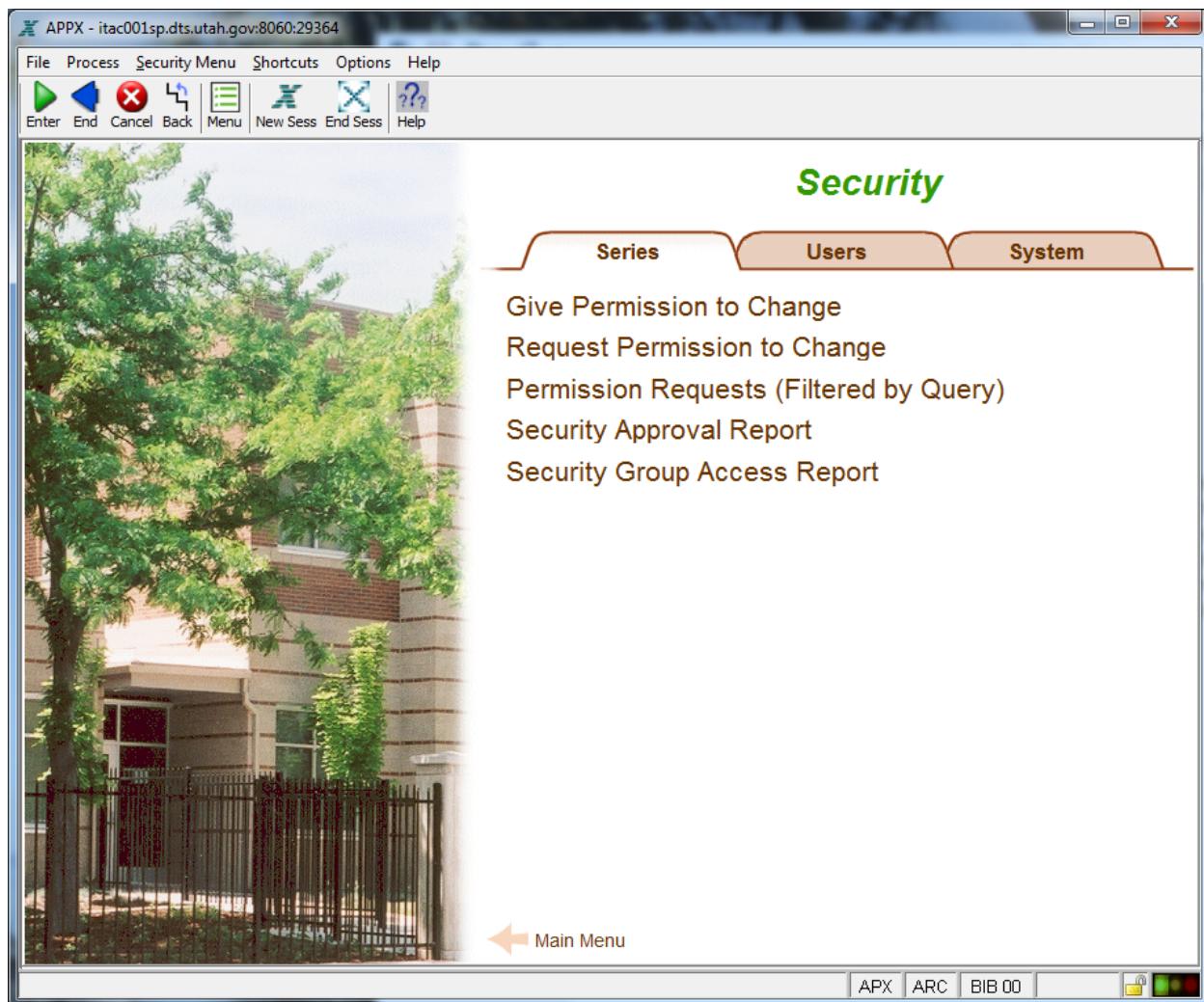


## Security Menu

June 29, 2017

The Security Menu manages access to certain fields within the series record, as well as manages users. Series security has four levels: 1) a new series has been added to the system and its retention has not yet been approved; 2) the series retention has been submitted to the State Records Committee for approval; 3) the retention has been approved, either by the State Records Committee or some other body such as the Judicial Council or Legislature, which govern their own records, and 4) the series has been fully cataloged. If very old records have come into the Archives' custody, often they are "considered scheduled" by the Archives' director and need no further approval of their disposition.

