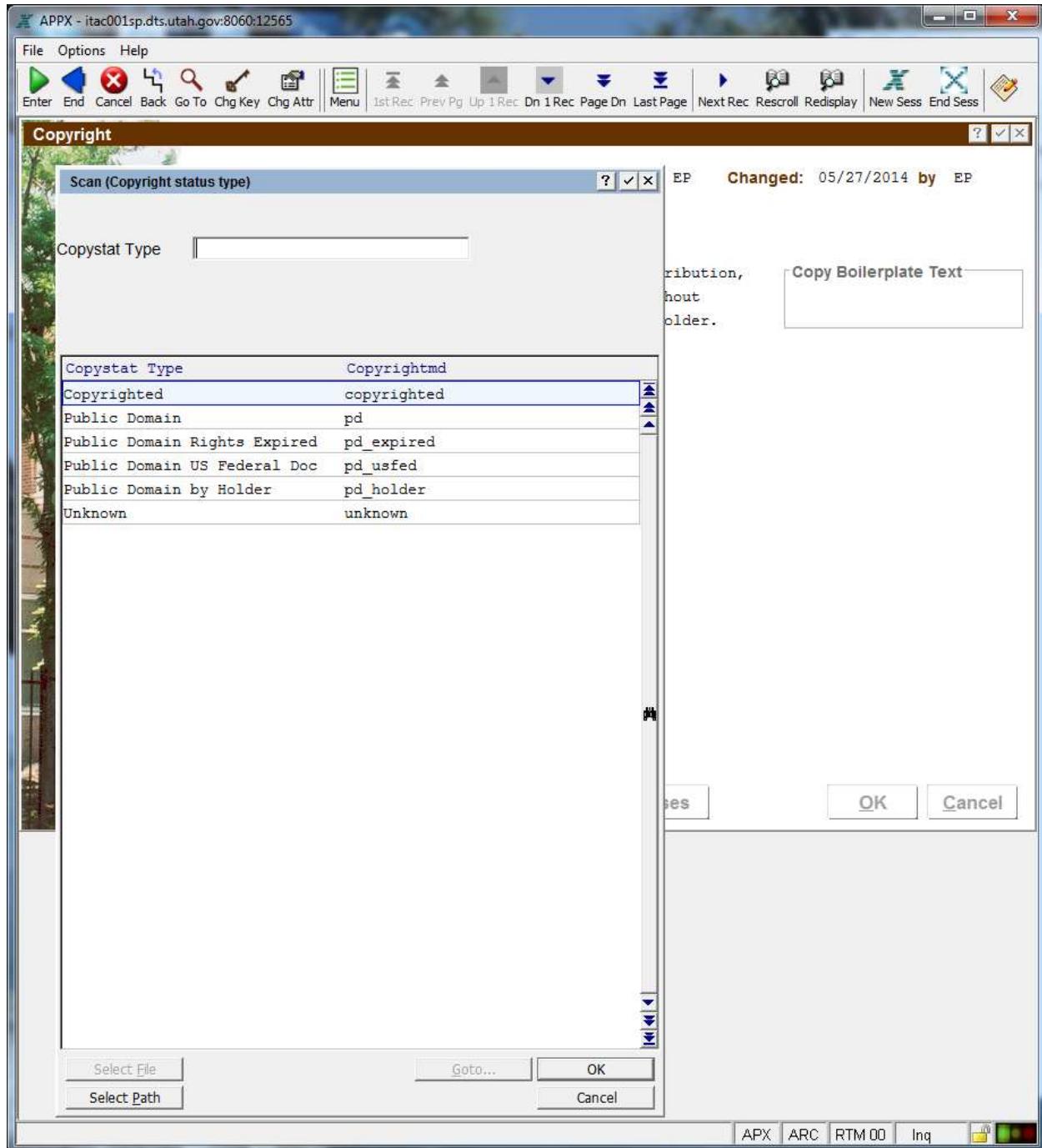
Click OK to bring up the first record.



While copyright is not often an issue in a government archives, in the event that it is needed and to fully support PREMIS metadata, a place to record such information has been included. A single copyright notation is added here once, and then any record or item that needs to reference it is given a link to this copyright record. That way, if 1,000 photos in a series of 10,000 photos are under the same copyright, they can be linked once instead of having to type out the same copyright information 1,000 times under each item, for instance. The copyright metadata included in the Electronic Records module of AXAEM uses simplified copyright information as a child of the electronic file, but that process could be adapted to use the Rights Management version of copyright instead. Or perhaps these copyright statements could instead be considered templates, and the contents of the templates could be imported to a child file of an individual item. That way, copyright is still item-based, which would reflect item-level metadata such as year published, but still facilitate data entry.

When editing this screen, provide a title for the copyright record, so that it is distinguishable from other copyright records. Add a copyright statement, which is the legal statement that spells out the copyright permissions. To use boilerplate text for a general copyright statement or public domain statement, use the Copy Boilerplate Text field, choose an option, then click OK to bring over the text.

If there is a warning statement that should be associated with the copyright, please indicate so. The Copyright Status field is a data lookup and contains values that correlate with the CopyrightMD schema, which was created by the California Digital Library, Rights Management Group (see <http://www.cdlib.org/groups/rmg/>):

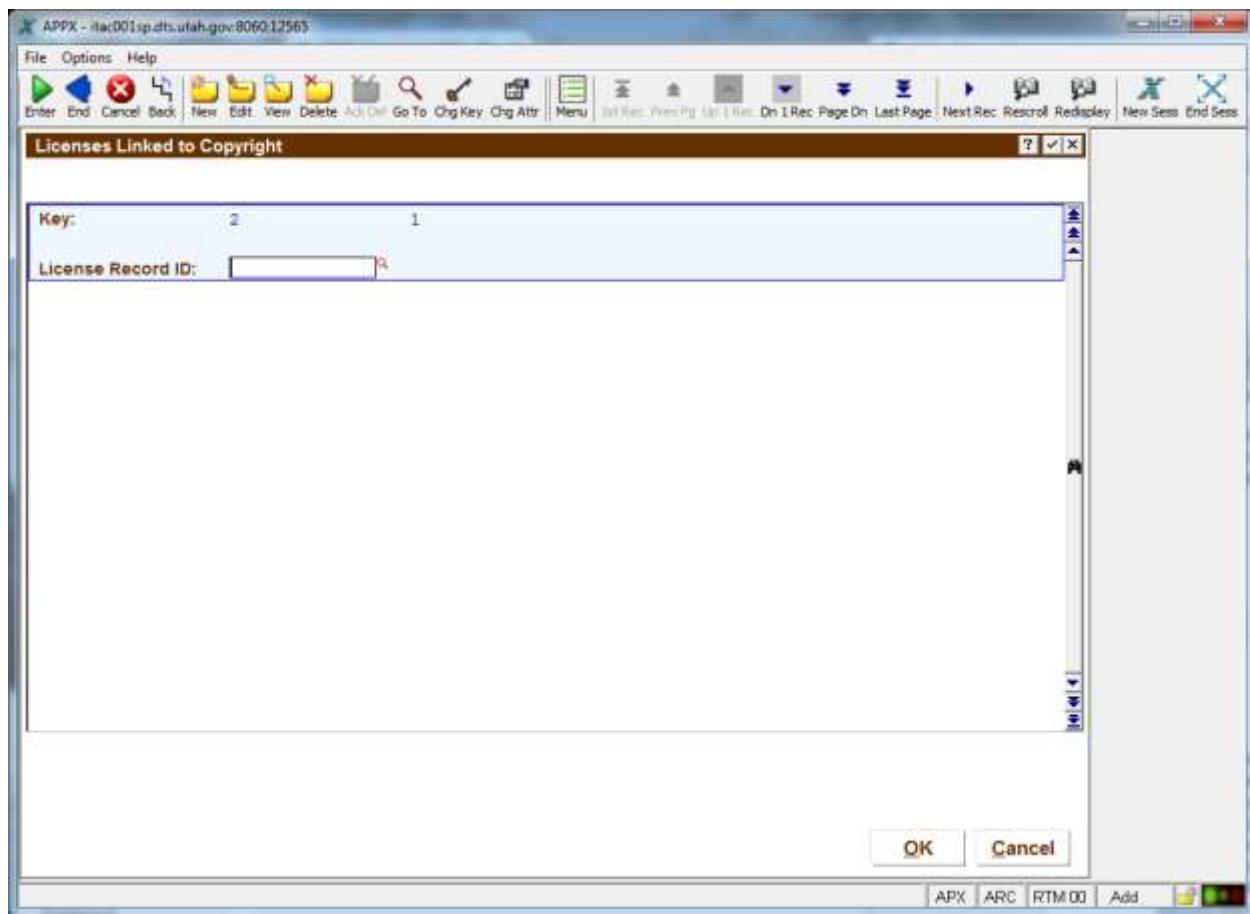


The Attribution URL is a place where ownership of the copyright is posted online. If attribution is not online, the contact person associated with the copyright can receive attribution if the checkbox for that value is checked. According to Wikipedia, at [https://en.wikipedia.org/wiki/Attribution_\(copyright\)](https://en.wikipedia.org/wiki/Attribution_(copyright)),

Attribution in [copyright](#) law, is acknowledgement as credit to the copyright holder of a work. The most fundamental form of attribution is the statement of the copyright holder's identity, often in the form *Copyright © [year] [copyright holder's name]*. The preservation of such a notice is invariably required until and unless a work has entered the public domain. Author attribution beyond such a notice is sometimes required by licenses, such as the [GNU Free Documentation License](#) and [Creative Commons](#) licenses. Attribution is often considered as the most basic requirements made by a license, as it prevents others from claiming fraudulently to own the work and allows a copyright holder to accumulate a positive reputation that partially repays their losses. In cases when copyright holder is author himself it is regarded as a sign of [decency](#) and [respect](#) to acknowledge the creator by giving him/her credit for the work."

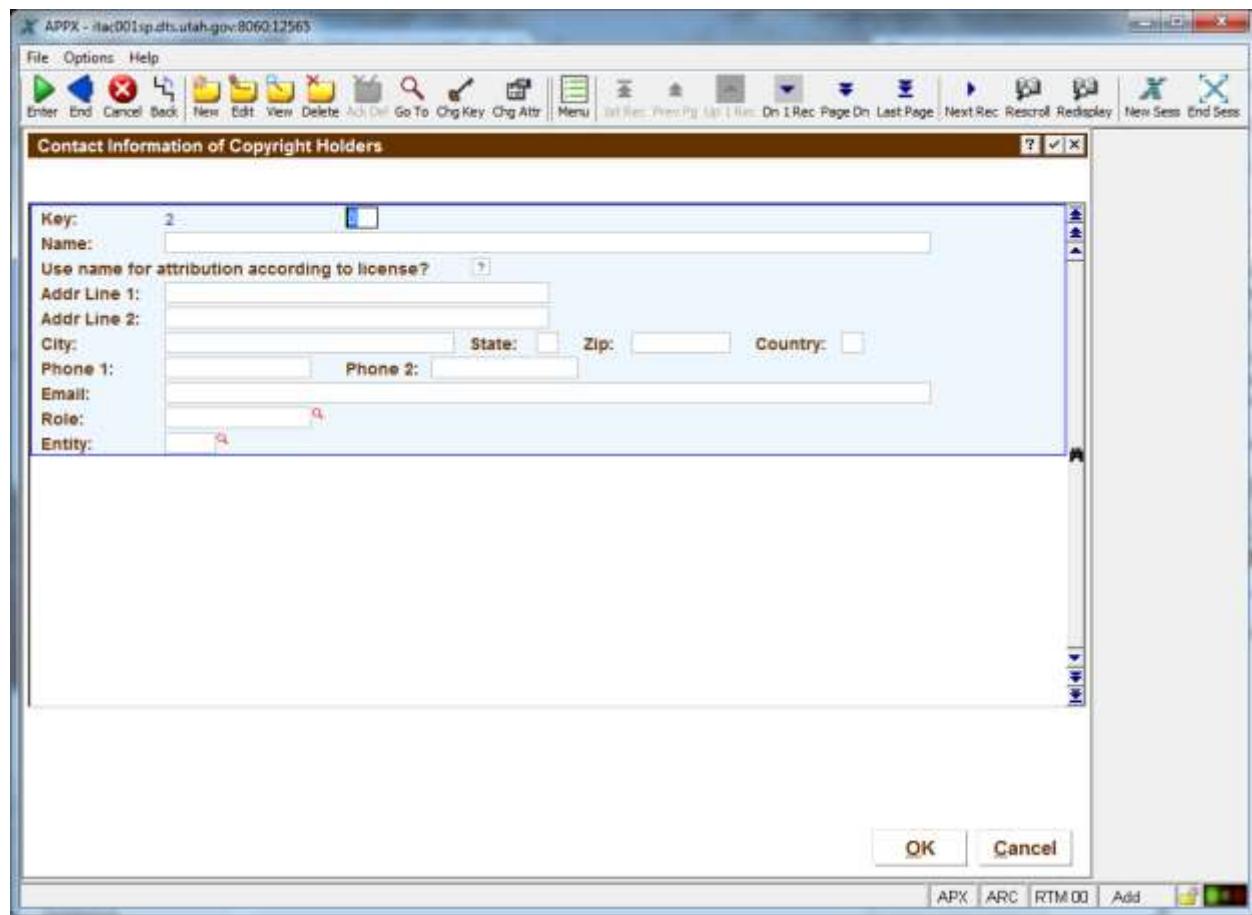
The More Permissions URL is to identify additional permissions that have been posted online. Use Guidelines specify how a work can be used. If there is some licensing associated with the copyright, those elements are generally well-defined.

Click on Linked Licenses.



To link a specific license to a copyright statement, use the data lookup scan button to find the pre-defined license. Click OK to save your changes, or Cancel to return to the Copyright screen.

Click Contacts/Roles.

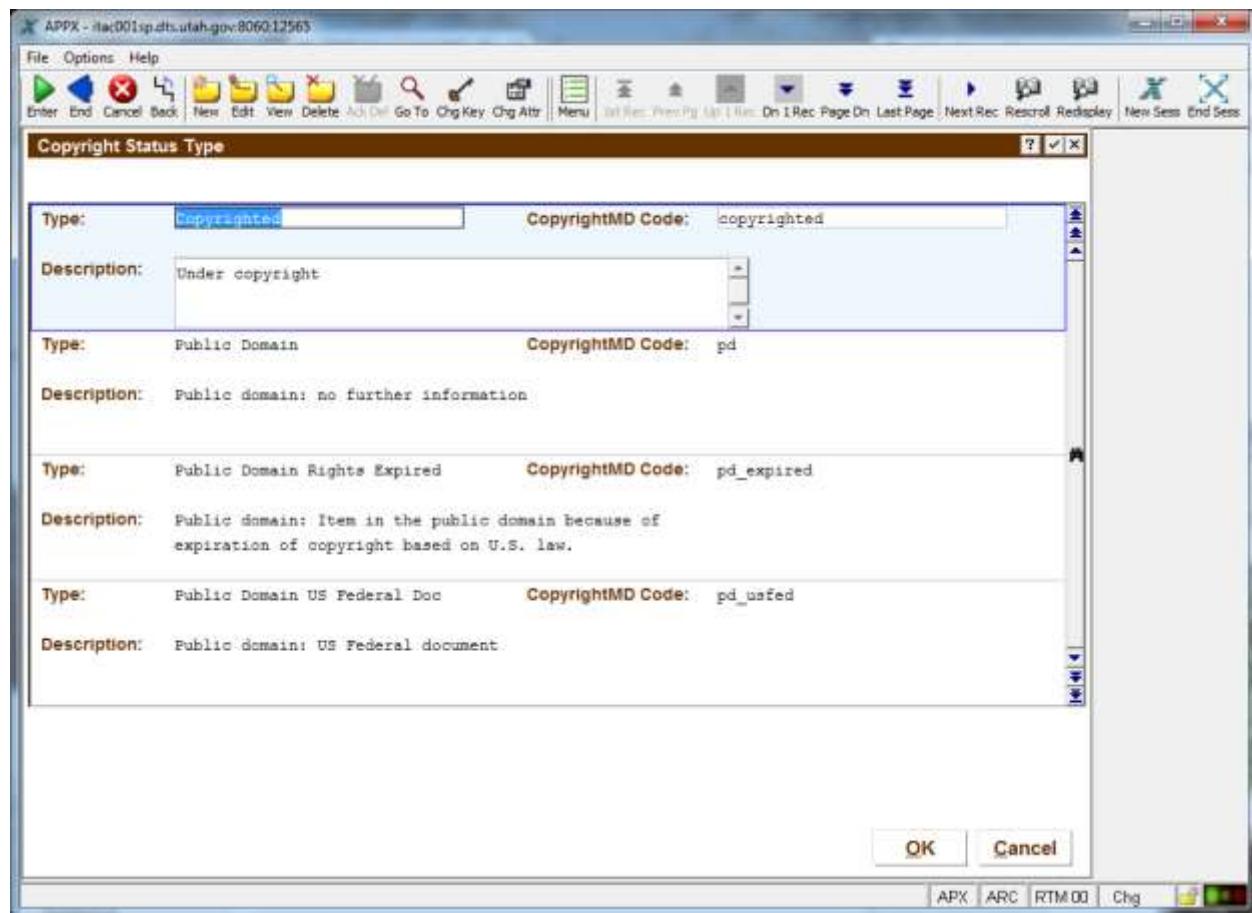


Identify the individuals associated with this copyright record, including their role, and whether their name should be used for attribution. Click OK to save your changes or Cancel to return to the Copyrights screen. Click Cancel to return to the Rights Management Menu.

Click Copyright Status Types.



This screen provides the data lookup values when identifying a particular copyright status of a work.

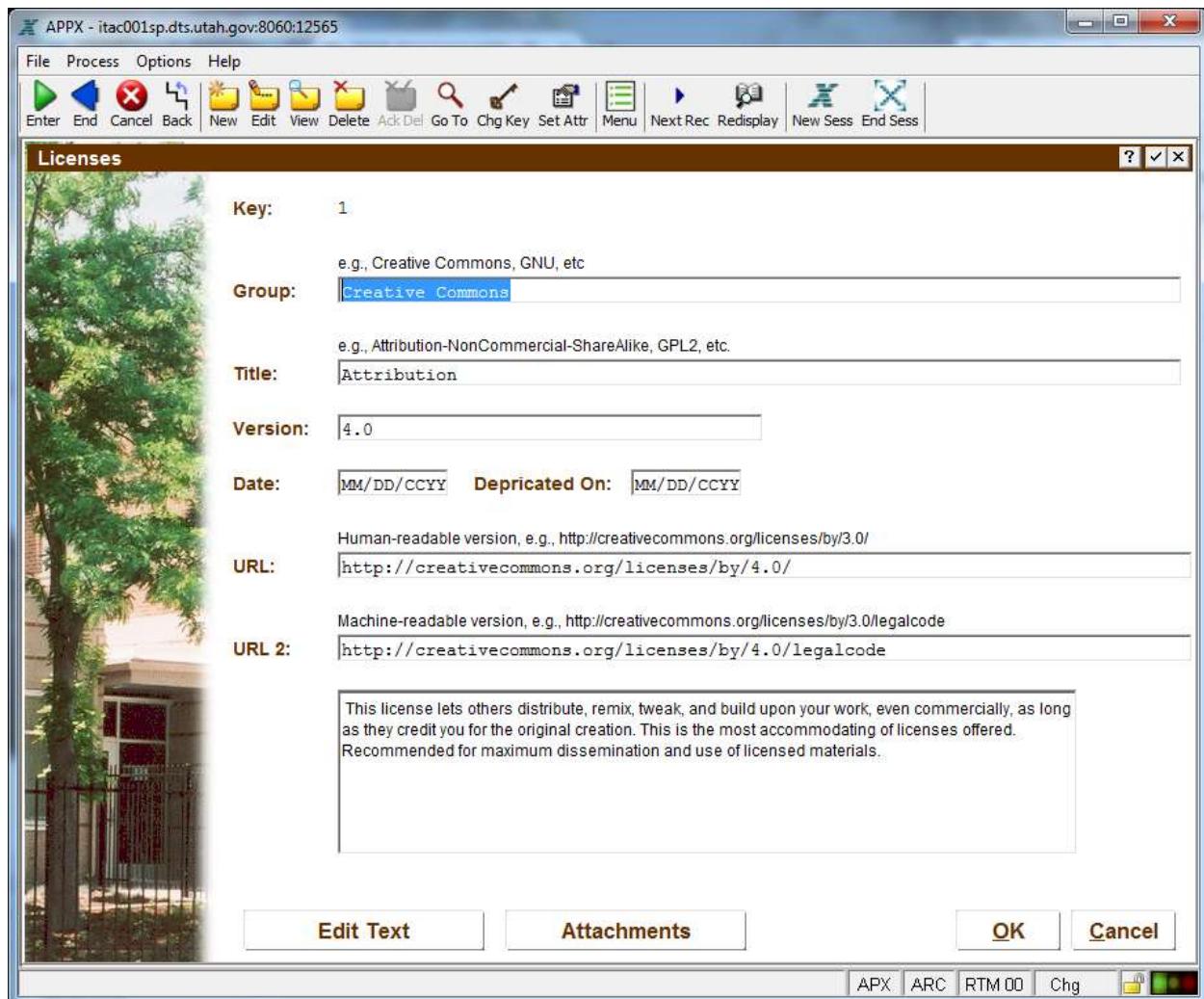


Click OK to save your changes, or Cancel to return to the Rights Management Menu.