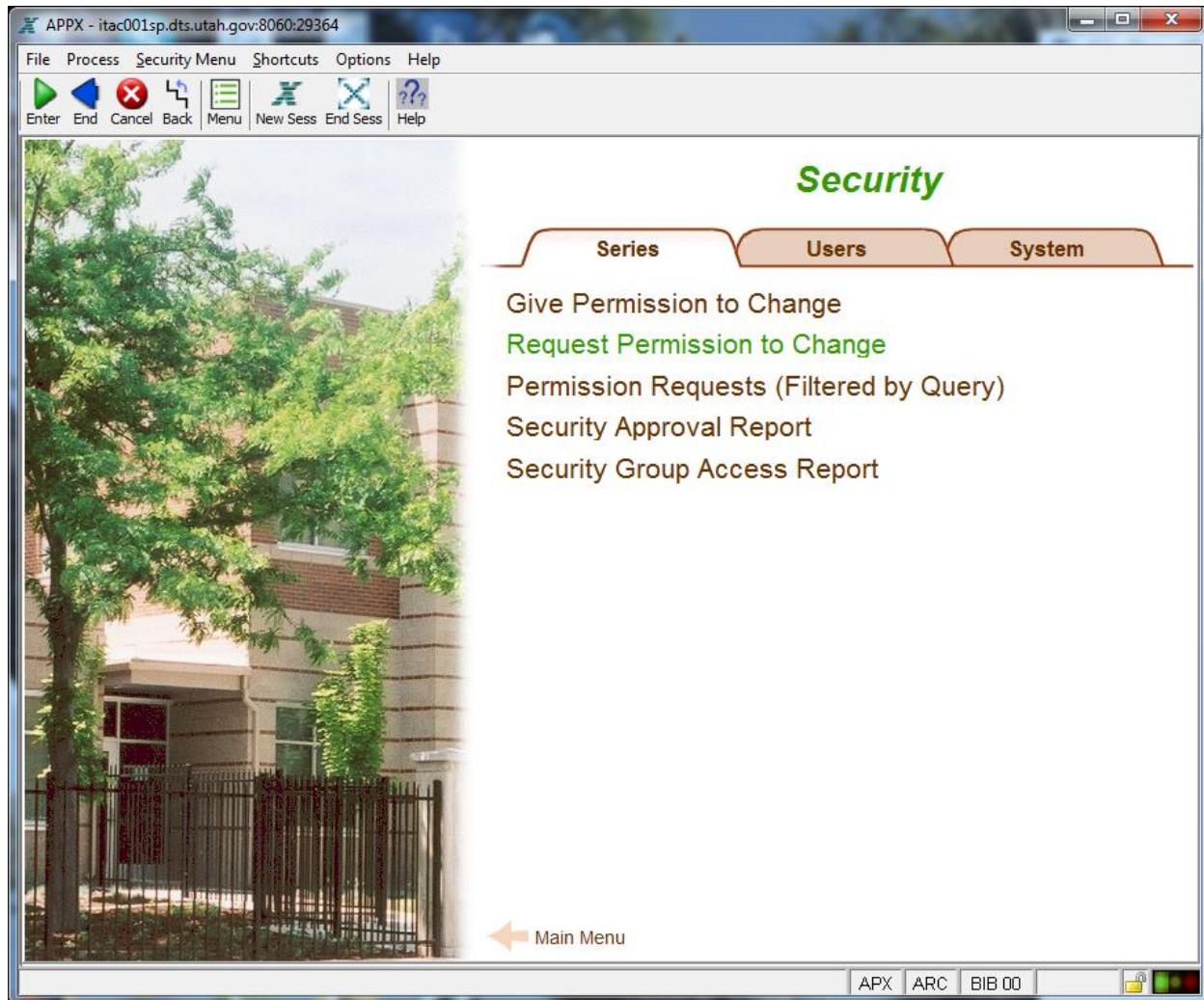
The Security Menu is divided into three tabs: series security, users, and system codes:

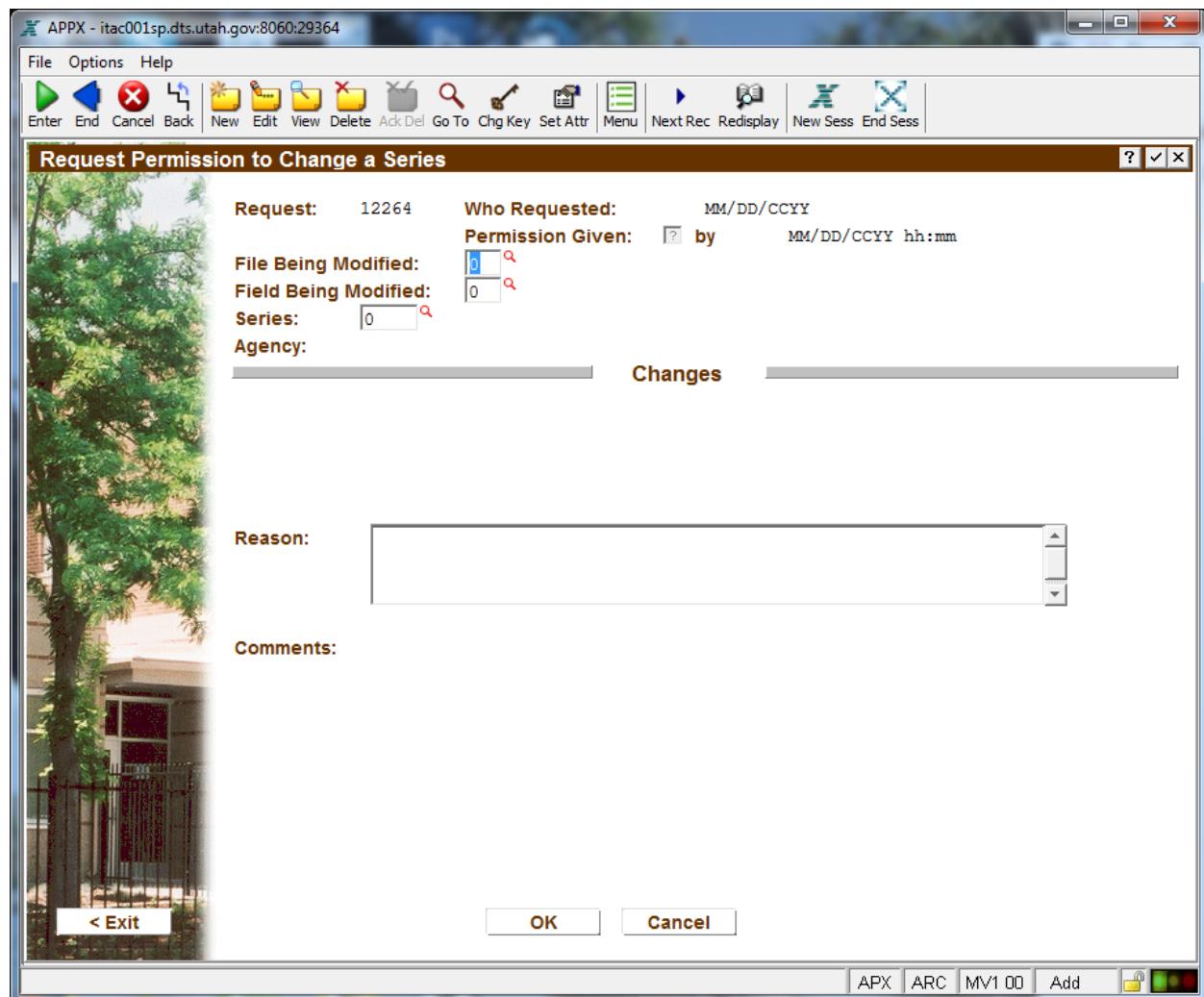


When someone does not have rights to edit a field, due to the combination of the security group they belong to and the security level for a given series, they must request permission before they can change data in the database. The purpose behind the security system is not to prevent users from making

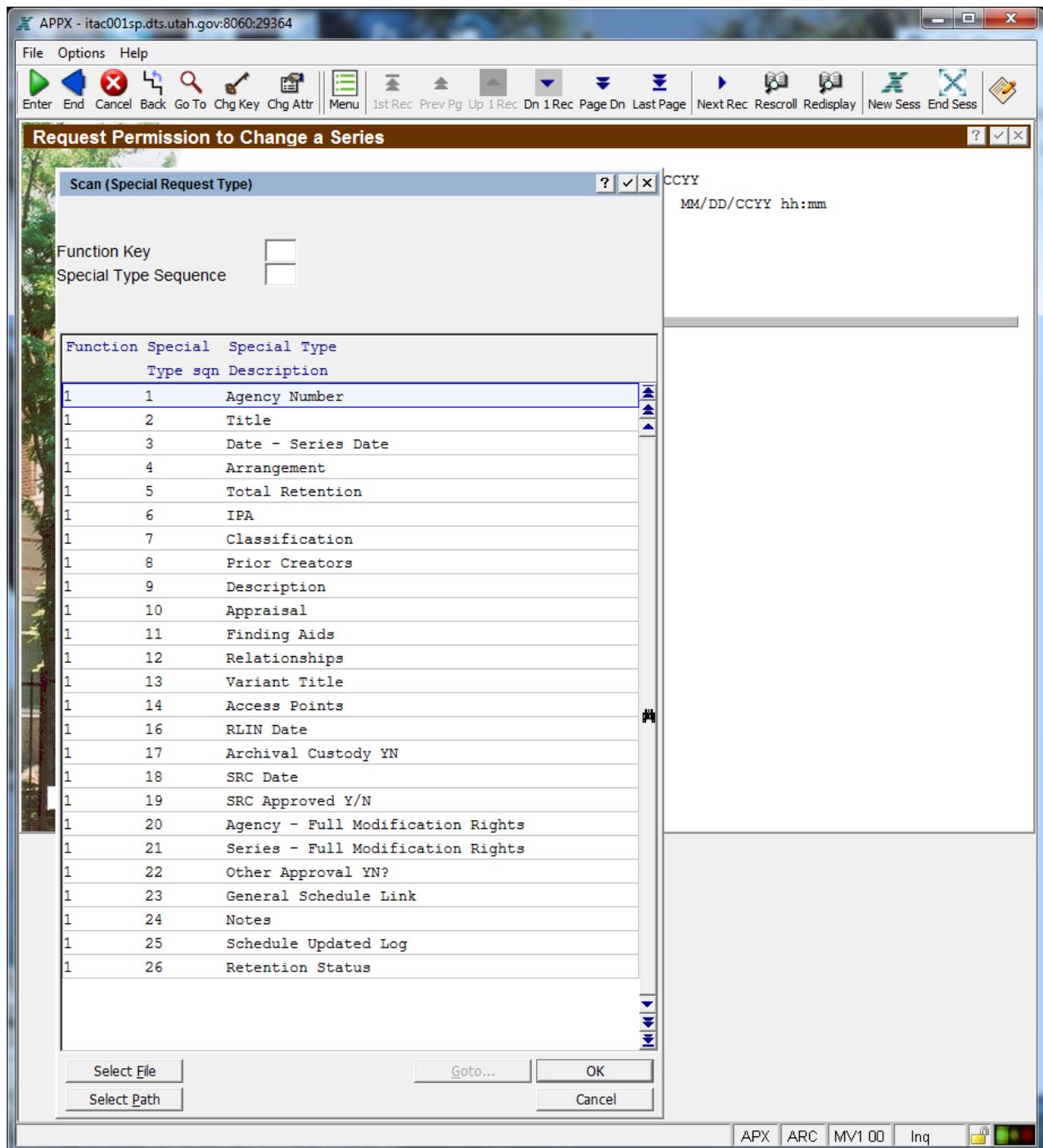
changes, but to provide an automated way to log those changes and the reason that they needed to be made.