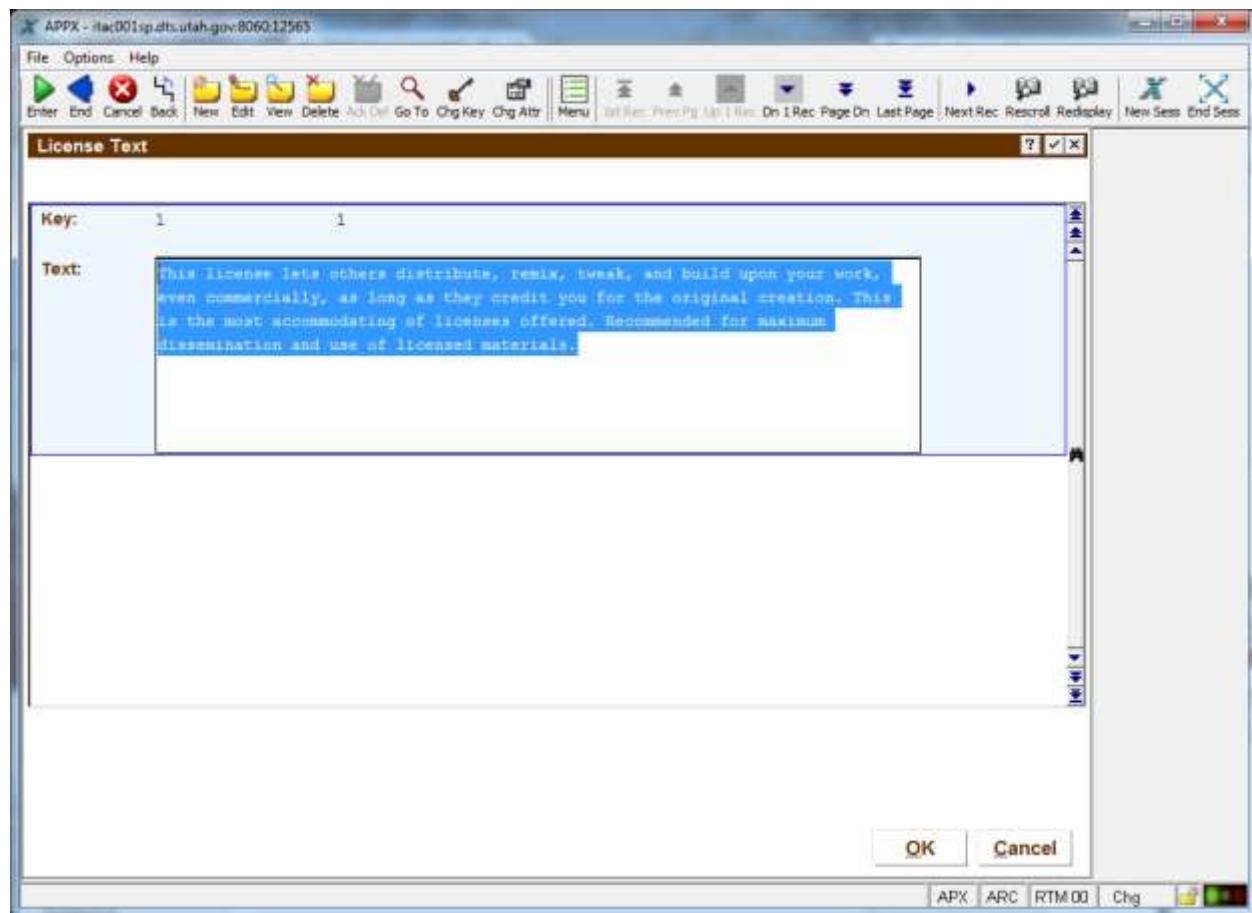
Click on Licenses.



Click OK to bring up the first record.

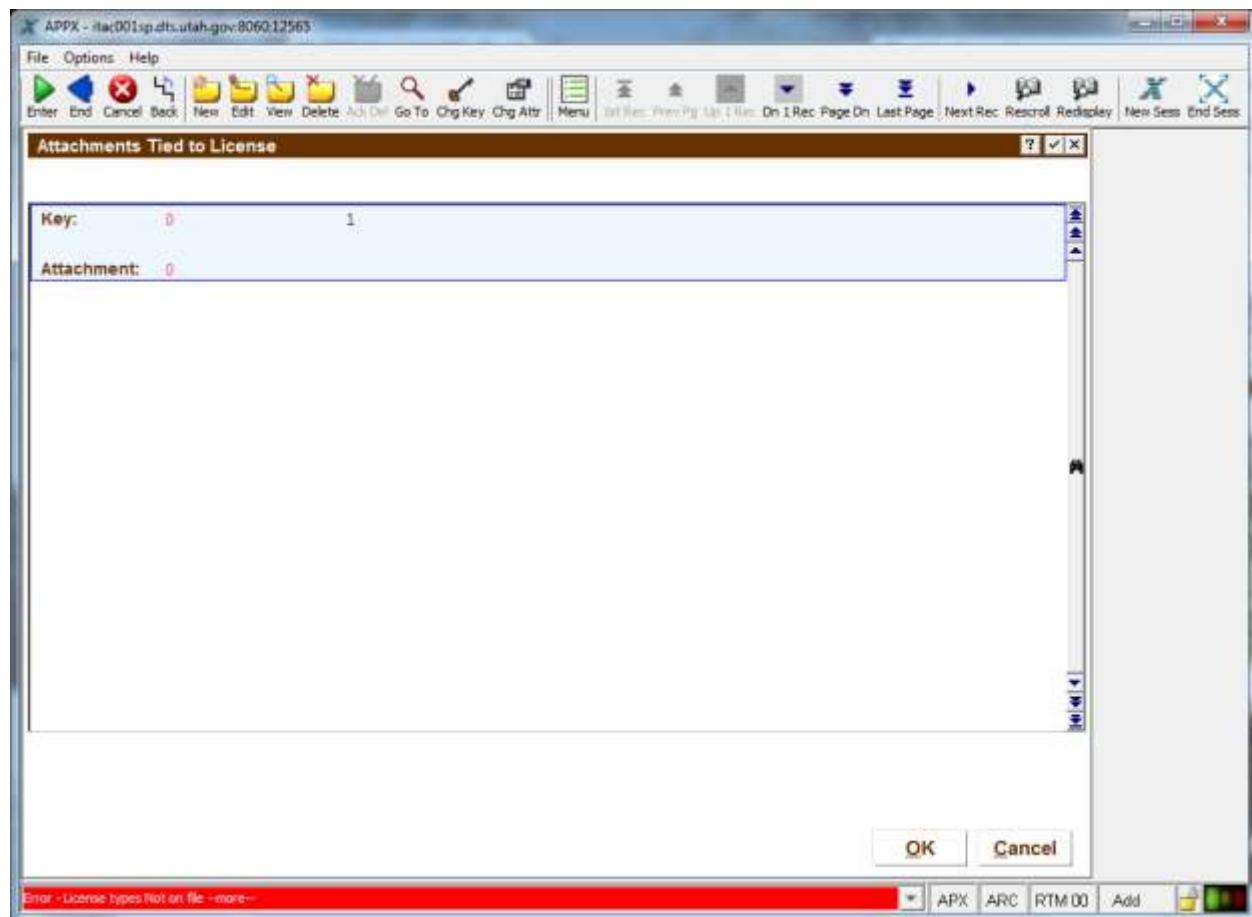


The Licenses file has been pre-populated with metadata associated with Creative Commons licensing, which is often cited by individuals in their creative works, particularly if they want to allow certain permissions which are usually controlled by copyright. A license is a type of permission, or rather a set of established permissions that have been named and defined by the user community in a way that is known and understood. For each license being added, identify the group the license is associated with, if any (Creative Commons, GNU, etc.), then provide the title of the license, which is defined by the Group's standards. Include a version number if available, dates, and URLs. The text field describes the actual attributes of the license for easy reference, although the URL to the machine-readable version should be considered the master copy of the license agreement. To edit the text, click the Edit Text button.



Click OK to save your changes or Cancel to return to the previous screen.

Click Attachments:



[Bug report: it seems a key value did not come across within the child file, so no attachment can be linked.]

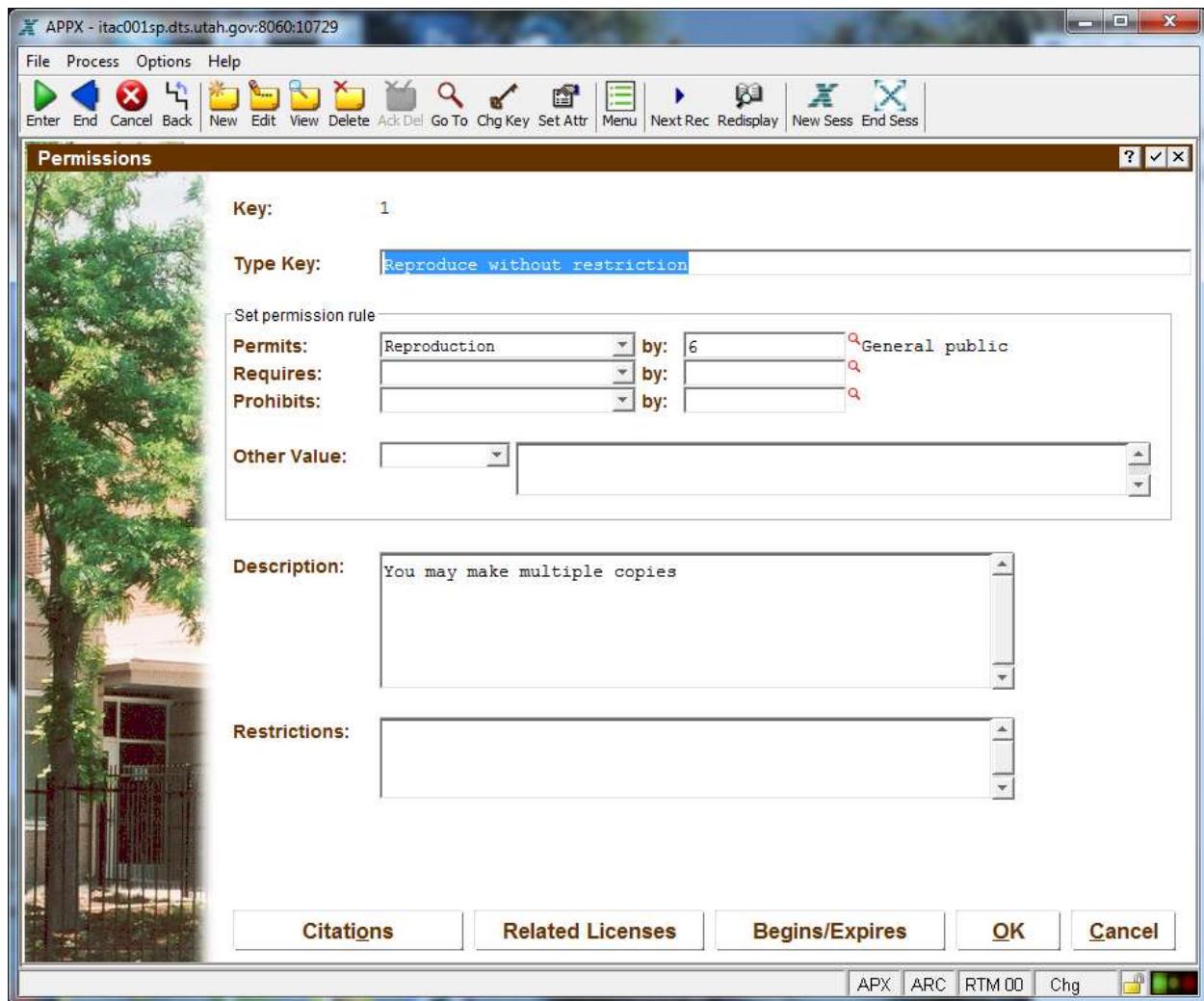
Click Cancel to return to the previous screen. Click Cancel again to return to the Rights Management Menu.

Click Permission Types.



Click OK to bring up the first record.

The Permission Types file is the meat of the Rights Management module. This is where all permissions are added. Everything else links to it.



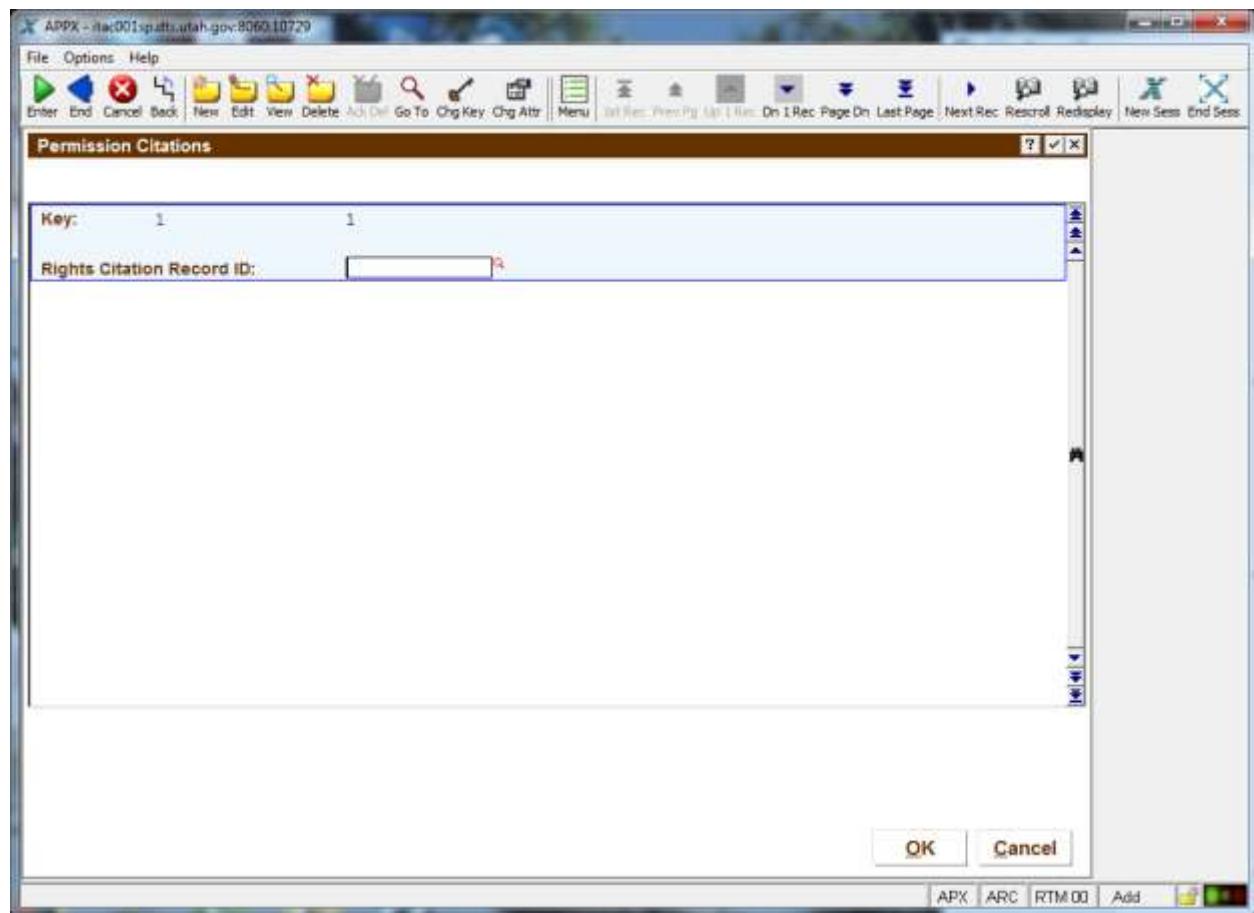
Permissions are actions that an agent can take on a record. The agent may be the Archives, the creating agency, a patron, or some other entity. When adding the Type Key field, that is what displays during data lookup, so it should be unique and descriptive. The actual permission identifies what is allowed, required, or prohibited, and by whom. The following values are allowed:

- Permits
 - Reproduction
 - Distribution
 - Derivative Works
 - Storage Services
 - Viewing/Access
 - Reformatting
 - Preservation Actions
 - Weeding
 - Rearrangement
 - Renaming
 - Access Services
 - Limited Sharing

- Requires
 - Notice
 - Attribution
 - ShareAlike
 - SourceCode
 - Copyleft (Copyleft is a general method for making a work free, and requiring all modified and extended versions of the work to be free as well.)
 - Lesser Copyleft (GNU Lesser General Public License, aka GNU LGPL, sometimes bundles free with not-quite free licensing)
 - Proof of Identity
 - Contract
- Prohibits
 - Commercial Use
 - Use
 - Viewing/Access
 - Reproduction
 - Distribution
 - Derivative Works
 - Sharing under License
 - Access Services
 - Storage Services
 - Weeding
 - Rearranging
 - Renaming
 - Reformatting
- Other Value
 - Permits
 - Requires
 - Prohibits

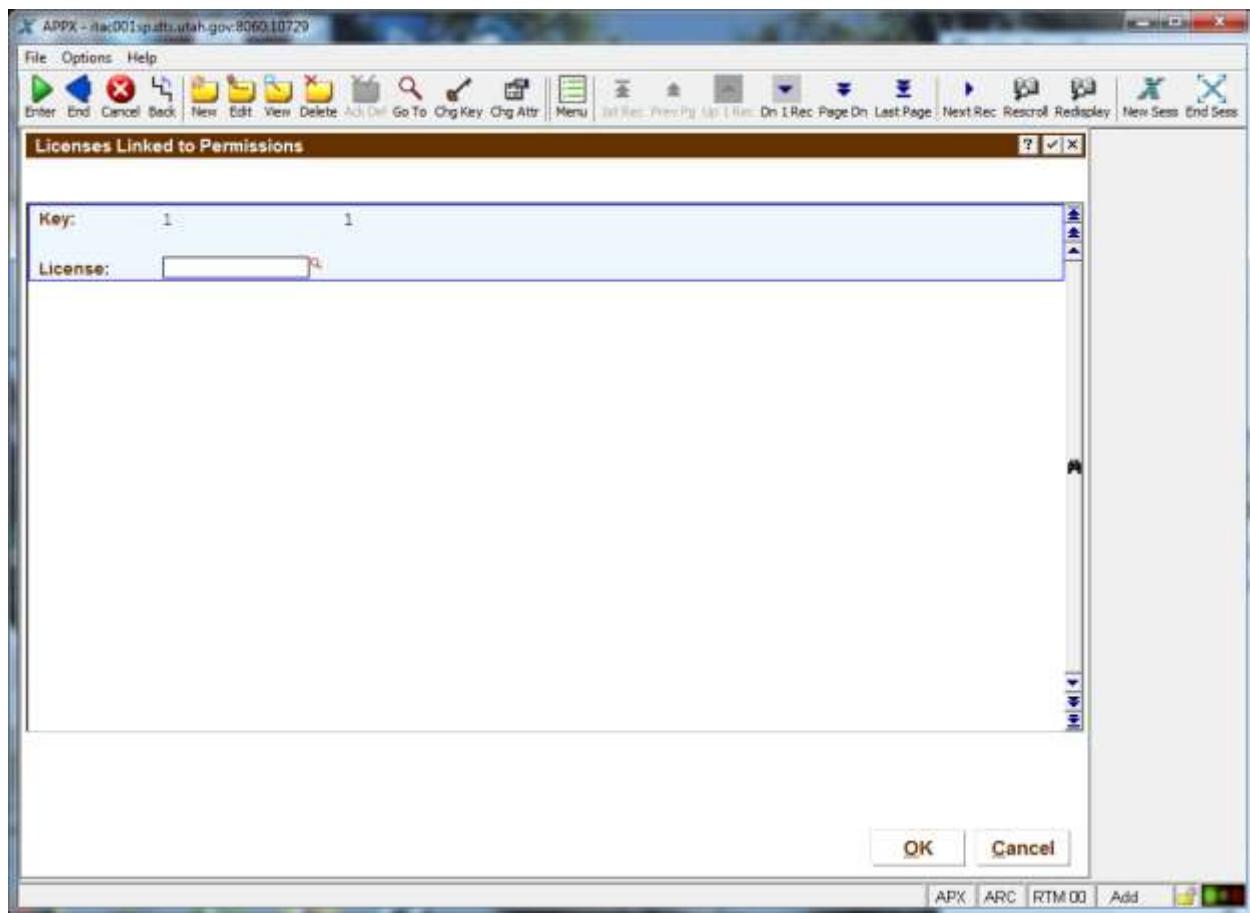
The open text field next to Other Value is for typing other conditions not available in the dropdown lists above. You may provide a larger description of what the permission entails in the associated text field, as well as a further understanding of restrictions.

Click on Citations.



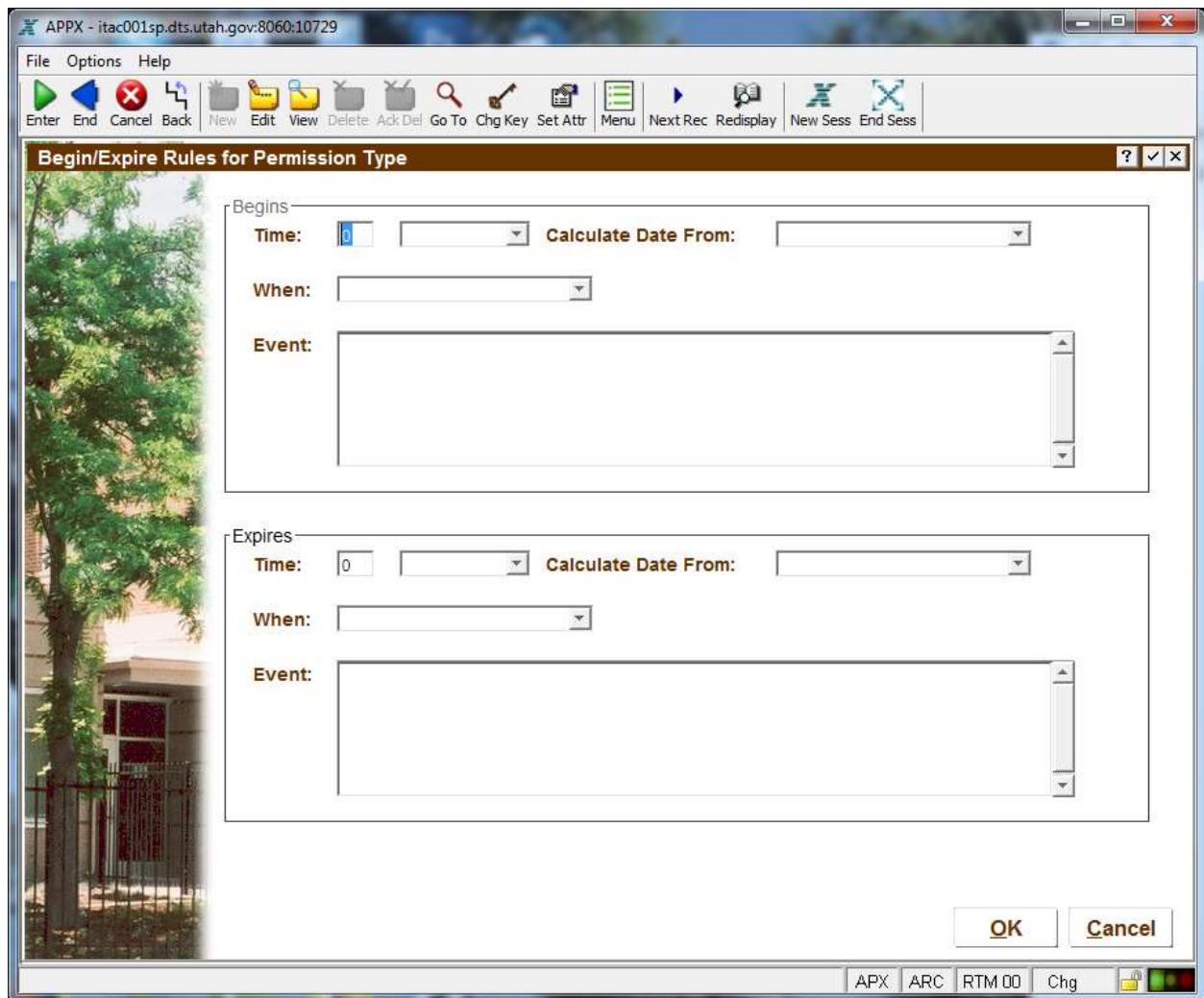
Click on the scan button to the right of the field to look up the appropriate legal citation associated with this permission. Click OK to save your changes or Cancel to return to the Permissions screen.

Click on Related Licenses.



If this permission has a defined license associated with it, provide a link to that license. Use the scan button to the right of the field to find the appropriate license. Note that a wide variety of licenses may utilize common types of permissions, so licenses which are unrelated to each other could be linked to a permission type. Click OK to save your changes, or Cancel to return to the Permissions screen.

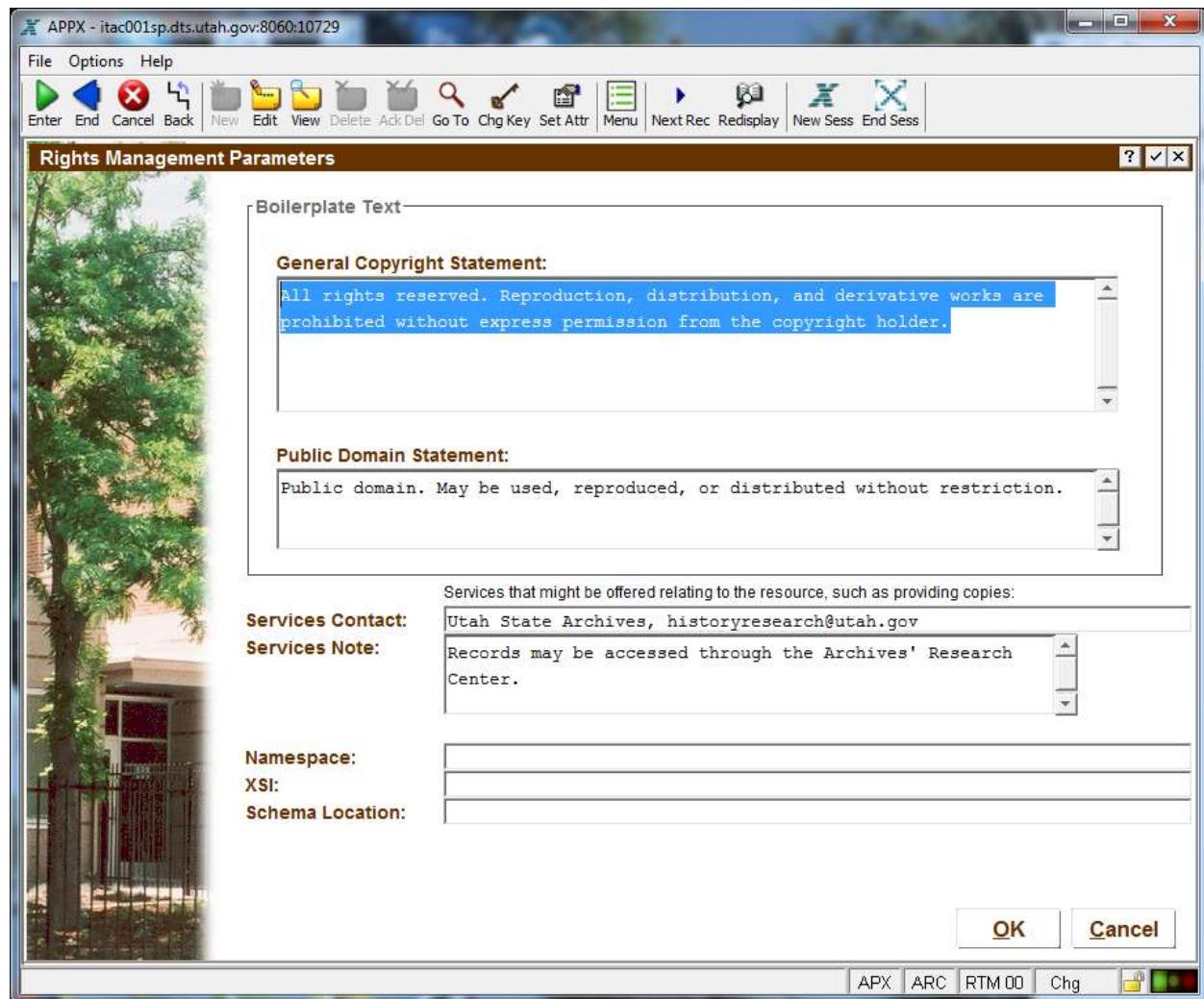
Click Begins/Expires.



For each permission, you may assign generic time limits. Many permissions or restrictions don't last forever. This screen allows you to say when the permission/restriction begins and ends. The fields are similar to retention rules of series, and can be adapted to reflect those fields more closely if desired. Click OK to save your changes or Cancel to return to the Permissions screen. Click Cancel to return to the Rights Management Menu.

Click Rights Parameters.



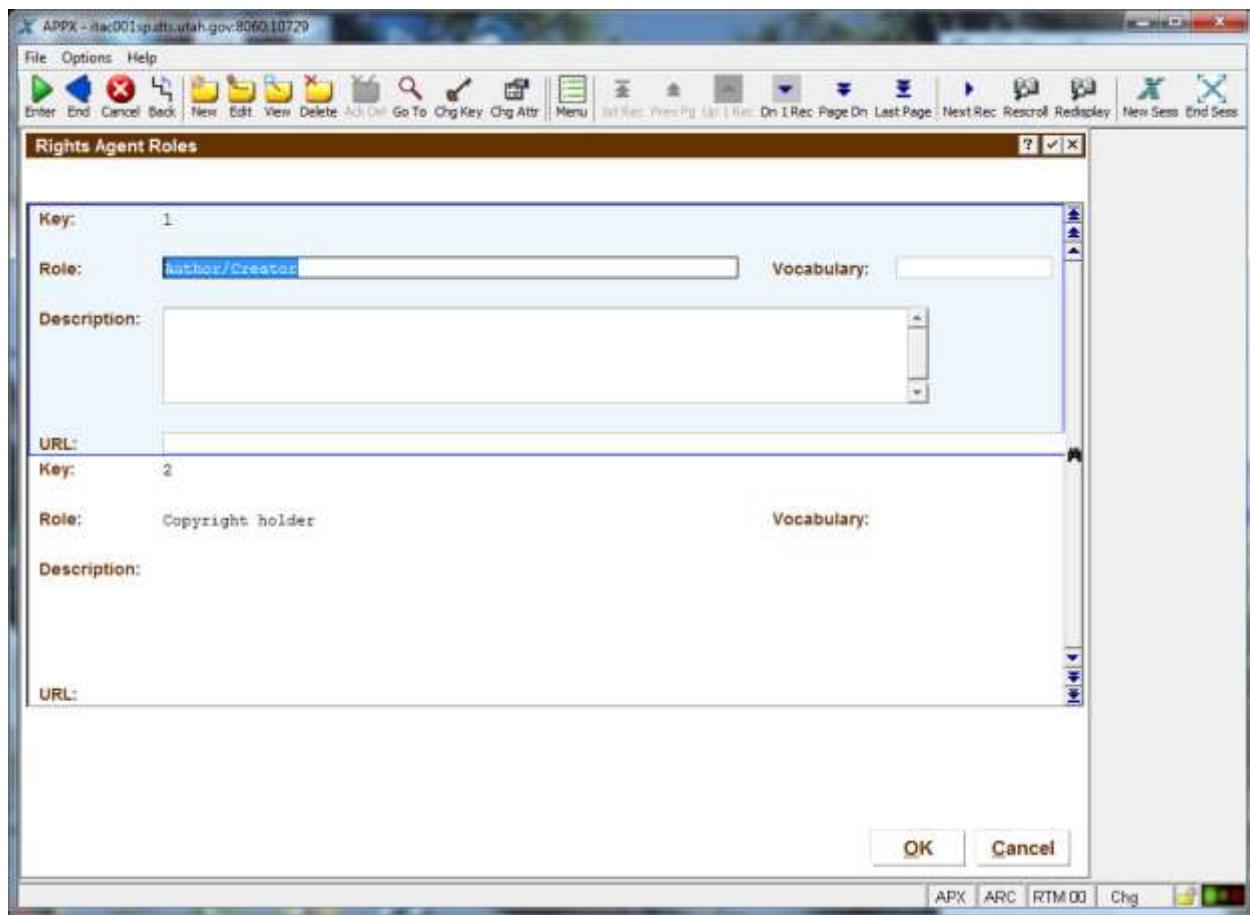


This screen provides fields used in boilerplate copyright statements and similar elements where the text only needs to be stored once. Click OK to save your changes or Cancel to return to the Rights Management Menu.

Click on Roles.

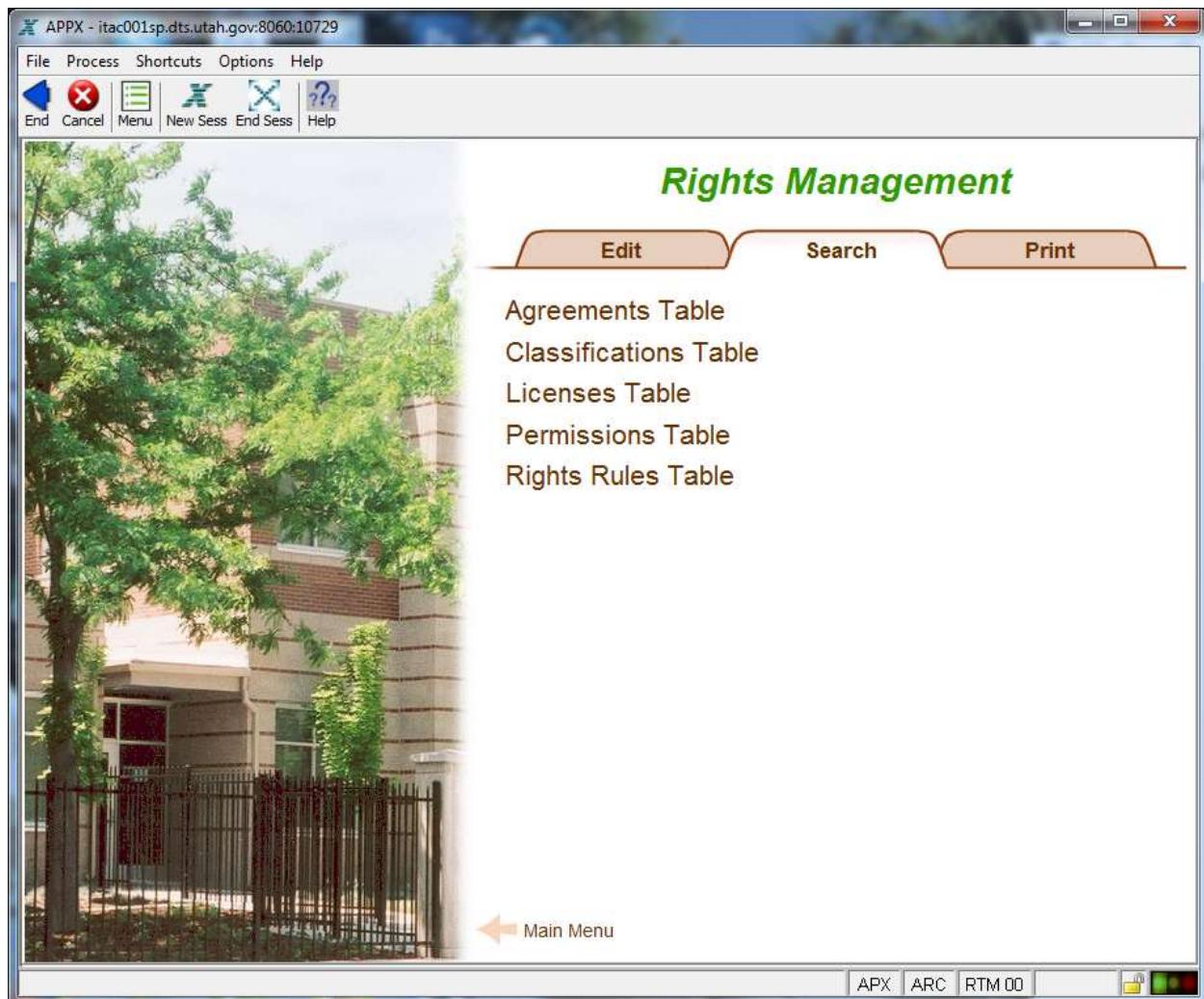


Click OK to bring up the first record.