Click Request Permission to Change.





The File Being Modified field should always have a value of 1, since there is only one file (series) associated with the security system. If someday the security system was expanded to include other modules, then that number might change. The Field Being Modified value depends on which field you want to change. Clicking the scan button for that field offers these options:



Each option will be described.

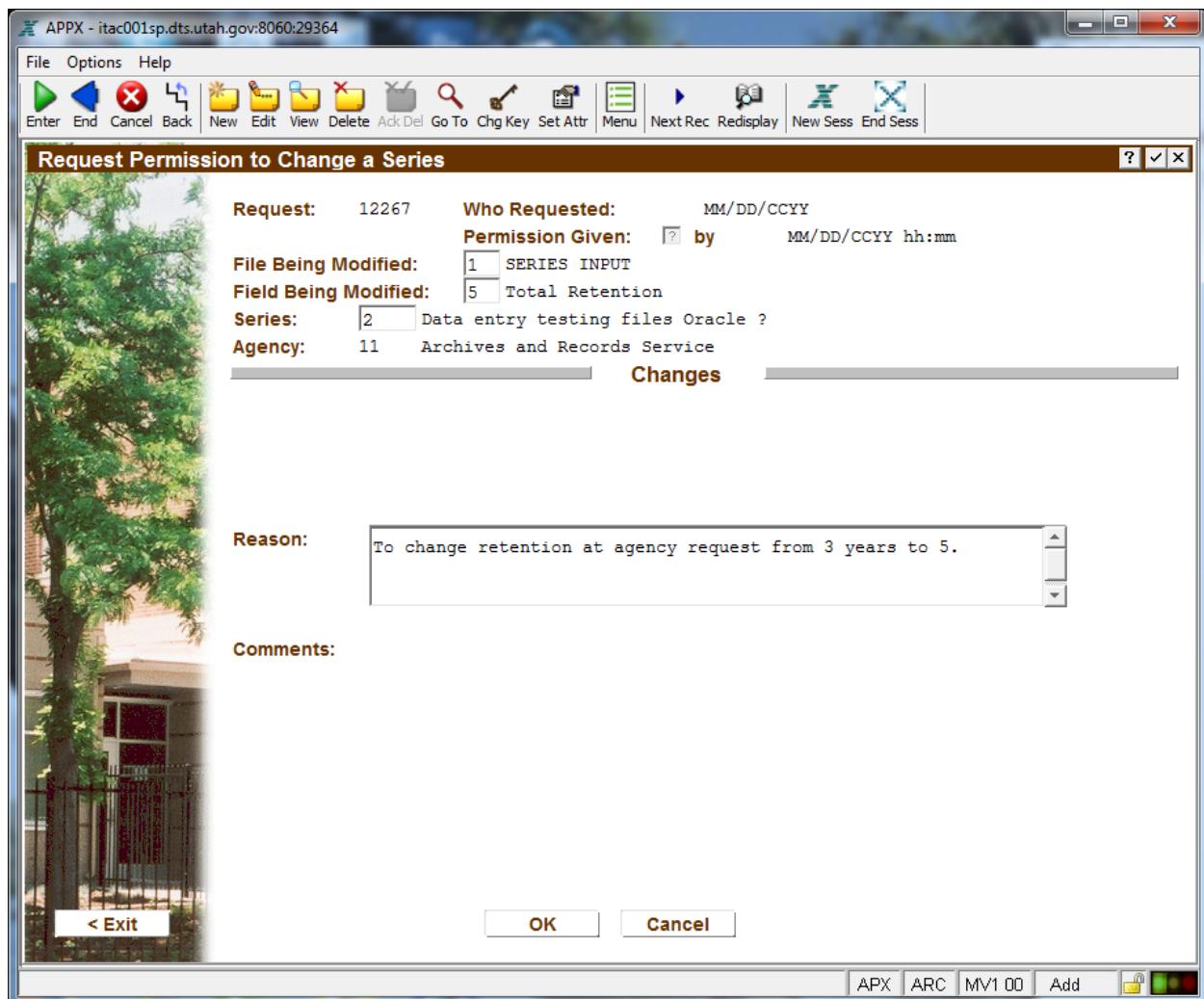
- **Agency number.** Requesting permission to change this field will ask for the agency number you want the series to be linked to instead. As soon as permission is granted, no further action needs to be taken because the agency number will automatically change.
- **Title.** You may change the series title. If permission is granted, the title will automatically change to the new value.