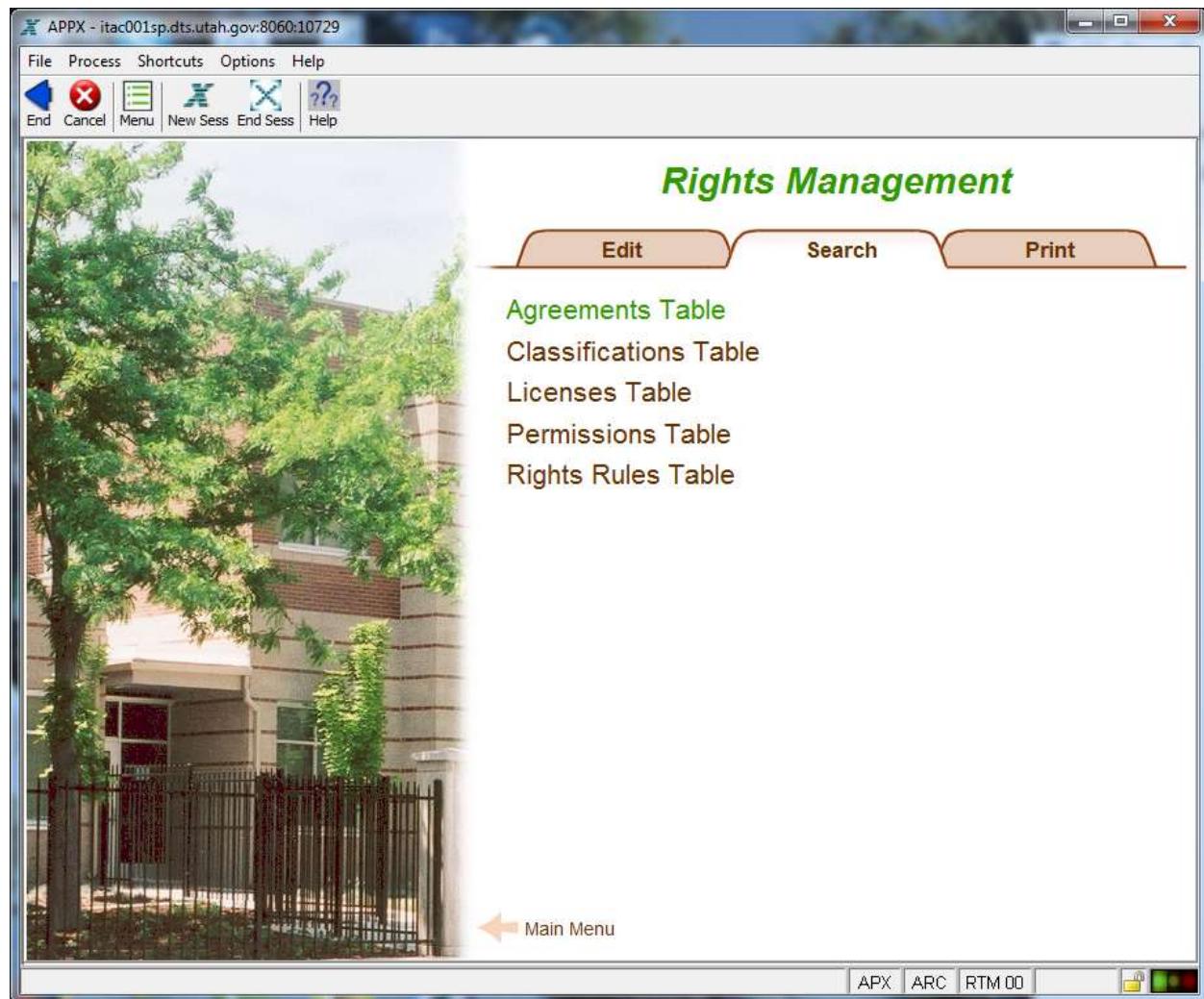


For each role that an agent may have, add it. These roles are used when identifying who has permission to do something, or who is restricted from doing something. The vocabulary field is for identifying an established standard that the name of the role comes from, such as a Library of Congress authority record, or some other metadata standard. Click OK to save your changes or Cancel to return to the Rights Management Menu.

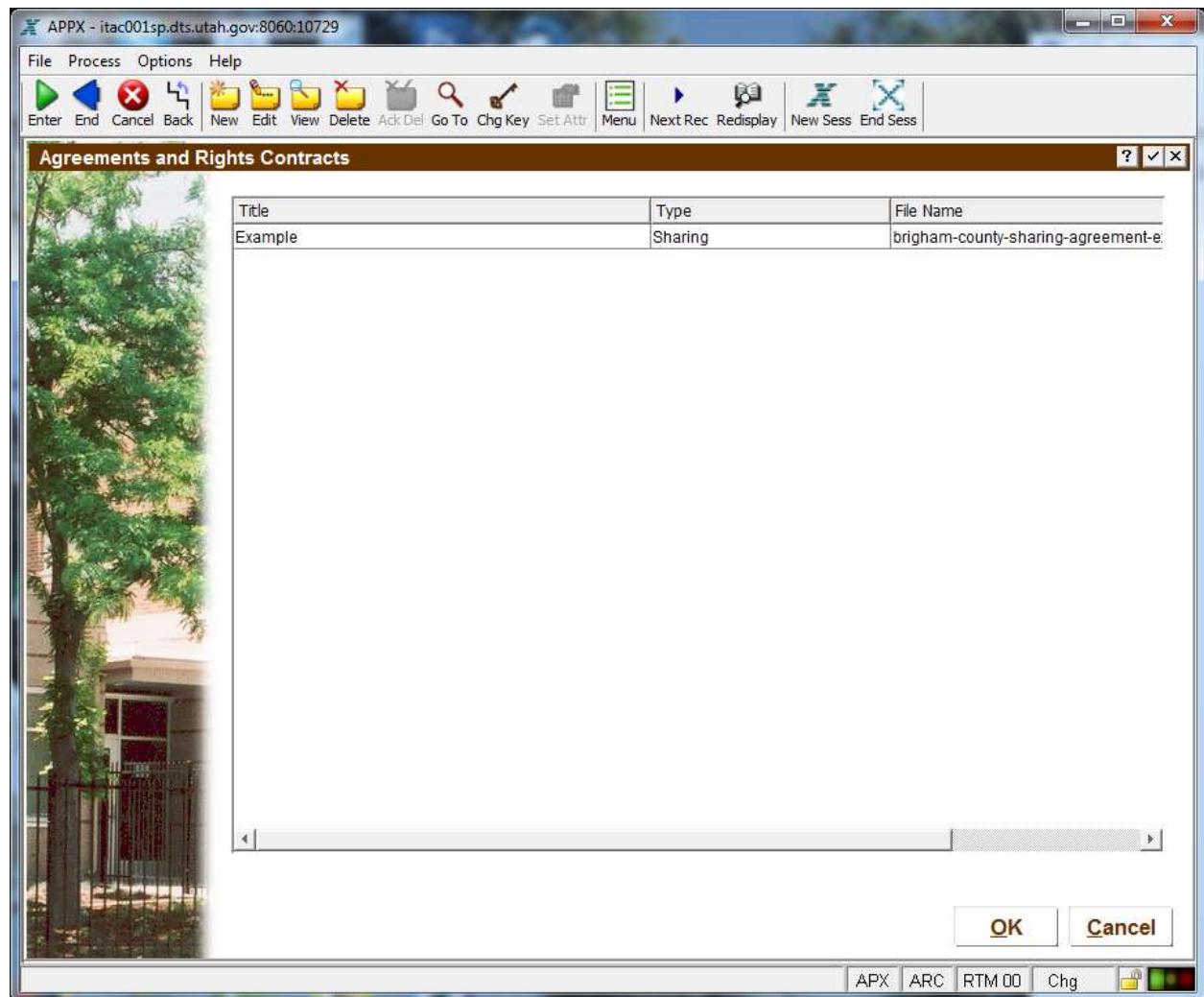
Click on the Search Tab of the Rights Management Menu.



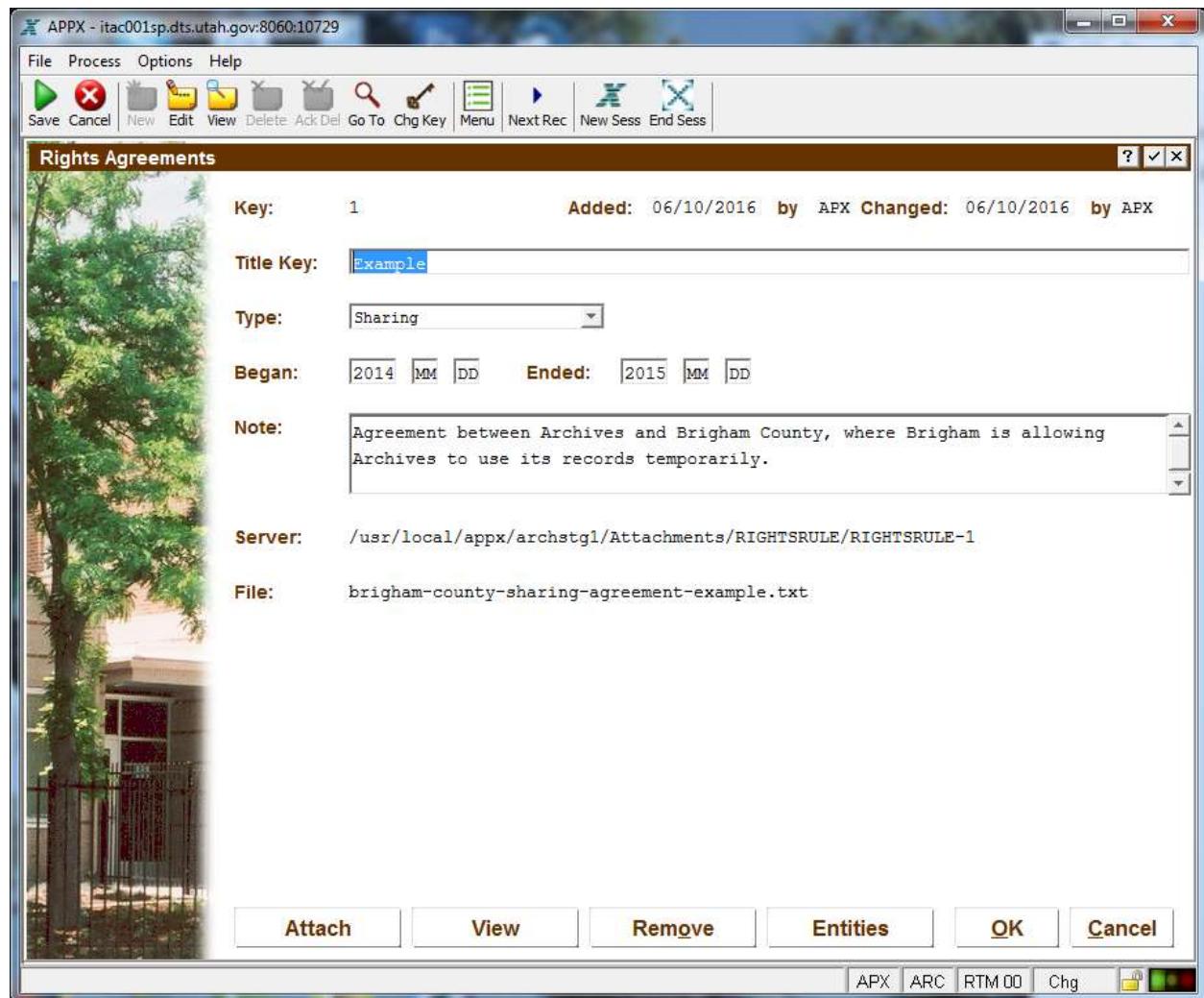
Click on the Agreements Table.



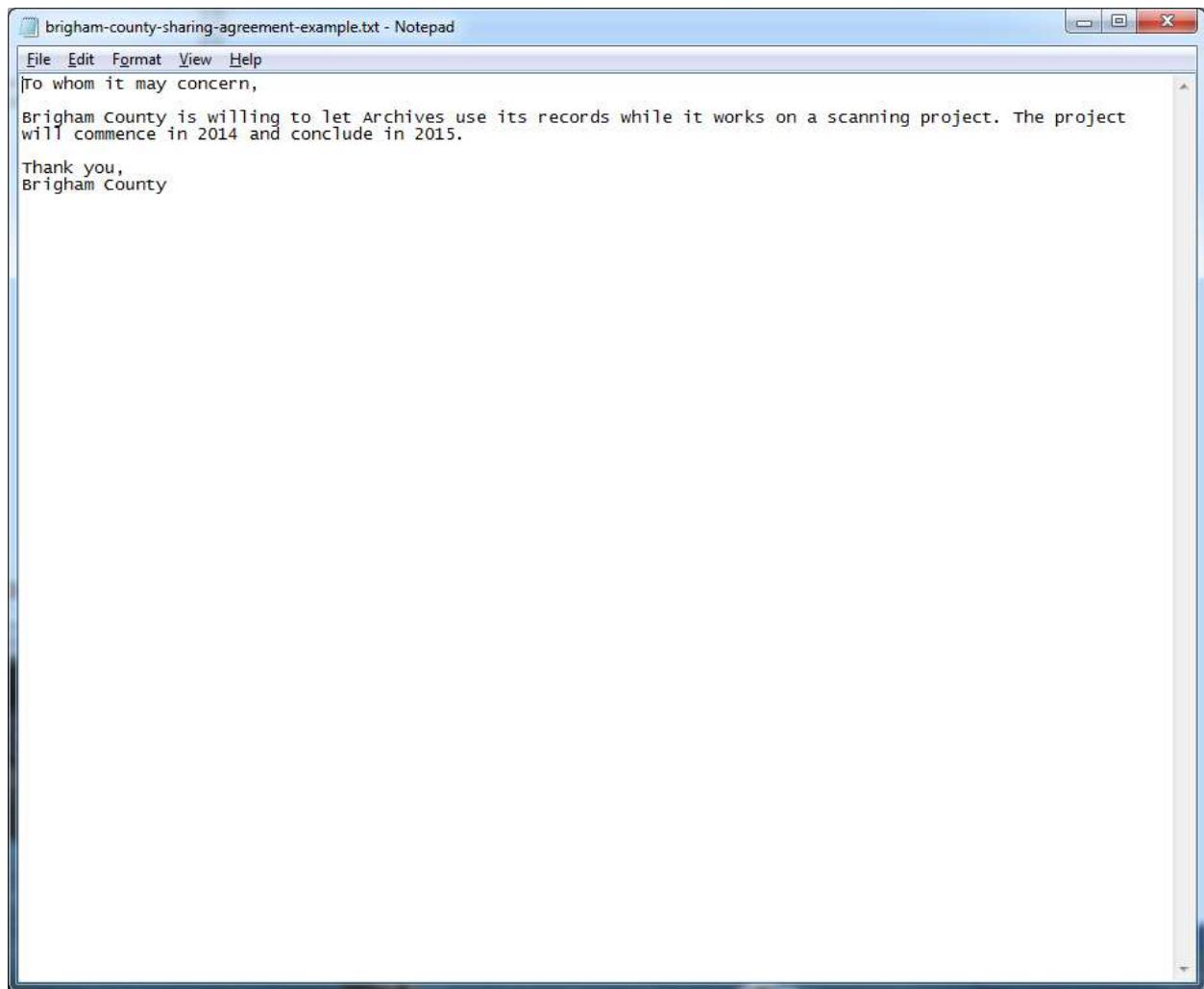
This table lists the attachments that have been uploaded as part of Rights Management. They represent agreements or contracts associated with rights.



To drill down to an agreement, double click a row.

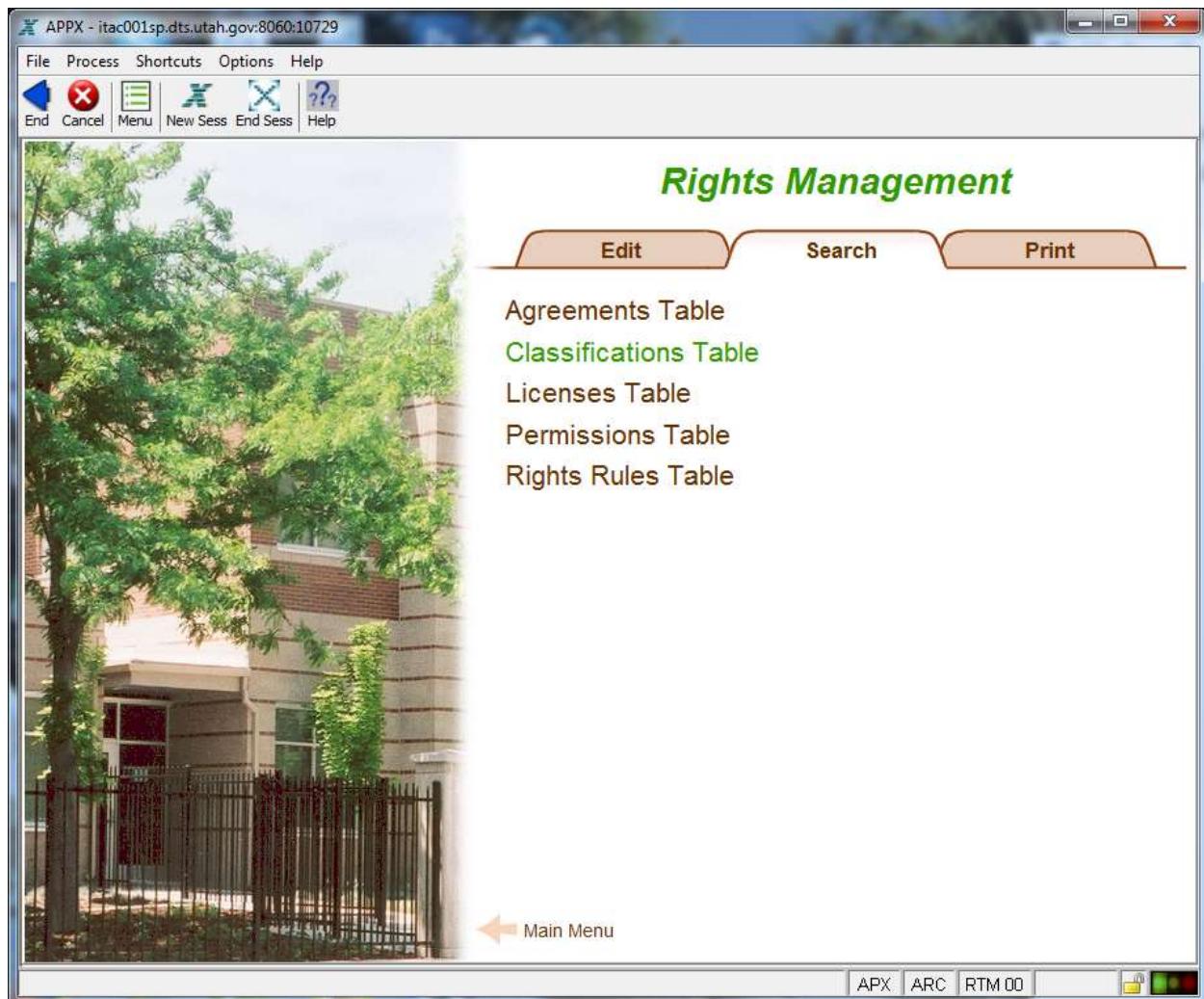


You may view the file from here, which will send the file from the server to your desktop.



You may not delete a record from here, as it is still tied to the table widget. To do that, you should access the Attached Rights Documentation item on the Edit tab of the Rights Management Menu. Click Cancel to return to the table widget, and Cancel again to return to the Search tab of the Rights Management Menu.

Click the Classifications Table.



APPX - itac001sp.dts.utah.gov:8060:10729

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

Access Rights Classifications Table

Class Key Title Section

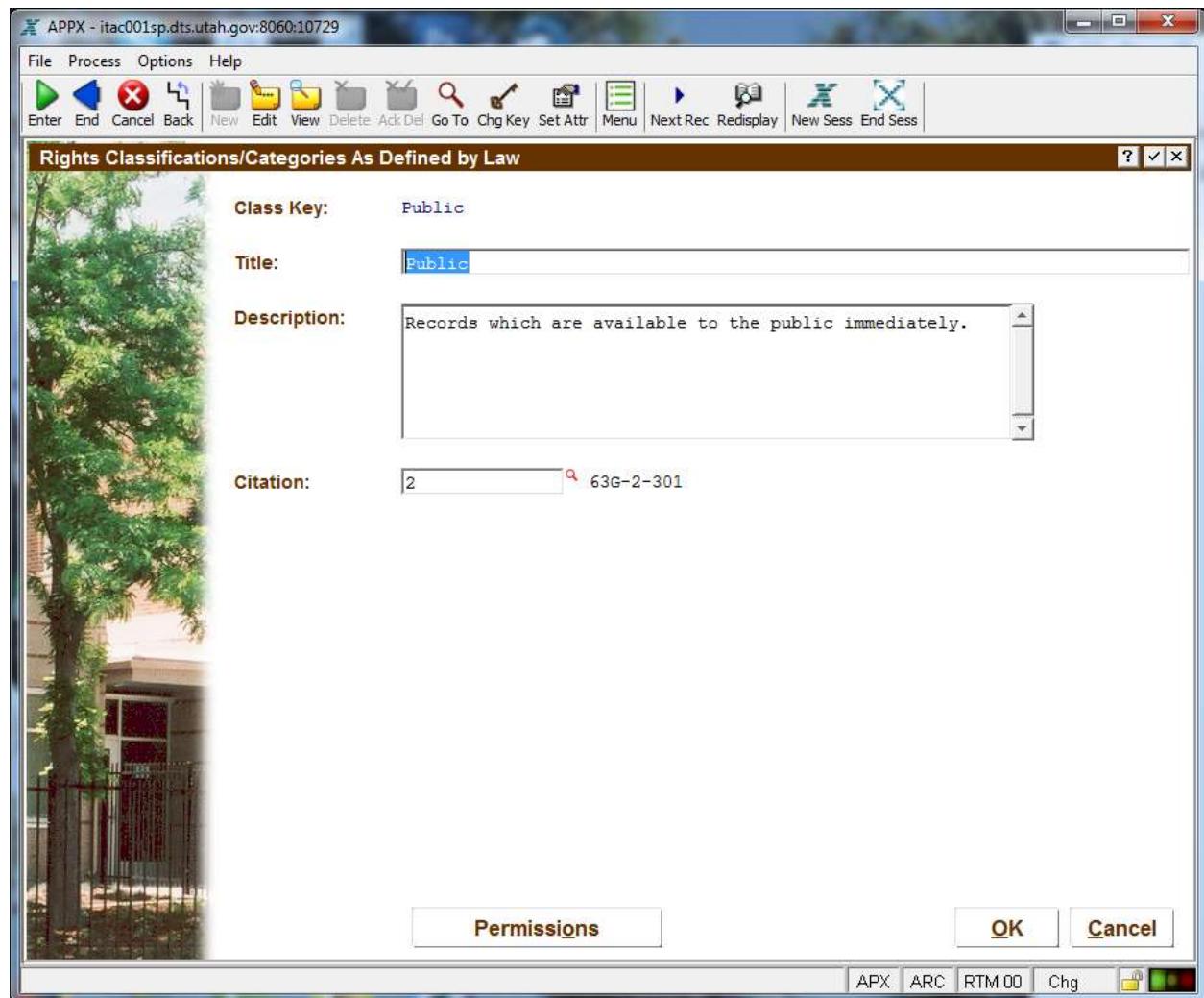
Class Key	Title	Section
Controlled	Controlled	63G-2-304
Exempt	Exempt	
Private	Private	63G-2-302
Private for 100 years	Private	63G-2-310
Private for 75 years	Private	63G-2-310
Private govt employees	Private	63G-2-303
Protected	Protected	63G-2-305
Public	Public	63G-2-301
Public after 100 years	Public	63G-2-310
Public after 75 years	Public	63G-2-310

OK Cancel

APX ARC RTM 00 Chg

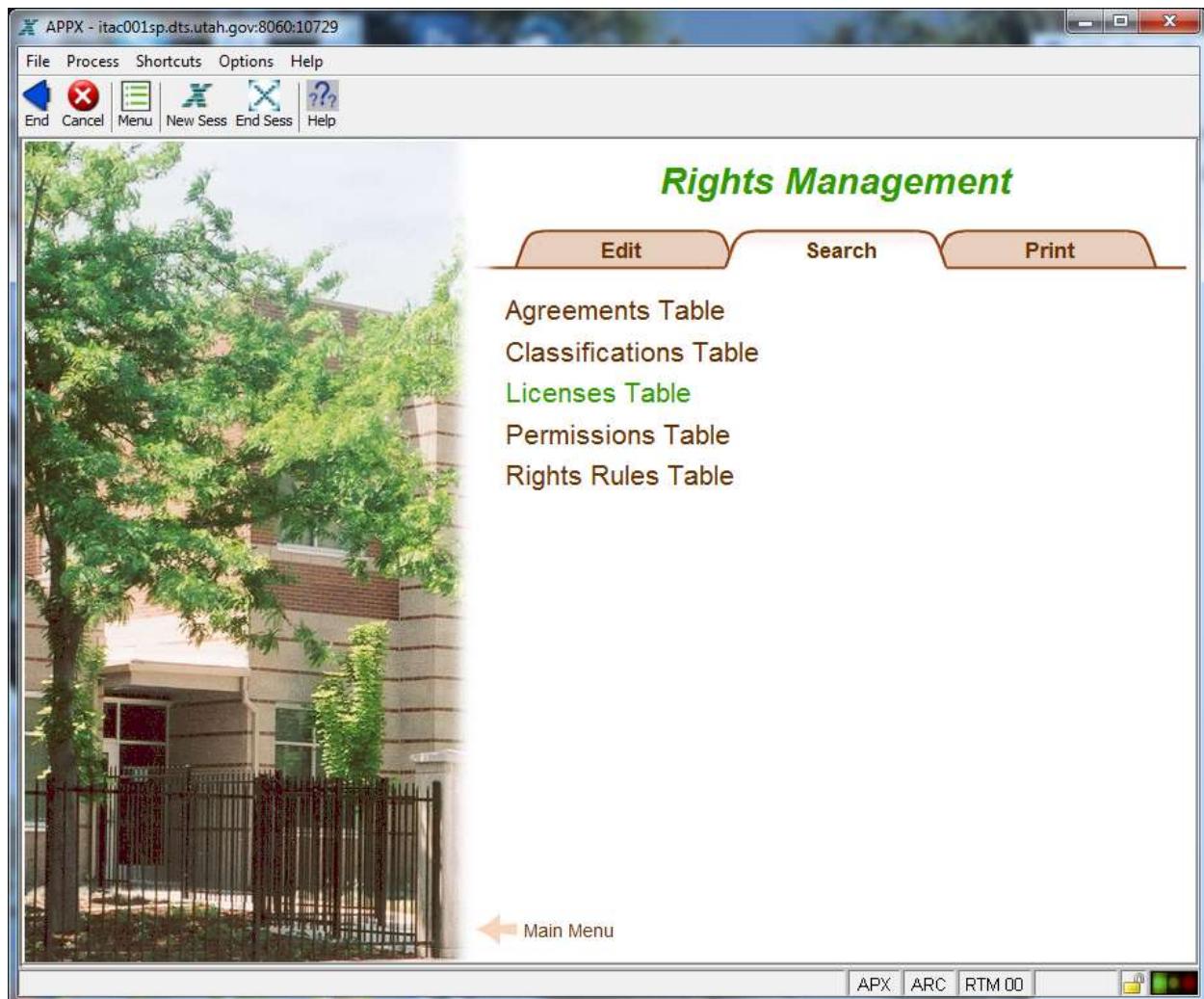


To drill down to the classification detail, double-click a row.



Click Cancel to return to the Classifications Table, and Cancel again to return to the Search tab of the Rights Management Menu.

Click the Licenses Table.



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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

Licenses Table

?

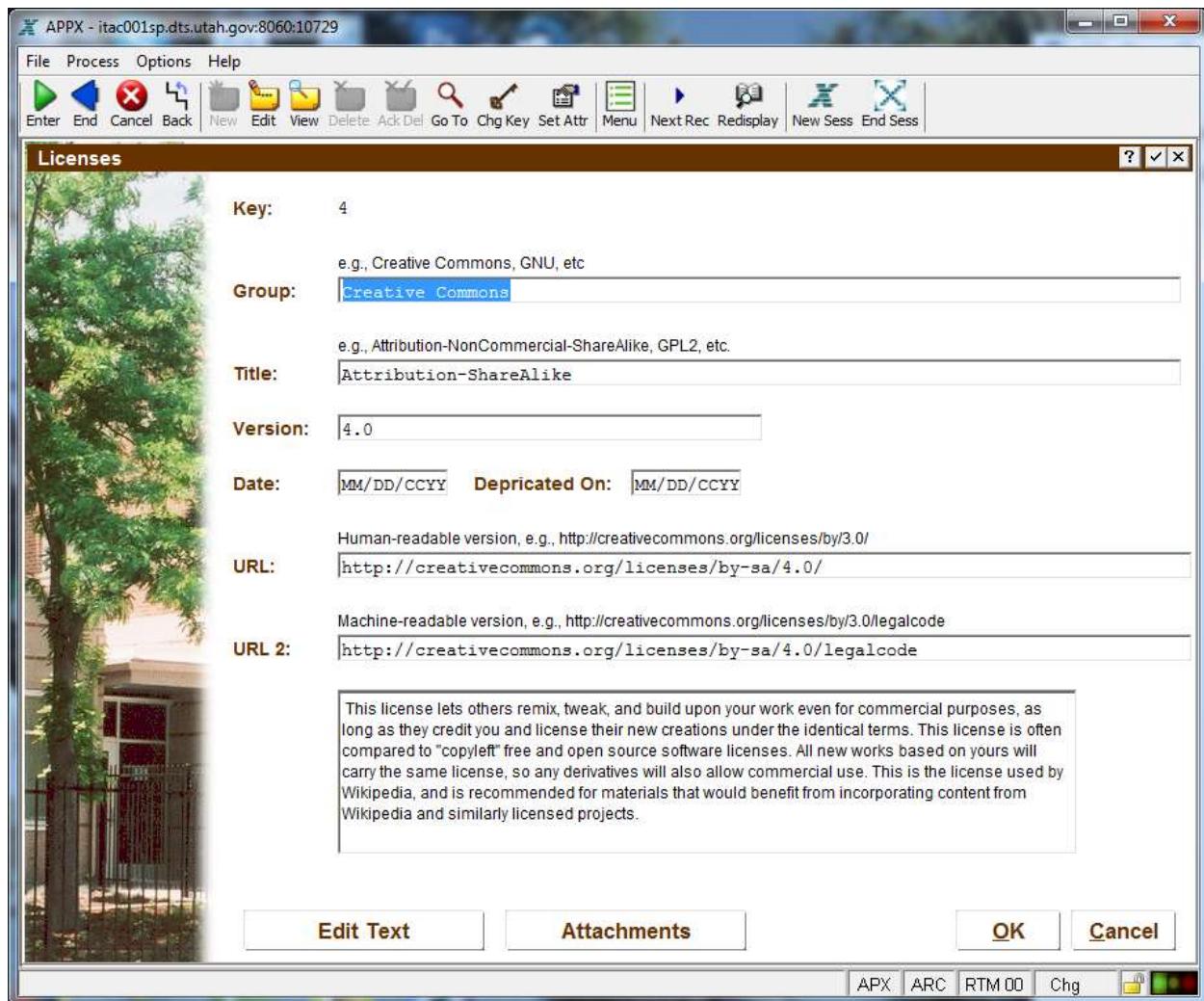
Group Type	Title	Version
Creative Commons	Attribution	4.0
Creative Commons	Attribution-NoDerivs	4.0
Creative Commons	Attribution-NonCommercial-ShareAlike	4.0
Creative Commons	Attribution-ShareAlike	4.0
Creative Commons	Attribution-NonCommercial	4.0
Creative Commons	Attribution-NonCommercial-NoDerivs	4.0

OK Cancel

APX ARC RTM 00 Chg

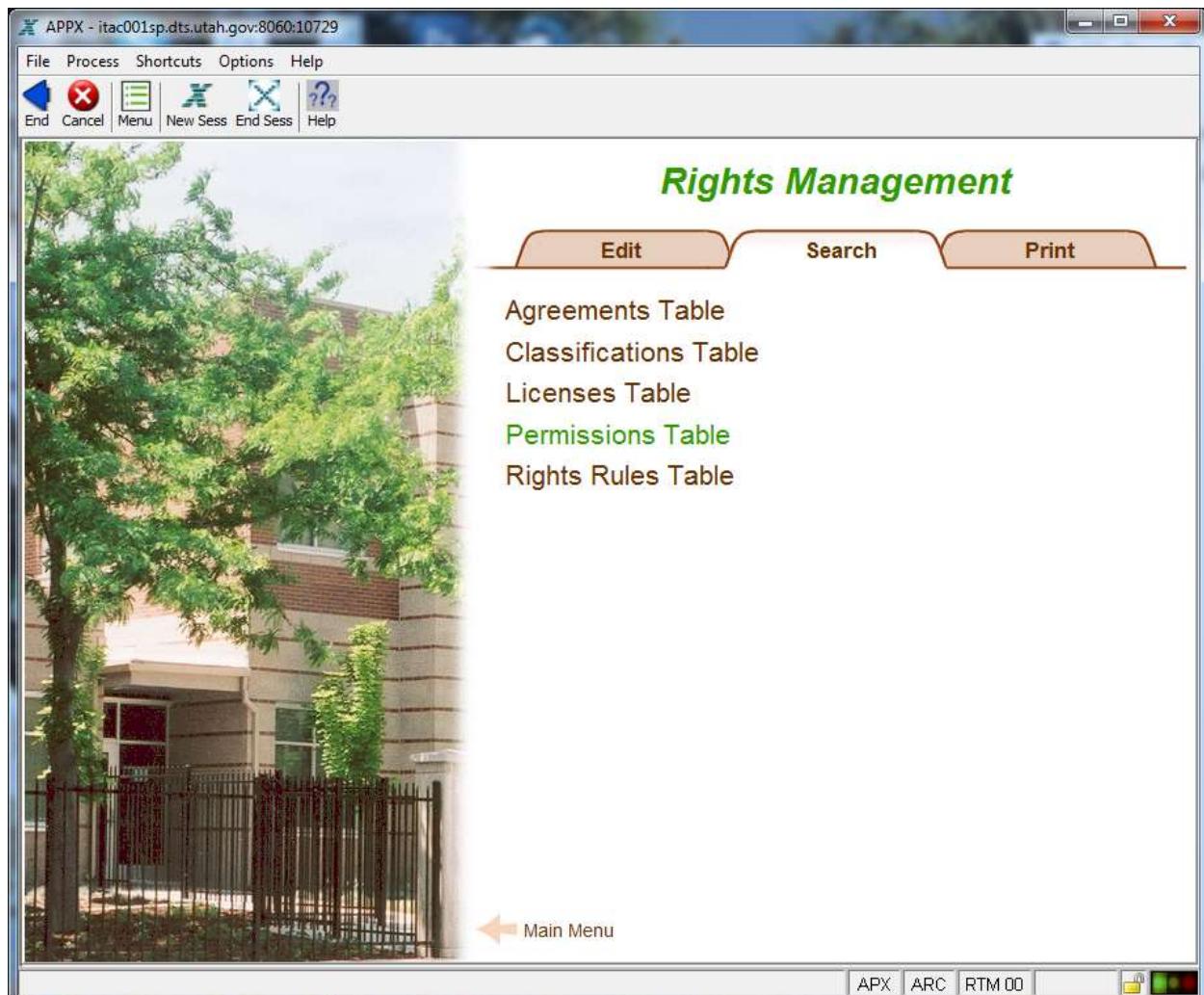
Group Type	Title	Version
Creative Commons	Attribution	4.0
Creative Commons	Attribution-NoDerivs	4.0
Creative Commons	Attribution-NonCommercial-ShareAlike	4.0
Creative Commons	Attribution-ShareAlike	4.0
Creative Commons	Attribution-NonCommercial	4.0
Creative Commons	Attribution-NonCommercial-NoDerivs	4.0

Double-click a row to drill down to see license detail.



Click Cancel to return to the Licenses Table, and Cancel again to return to the Search tab of the Rights Management Menu.

Click on the Permissions Table.



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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

Permissions Table

?

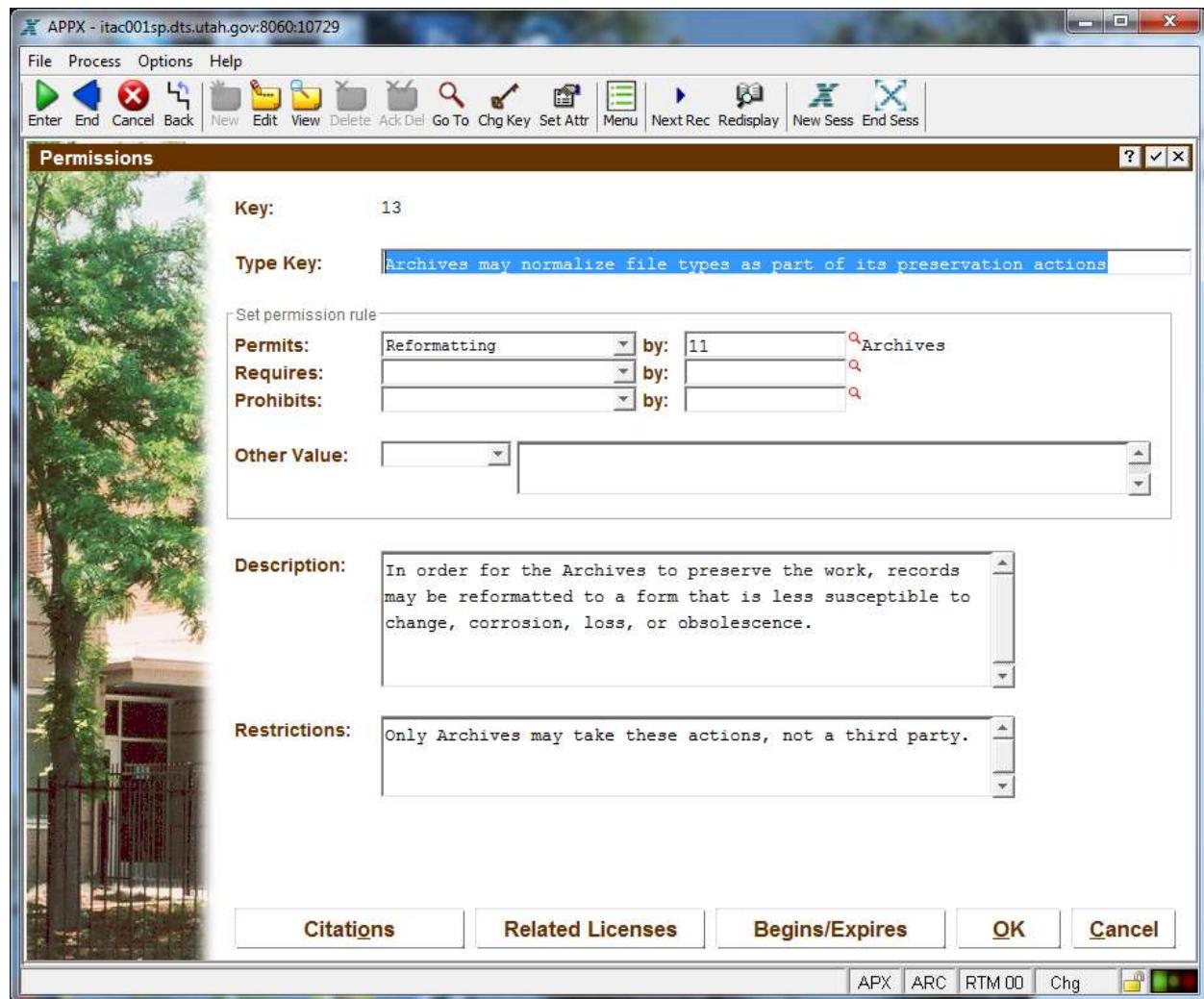
Type	Permits	Requires	Prc
Reproduce without restriction	Reproduction		
Distribute without restriction	Distribution		
Derivative works may be created from this resource	Derivative Works		
Commercial use is prohibited			Co
Use requires notice		Notice	
Use requires attribution		Attribution	
Use requires changes to be available under the same p...		ShareAlike	
Use requires source code be made available		SourceCode	
Archives may reproduce these records for preservation p...	Reproduction		Re
Use requires copyleft		Copyleft	
Use requires lesser copyleft		Lesser Copyleft	
Prohibited for use by high-income nations			Us
Archives may normalize file types as part of its preservati...	Reformatting		
Archives will store the records in a climate-controlled en...	Storage Services		
Both Archives and the creating agency will provide acces...	Access Services		
Records may be shared with third party provided restricti...	Limited Sharing	Contract	
Available only to medical personnel treating the subject ...	Viewing/Access		Vie
Available to the general public to view, reproduce, and di...	Viewing/Access		Vie
Available to subject of record	Viewing/Access		Vie
Archives will provide access services for these records	Access Services		
Birth records less than 100 years old	Reproduction	Proof of Identity	Vie