- **Date – Series Date.** The text field for recording series date information is the only field impacted by this item, not more granular date fields also available within series. If permission is granted, the date field will automatically change to the text you entered.
- **Arrangement.** The arrangement field will automatically change once permission is granted.
- **Total Retention.** This will allow access to the Format Management fields, and if in the requesting process you indicate that the series should be resubmitted to the State Records Committee for approval, then the series security level will drop down to a level 1. [Bug report: this isn't happening as designed, series stay at level 3.]
- **IPA.** The system used to incorporate questions related to the Information Practices Act (IPA) asking why personal information was collected. While some of that is still associated with the classification process, this field is largely obsolete.
- **Classification.** If a classification/designation field needs to be edited, choose this option. However, designations can be changed at any time by the agency, so generally this field is not controlled by security levels. Its presence in the list is probably obsolete.
- **Prior Creators.** If permission is granted, the fields will open up for editing.
- **Description.** This is the schedule description field, not scope and content. If permission is granted, it will open up the field for editing.
- **Appraisal.** If permission is granted, it will open up the four checkboxes related to appraisal values, as well as the appraisal text field.
- **Finding Aids.** If permission is granted, the finding aid fields will open for editing.
- **Relationships.** If permission is granted, the series relationship fields will open for editing.
- **Variant Title.** If permission is granted, the variant title fields will open for editing.
- **Access Points.** If permission is granted, the access point fields will open for editing.
- **RLIN Date.** This field represents the date the series was cataloged. RLIN was an old cataloging system implemented by large (primarily University) libraries years ago, and was somewhat similar to OCLC, in that it was a national catalog. When a series was sent to RLIN, the cataloging date was filled in. Sometimes series records were incomplete when added to RLIN. Now, the series should be fully cataloged, with access points, prior to the date being filled. If permission is granted to change this field, the change will be automatic.
- **Archival Custody.** This field is labeled a “Considered Scheduled” in the Series Input screen. If permission is granted, the field is automatically updated.
- **SRC Date.** This field will automatically change if permission is granted. Asking to change the SRC date should not be the option used when trying to resubmit a series through the retention approval process. Instead, request to change Total Retention.
- **SRC Approved Y/N.** This field will automatically be updated if permission is given.
- **Agency – Full Modification Rights.** If permission is granted, this takes the agency number of the series provided and grants full modification rights to all series belonging to that agency. All of the series fields open up for editing.
- **Series – Full Modification Rights.** This option is used primarily by the Processing section when they need to complete the cataloging process for a record. If permission is granted, all of the series fields open up for editing.
- **Other Approval Y/N.** If permission is granted, the Other Approval checkbox associated with retention approval will automatically update. Generally, other approval represents a retention