OK Cancel

APX ARC RTM 00 Chg

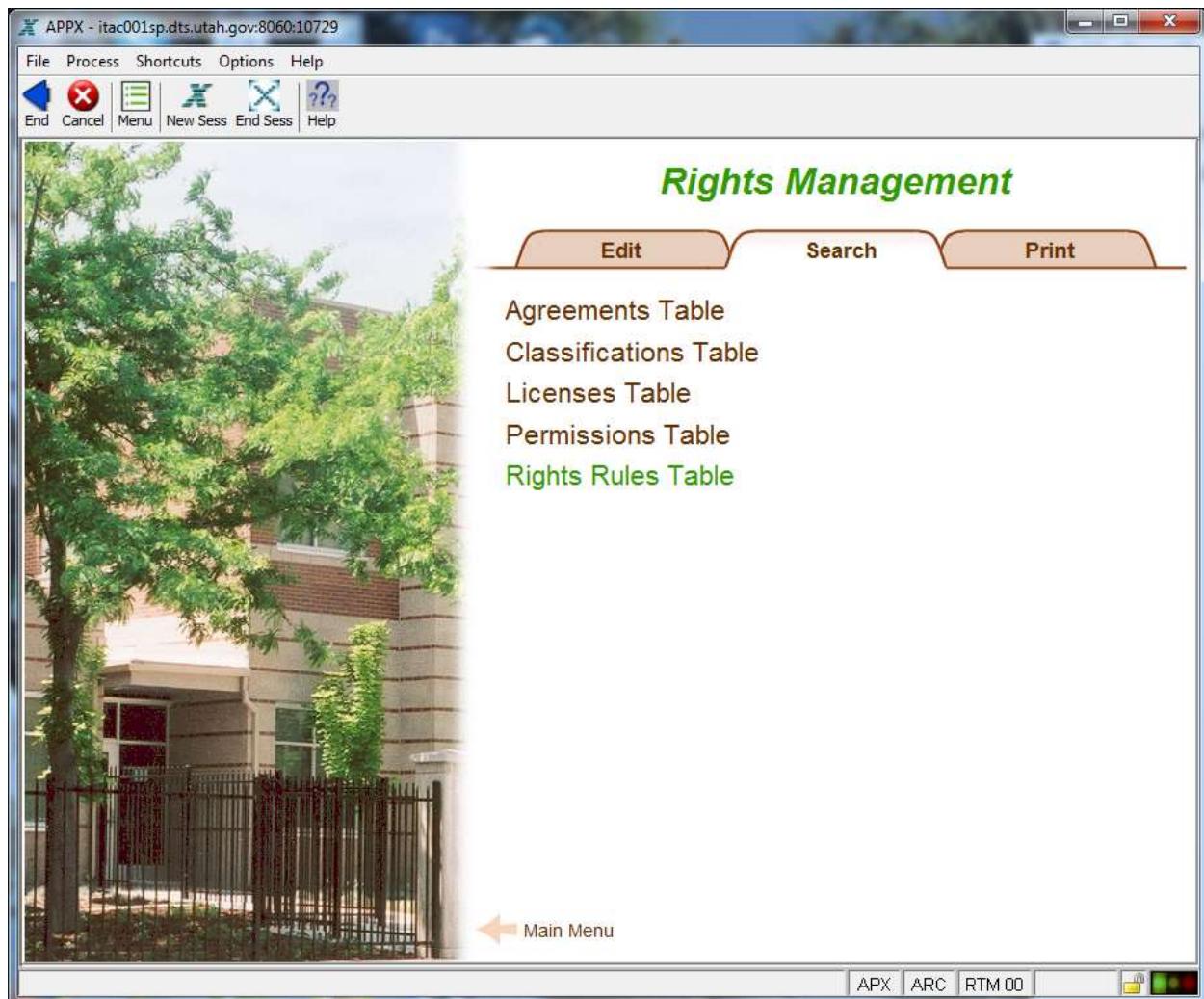


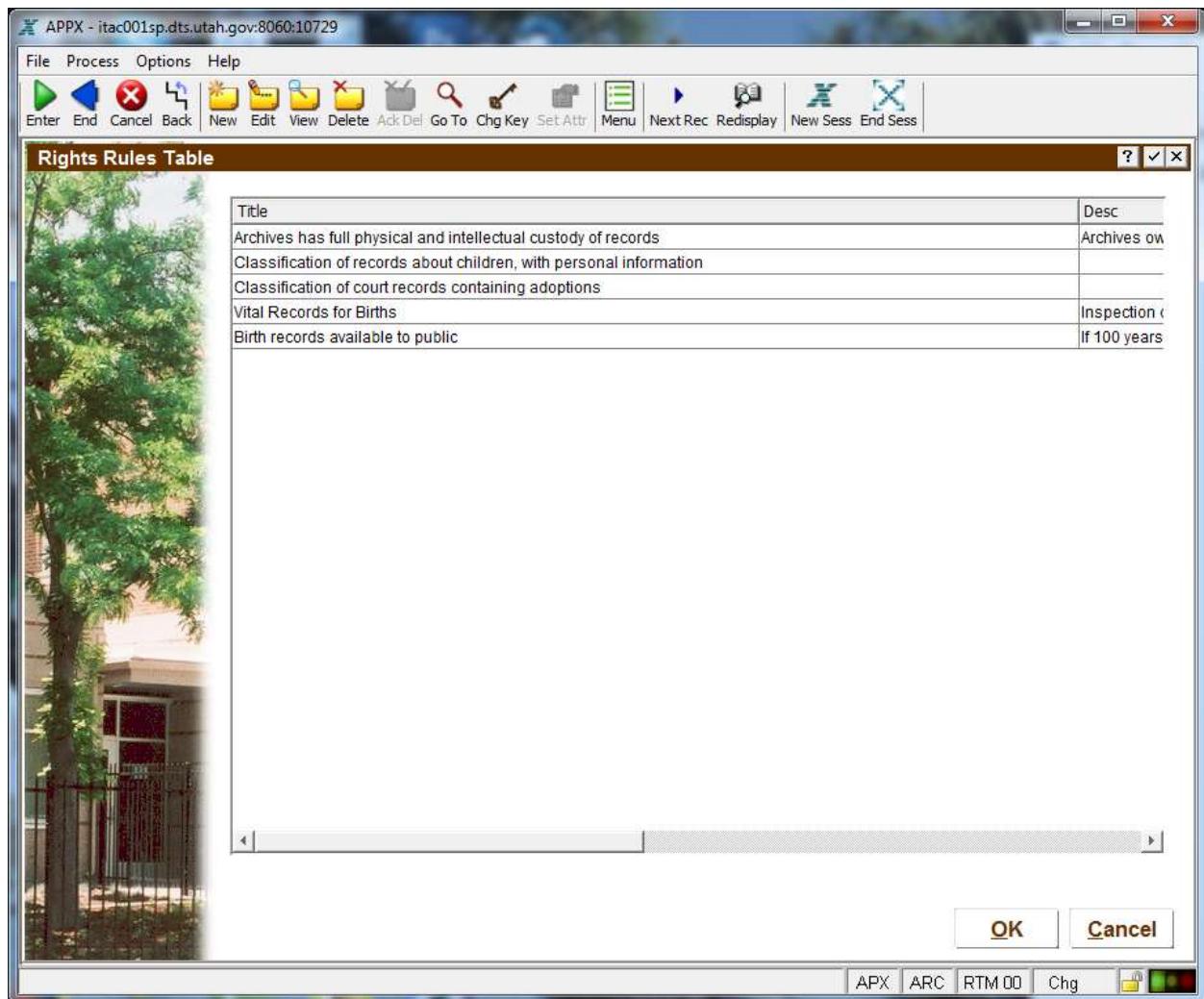
Double-click a row to drill down to permission details.



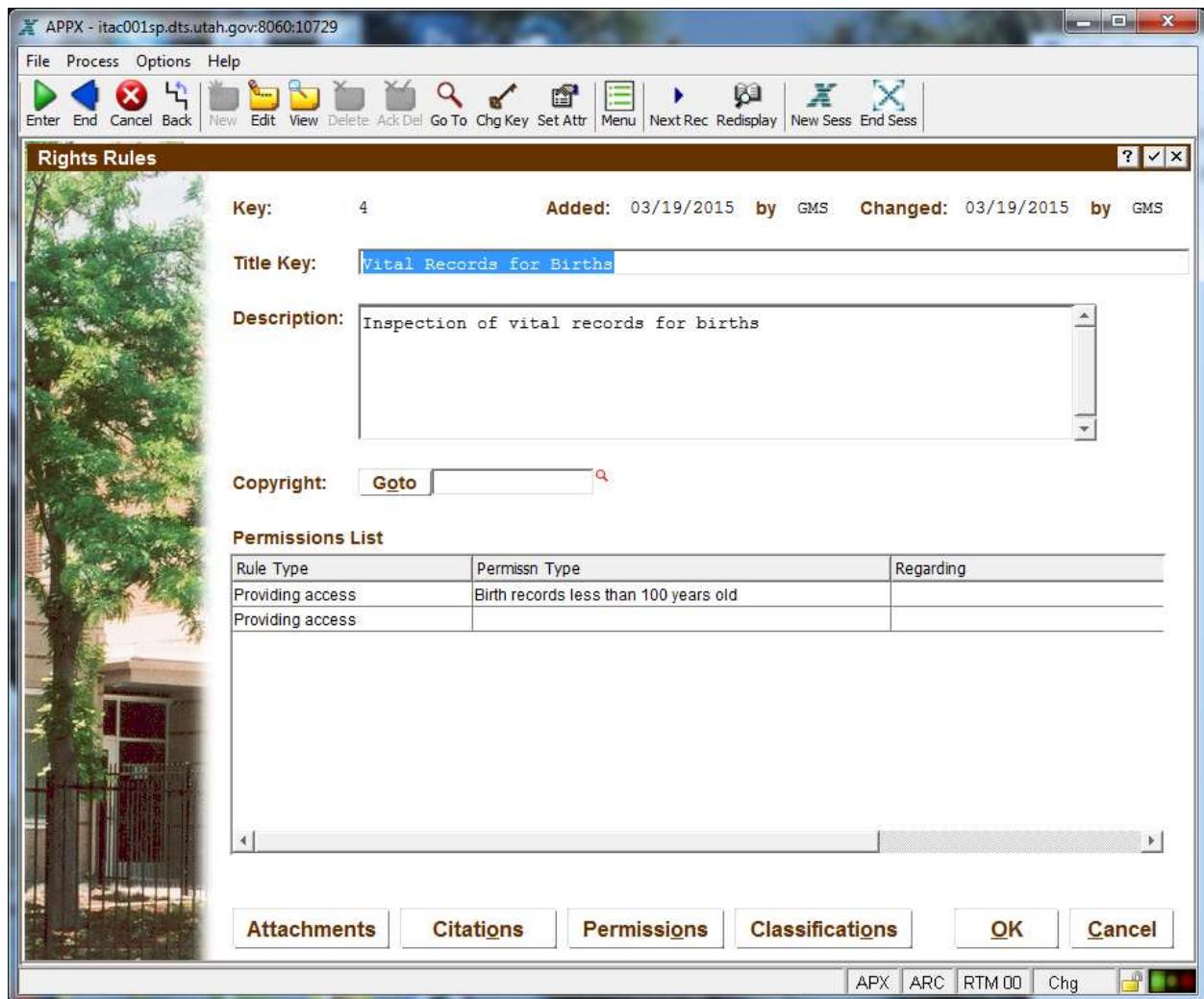
Click Cancel to return to the Permissions Table, and Cancel again to return to the Search tab of the Rights Management Menu.

Click on the Rights Rules Table.



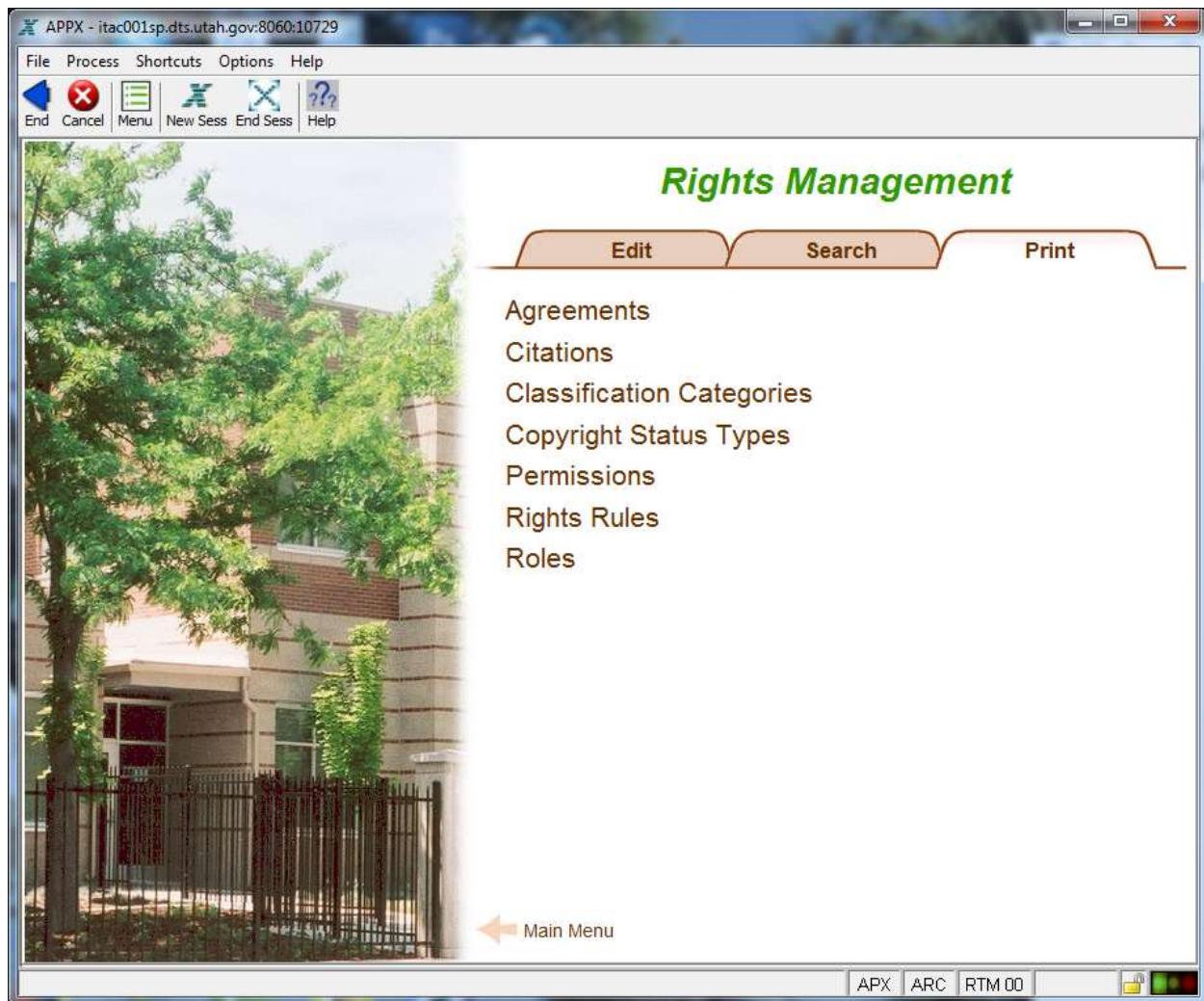


Double-click a row to drill down to Rights Rule details.

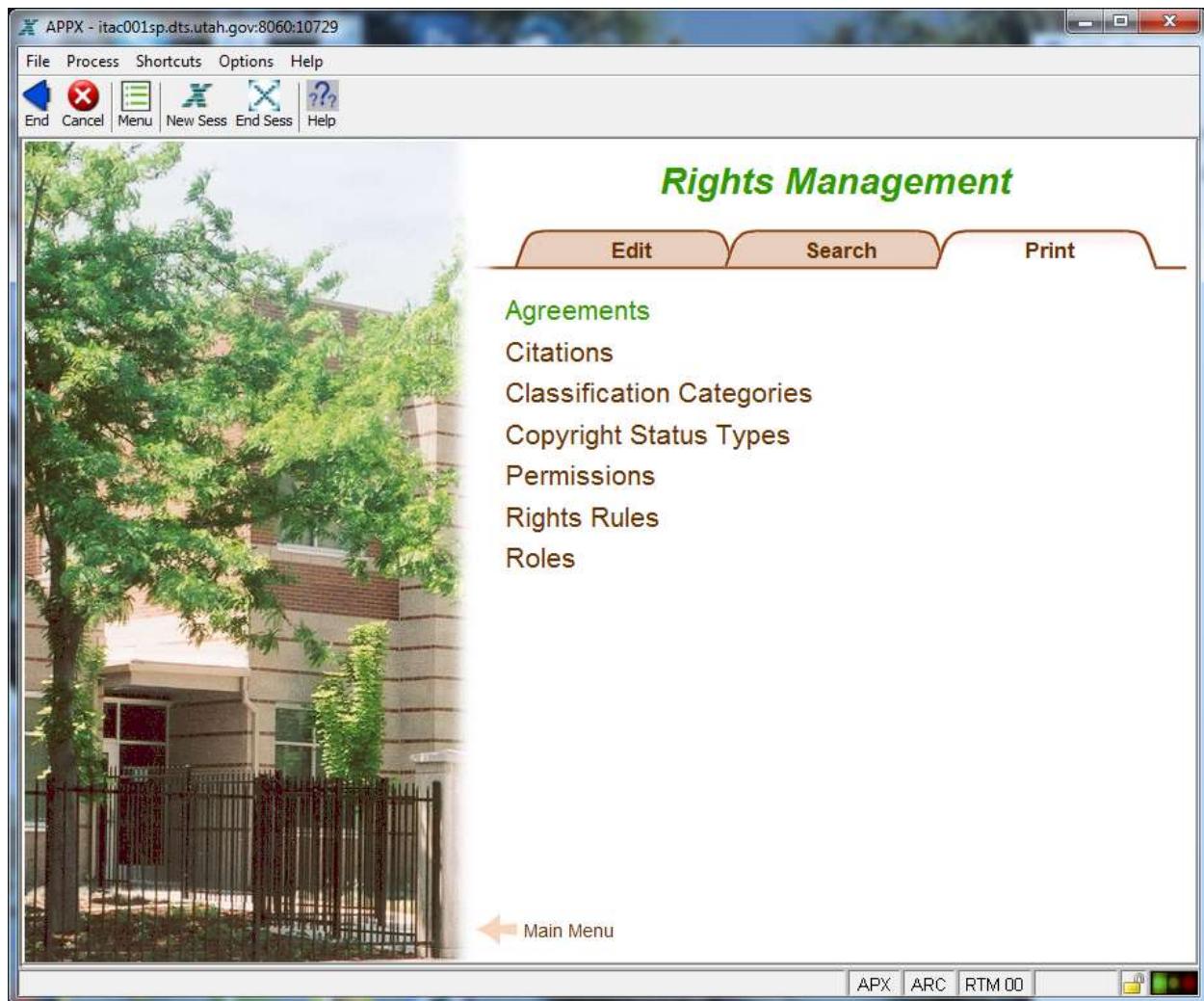


Click Cancel to return to the Rights Rules table, and Cancel again to return to the Search tab of the Rights Management menu.

Click the Print tab of the Rights Management menu.



Click on Agreements.



This is a PDF report. The query asks for the agreement key, title, type, and beginning and ending years.

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File 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

Query Selection

?

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Agreeatc Record Id	EQ		EQ = Equal To GE = Greater Than or Equal To GT = Greater Than LE = Less Than or Equal To LT = Less Than NE = Not Equal To IN = Includes EX = Excludes RI = Regular Expression Case Insensitive RS = Regular Expression Case Sensitive
2	Title	EQ		
3	Type	EQ		
4	Begin Year	EQ	CCYY	
5	End Year	EQ	CCYY	

<- If it says "more", press Page Down

Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

Screenshot of a software interface showing 'Archives Agreement Output'.

The title bar reads "Archives Agreement Output".

The right side shows a toolbar with various icons:

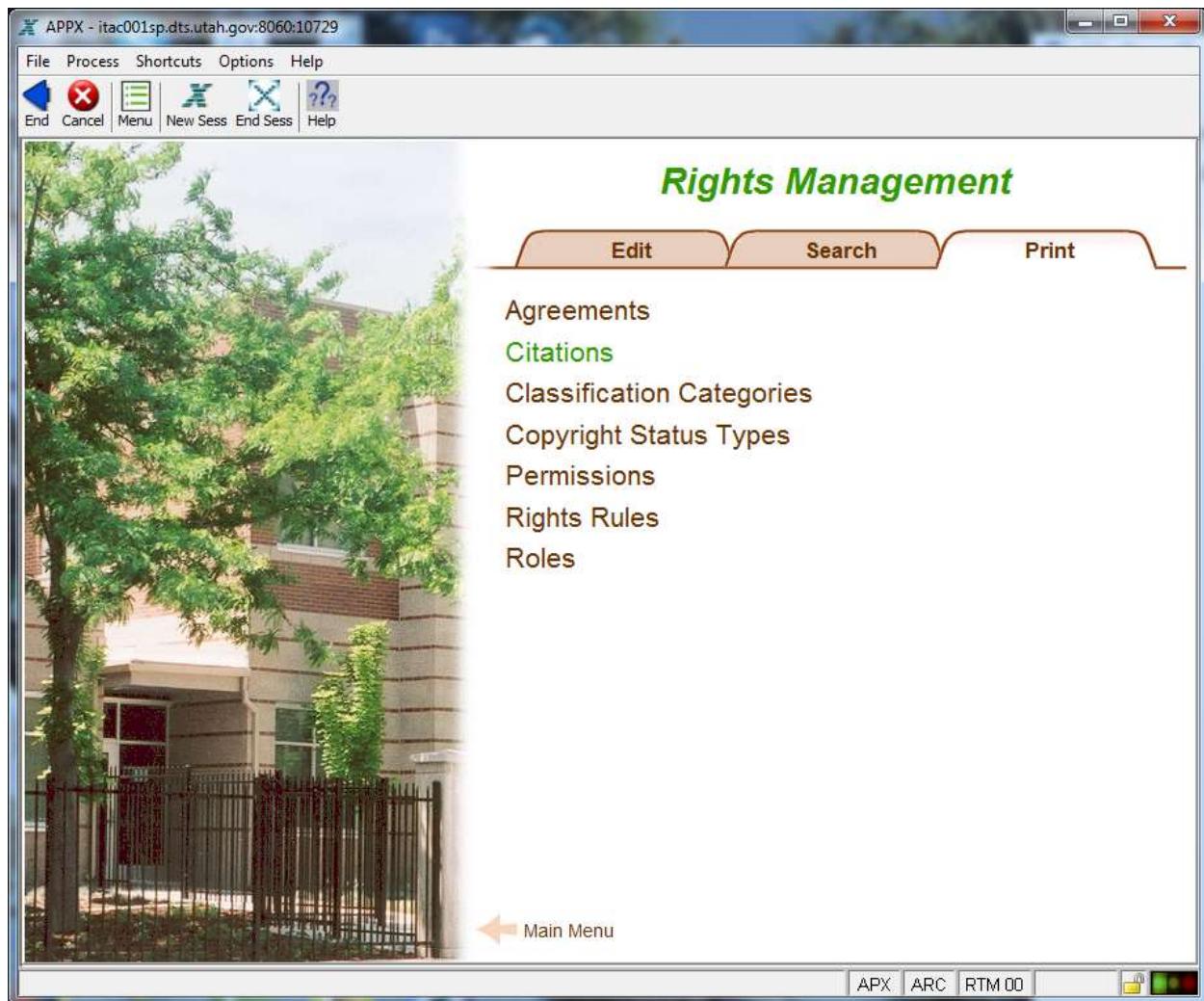
- Export PDF
- Create PDF
- Edit PDF
- Comment
- Continue File
- Fill & Sign
- Send for Signature
- Send & Track

The main content area displays the following text:

Title	Type	Beg Year	End Year
Example	Sharing	From: 2014	To: 2015
		/user/local/appx/archstg1/Attachments/RIGHTSRULE/RIGHTSRULE-1	
		brigham-county-sharing-agreement-example.txt	
		Agreement between Archives and Brigham County, where Brigham is allowing Archives to use its records temporarily.	

Click Continue to return to the Print tab of the Rights Management menu.

Click Citations.



This is a PDF report. The query asks for title, section, year, common name, acronym, or URL.

APPX - itac001sp.dts.utah.gov:8060:10729

File 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

Query Selection

?

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Title	EQ		EQ = Equal To
2	Section	EQ		GE = Greater Than or Equal To
3	Year	EQ	CCYY	GT = Greater Than
4	Common Name	EQ		LE = Less Than or Equal To
5	Acronym	EQ		LT = Less Than
6	Url	EQ		NE = Not Equal To

IN = Includes
EX = Excludes
RI = Regular Expression Case Insensitive
RS = Regular Expression Case Sensitive

<- If it says "more", press Page Down

Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

Screenshot of a Microsoft Word document titled "Archives Rhtcite Output". The page header shows "Page: 1", "06/19/16 13:35", and "APX". The ribbon menu is visible at the top. A sidebar on the right contains options like "Expert PDF", "Create PDF", "Edit PDF", "Comment", "Convert File", "Fill & Sign", "Send for Signature", and "Send & Track".

Archives
Rhtcite Output

Page: 1
06/19/16 13:35
APX

Title Common Name

Utah Code Annotated
63G-2
2014
Government Records Access and Management Act
GRAMA
http://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html?v=C63G-2_1800010118000101

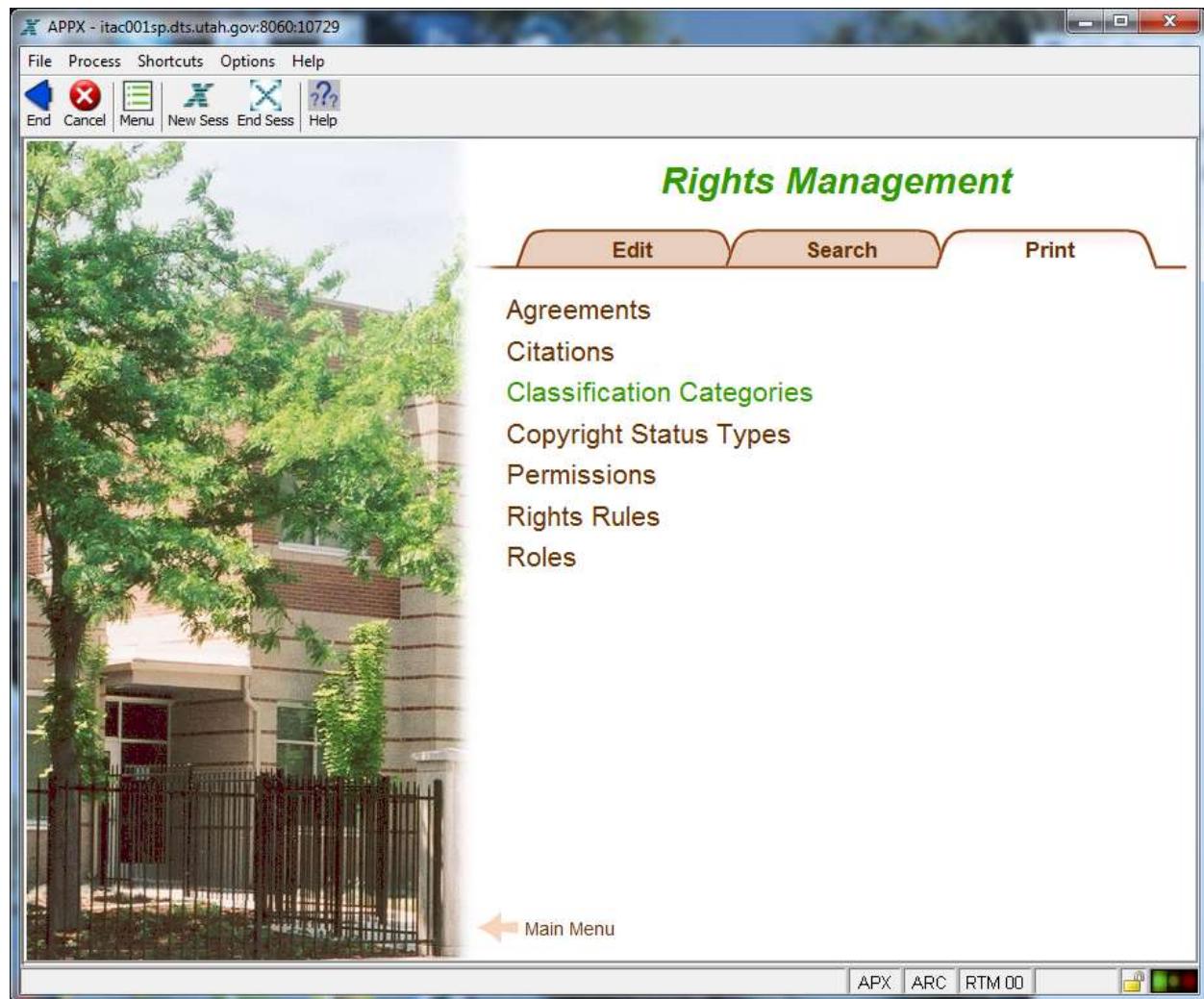
Utah Code Annotated
63G-2-301
2014
GRAMA definition of Public records
GRAMA
http://le.utah.gov/code/TITLE63G/htm/63G02_030100.htm

Utah Code Annotated
63G-2-301(2)
2014
GRAMA records which ARE public
GRAMA
http://le.utah.gov/code/TITLE63G/htm/63G02_030100.htm
These records are public except to the extent they contain information

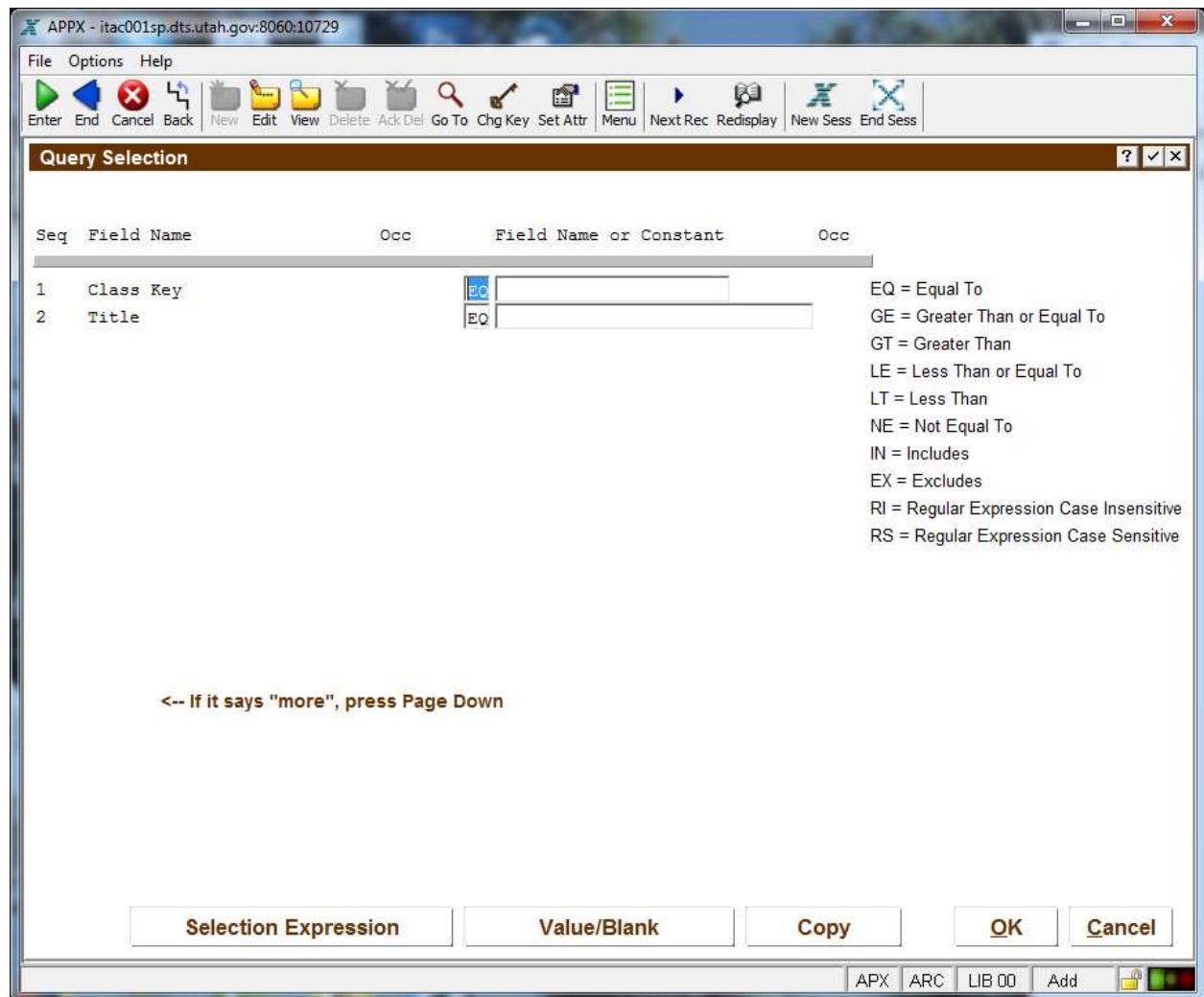
Show and hide this in the Document Cloud (optional)

Click Continue to return to the Print tab of the Rights Management menu.

Click Classification Categories.



This is a PDF report. The query asks for the classification key and title.



File Home Tools 0816060203HE17L_4

Archives
Rghtclas Output

Page: 1
06/13/16 13:40
APX

Class Key Title

Controlled Controlled
63G-2-304
Records about people regarding medical or psychiatric health that would be damaging to that person or another individual if released to the subject of the record. Open to medical personnel.

Exempt Exempt
Access to the records is defined by another statute or rule, not GRAMA.

Private Private
63G-2-302
Records about people which contain personally-identifying information, the release of which would be an unwarranted invasion of privacy.

Private for 100 years Private
63G-2-310
Private for 100 years because the records contain personally-identifying information about a child.

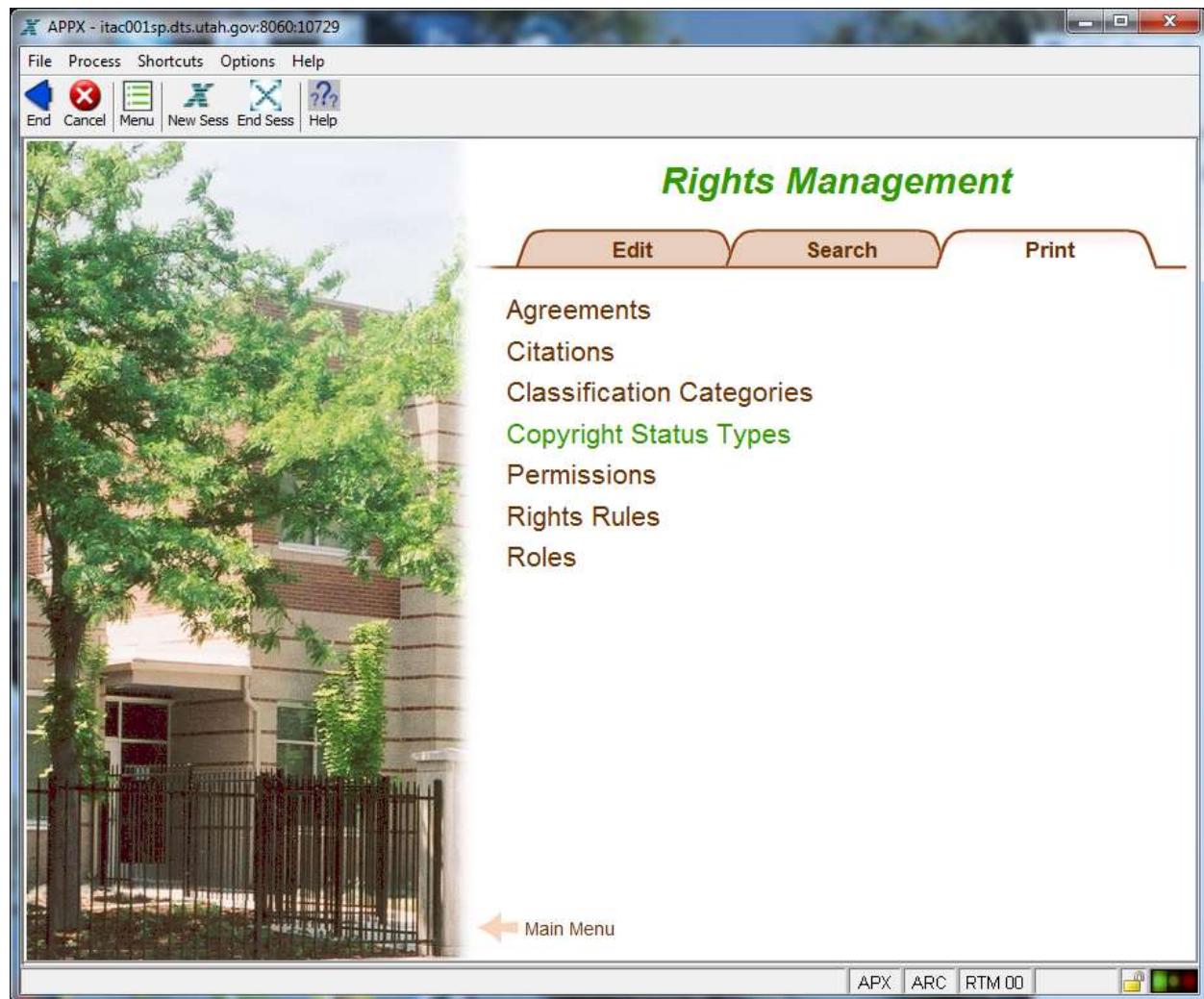
Private for 75 years Private
63G-2-310
Private for 75 years because the records contain personally-identifying information about an individual who is an adult.