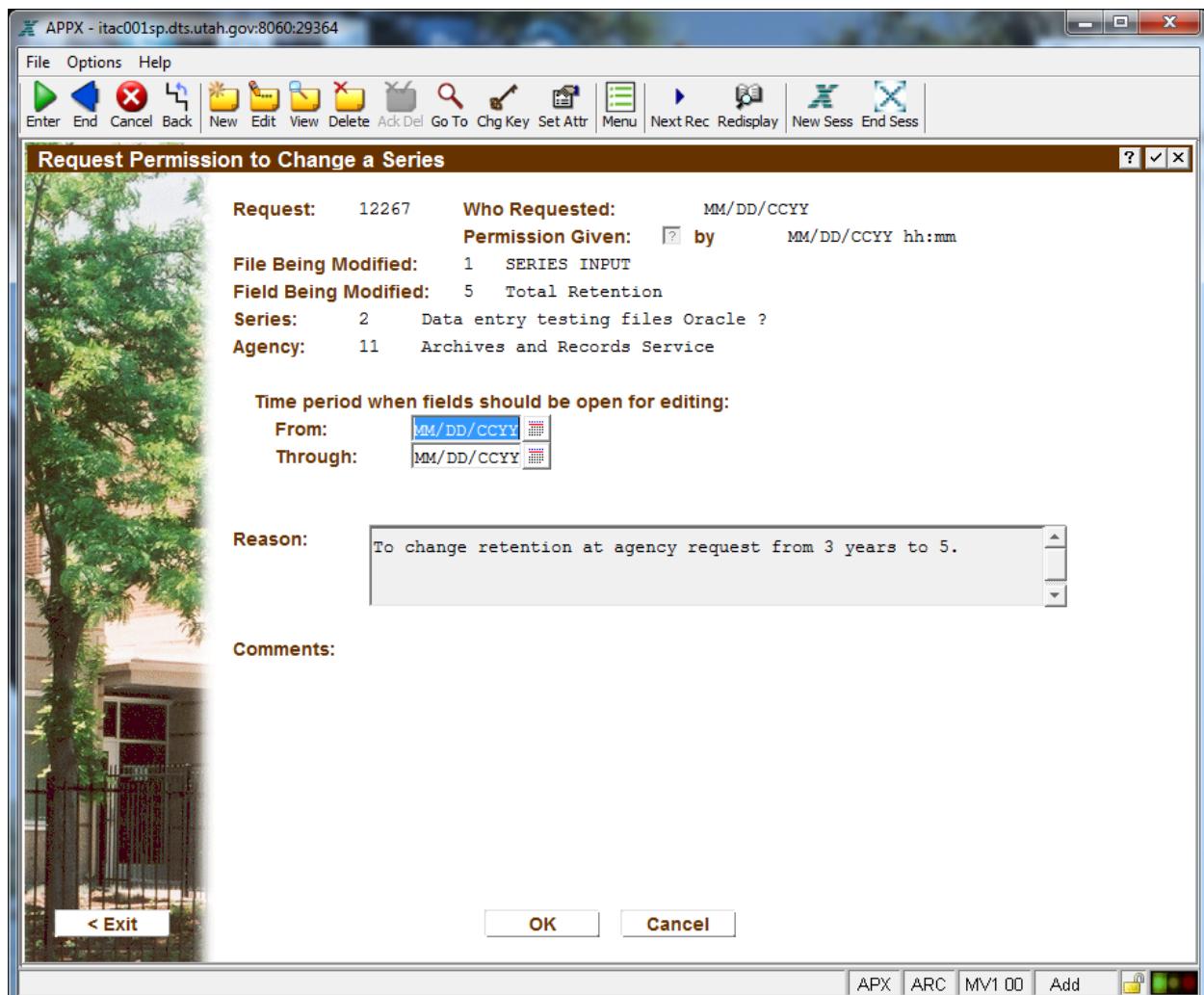
length approved by a body other than the State Records Committee, such as the Judicial Council or the Legislature.

- **General Schedule Link.** This field is obsolete, as users can remove a general schedule link within the screen that records what general schedule a series is tied to.
- **Notes.** If permission is granted, the various note fields (e.g. Gaps in Series, Research Notes, etc.) will open for editing.
- **Schedule Updated Log.** A log is kept of changes made to series. If permission is granted, the fields become editable. This field is found on the Miscellaneous Data screen of Series Input, under a button called New.
- **Retention Status.** If permission is granted, the retention status of a series is automatically updated.

Depending on the nature of the request, sometimes the screen will ask for specific data elements that you want to change (such as the new agency number you want a series tied to), and sometimes it just asks for the date span of when fields should be open for editing. The reason for the change should always be provided and be descriptive, because that information will be logged with the series. If the request is to change total retention, and your intent is to resubmit the record to the State Records Committee, then a note to that effect should be mentioned in the Reason field, so that the supervisor giving permission can make needed changes.