Export PDF Create PDF Edit Info Comment Continue File & Sign Send for Signature Send & Track

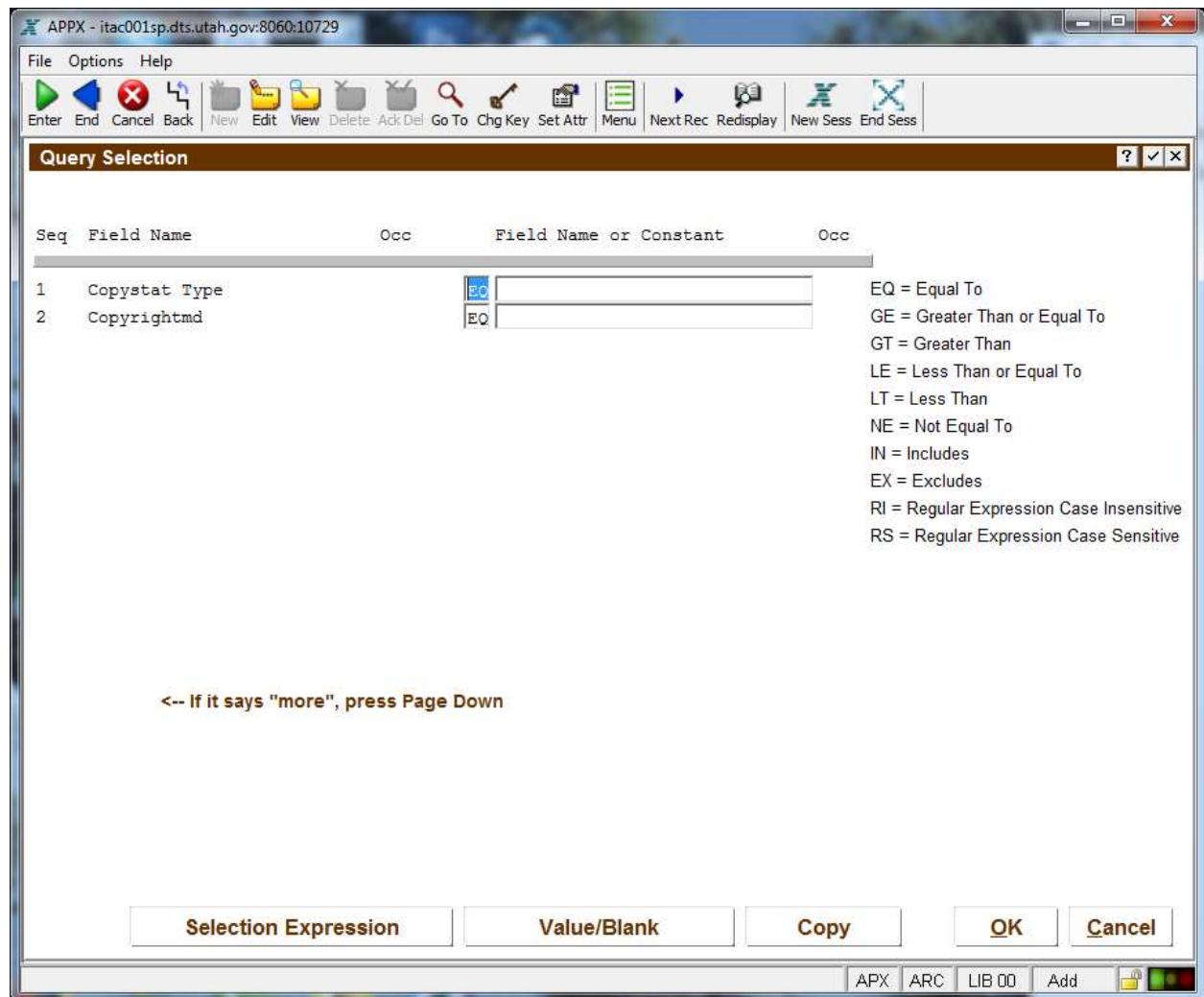
Show and download in the Document Cloud (optional)

Click Continue to return to the Print tab of the Rights Management menu.

Click Copyright Status Types.



This is a PDF report. The query asks for copyright status type and the CopyrightMD code.



Screenshot of a software interface showing 'Copystat Output' results for 'Archives'. The results are categorized by 'Copystat Type' and include 'CopyrightMD' values.

Copystat Type	CopyrightMD
Copyrighted	CopyrightMD Value: copyrighted
Under copyright	
Public Domain	CopyrightMD Value: pd
Public domain: no further information	
Public Domain by Holder	CopyrightMD Value: pd_holder
Public domain: Item dedicated to the public domain by rights holder.	
Public Domain Rights Expired	CopyrightMD Value: pd_expired
Public domain: Item in the public domain because of expiration of copyright based on U.S. law.	
Public Domain US Federal Doc	CopyrightMD Value: pd_usfed
Public domain: US Federal document	
Unknown	CopyrightMD Value: unknown
Copyright status of the resource is unknown.	

Page: 1
06/13/16 13:42
APX

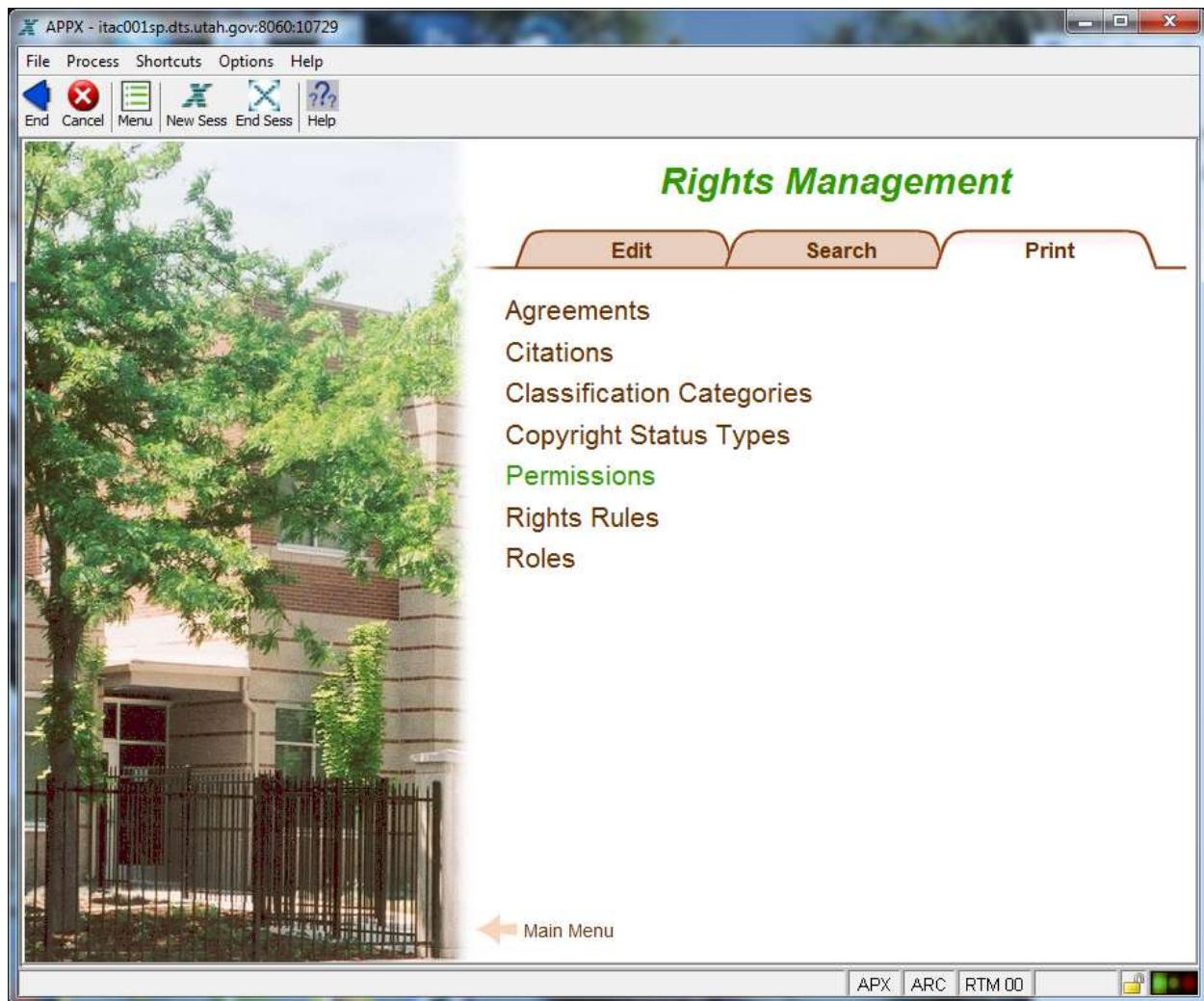
Right-click context menu:

- Export PDF
- Create PDF
- Edit Info
- Comment
- Convert File
- Fill & Sign
- Send for Signature
- Send & Track

Show and share this in the Document Cloud (optional)

Click Continue to return to the Print tab of the Rights Management menu.

Click Permissions.



This is a PDF report. The query asks for permission type, what is permitted, what it requires, and what it prohibits.

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File 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

Query Selection

?

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Type	EQ		EQ = Equal To GE = Greater Than or Equal To GT = Greater Than LE = Less Than or Equal To LT = Less Than NE = Not Equal To IN = Includes EX = Excludes RI = Regular Expression Case Insensitive RS = Regular Expression Case Sensitive
2	Permits	EQ		
3	Requires	EQ		
4	Prohibits	EQ		

<- If it says "more", press Page Down

Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

Screenshot of a Microsoft Word document titled "Archives Permissn Output". The page shows various permissions and restrictions defined by the Archives. The right side of the screen displays a ribbon menu with options like "Expert PDF", "Create PDF", "Edit Text", "Comment", "Continue Read", "Fill & Sign", "Send for Signature", and "Send & Track".

Archives
Permissn Output

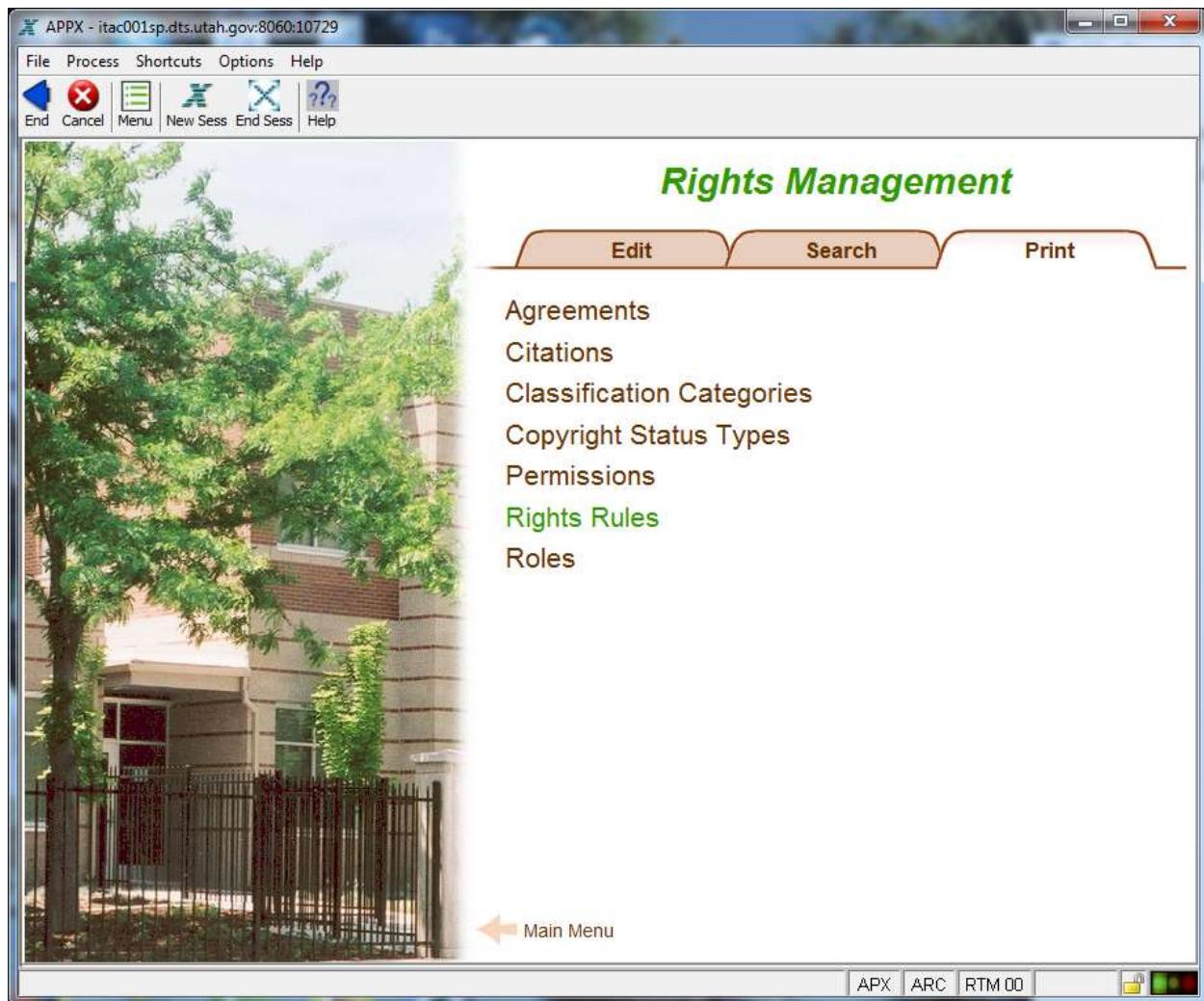
Page: 1
06/13/16 13:48
APX

Type	Permits	Permits Role
Archives may normalize file types as part of its preservation actions		
Permits:	Reformatting	by: Archives
Requires:		by:
Prohibits:		by:
Other:		
Description:	In order for the Archives to preserve the work, records may be reformatted to a form that is less susceptible to change, corrosion, loss, or obsolescence.	
Archives may reproduce these records for preservation purposes		
Permits:	Reproduction	by: Archives
Requires:		by:
Prohibits:	Reproduction	by: General public
Other:		
Description:	Archives reserves the right to make copies of the resource in order to preserve it.	
Archives will provide access services for these records		
Permits:	Access Services	by: Archives
Requires:		by:

Show and share this in the Document Cloud (optional)

Click Continue to return to the Print tab of the Rights Management menu.

Click Rights Rules.



This is a PDF report. The query asks for title, user who added the record, date added, and rights rule key (record id).

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File 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

Query Selection

?

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Title	EQ		EQ = Equal To
2	User Added	EQ		GE = Greater Than or Equal To
3	Date Added	EQ	MM/DD/CCYY	GT = Greater Than
4	Record Id	EQ		LE = Less Than or Equal To

LT = Less Than
NE = Not Equal To
IN = Includes
EX = Excludes
RI = Regular Expression Case Insensitive
RS = Regular Expression Case Sensitive

<- If it says "more", press Page Down

Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

Rule

Archives has full physical and intellectual custody of records

Copyright Status:
Archives owns the records and can provide all services needed, including storage, preservation, and access.

Permissions

Type: Physical ownership
Permission: Archives will store the records in a climate-controlled environment
Granted By: Named Entity When:
Agent: 11 Department of Administrative Services, Division of Archives and Records Service
Other:
Agent Role:
Source:
Note:

Type: Intellectual ownership
Permission: Reproduce without restriction
Granted By: Named Entity When:
Agent: 11 Department of Administrative Services, Division of Archives and Records Service
Other:
Agent Role:
Source:
Note:

Document ID: 081000010100035...
Title: PDF File - Local Office
Document Language: English (US) - Change
Owner: [redacted]
Created: [redacted]
Modified: [redacted]

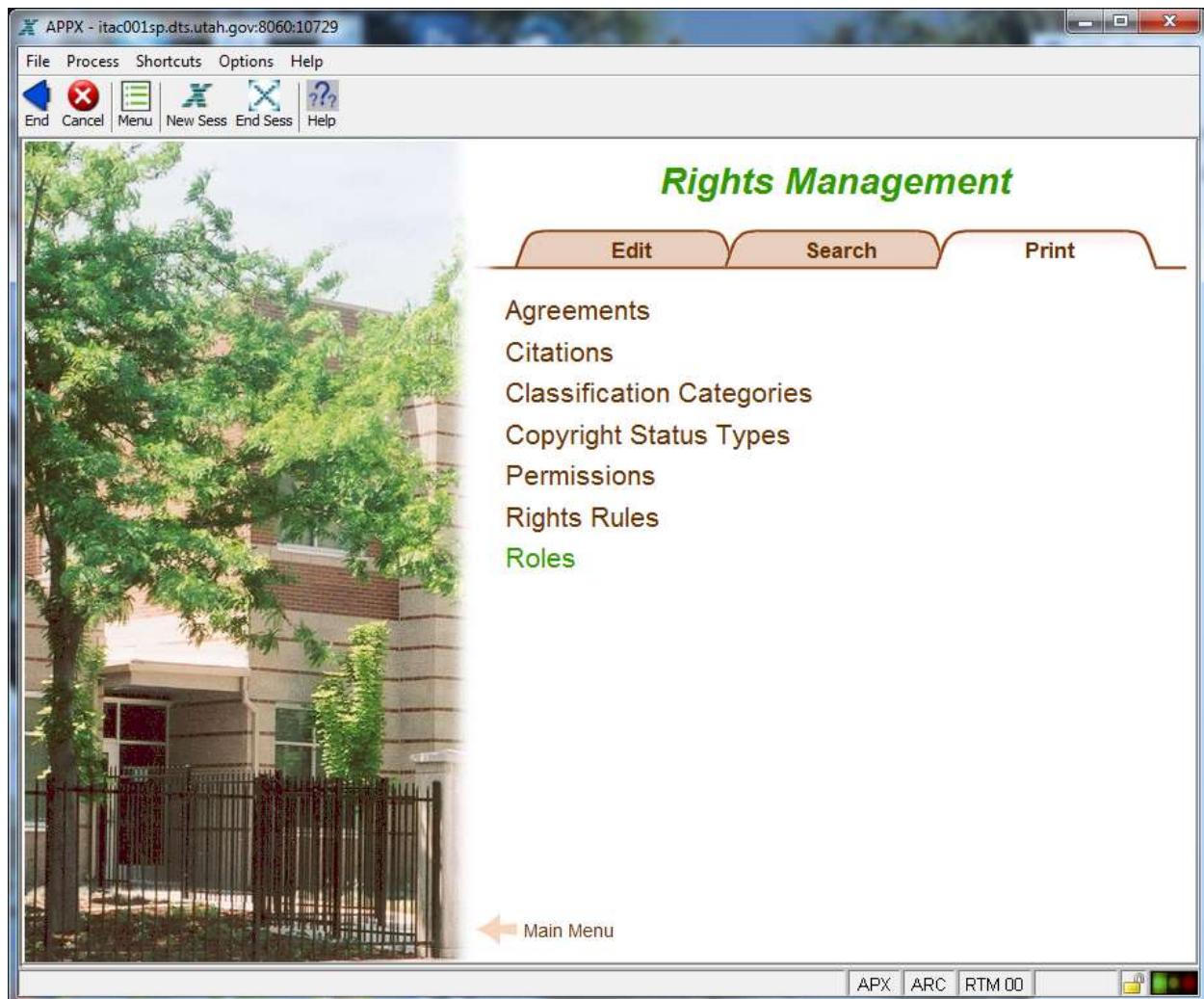
Actions

- Create PDF
- Edit PDF
- Comment
- Control Risks
- Fill & Sign
- Send for Signature
- Send by Email

Show and share this in the Document Cloud

Click Continue to return to the Print tab of the Rights Management menu.

Click Roles.



This is a PDF report. The query asks for role name and vocabulary used to identify the role.

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File 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

Query Selection

Seq	Field Name	Occ	Field Name or Constant	Occ
1	Role		<input type="text" value="EQ"/>	
2	Vocabulary		<input type="text" value="EQ"/>	

EQ = Equal To
GE = Greater Than or Equal To
GT = Greater Than
LE = Less Than or Equal To
LT = Less Than
NE = Not Equal To
IN = Includes
EX = Excludes
RI = Regular Expression Case Insensitive
RS = Regular Expression Case Sensitive

<- If it says "more", press Page Down

Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

Screenshot of a Microsoft Word document titled "Archives Roles". The document lists various roles and their descriptions. A ribbon menu at the top includes Home, Tools, and a file path. On the right, a ribbon sidebar shows options like "Archive Export PDF", "Selected PDF File", "Document", "Create", and "Send for Signature".

Role	Vocabulary
Archives Utah State Archives and Records Service and its employees; acting in their roles as custodians of historical records and records managers.	Vocabulary:
Archives and creating agency Joint roles between the Utah State Archives and the creating agency.	Vocabulary:
Author/Creator	Vocabulary:
Contributor	Vocabulary:
Copyright holder	Vocabulary:
Copyright holder's representative	Vocabulary:
Custodian of the records	Vocabulary:
Everyone including government General public, government, and industry.	Vocabulary:
General public Everyone	Vocabulary:

Click Continue to return to the Print tab of the Rights Management menu.