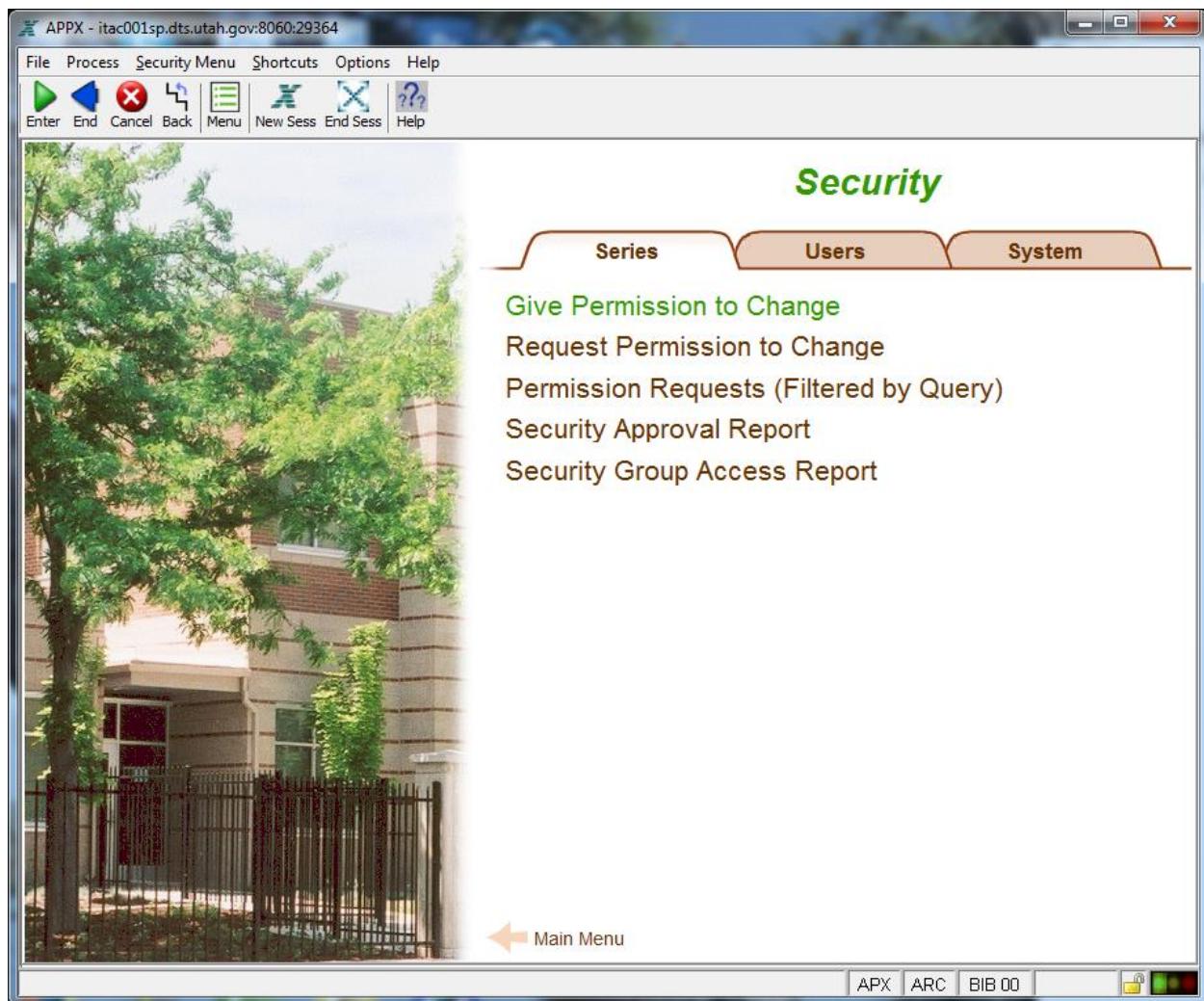
Click OK to go to the next screen.



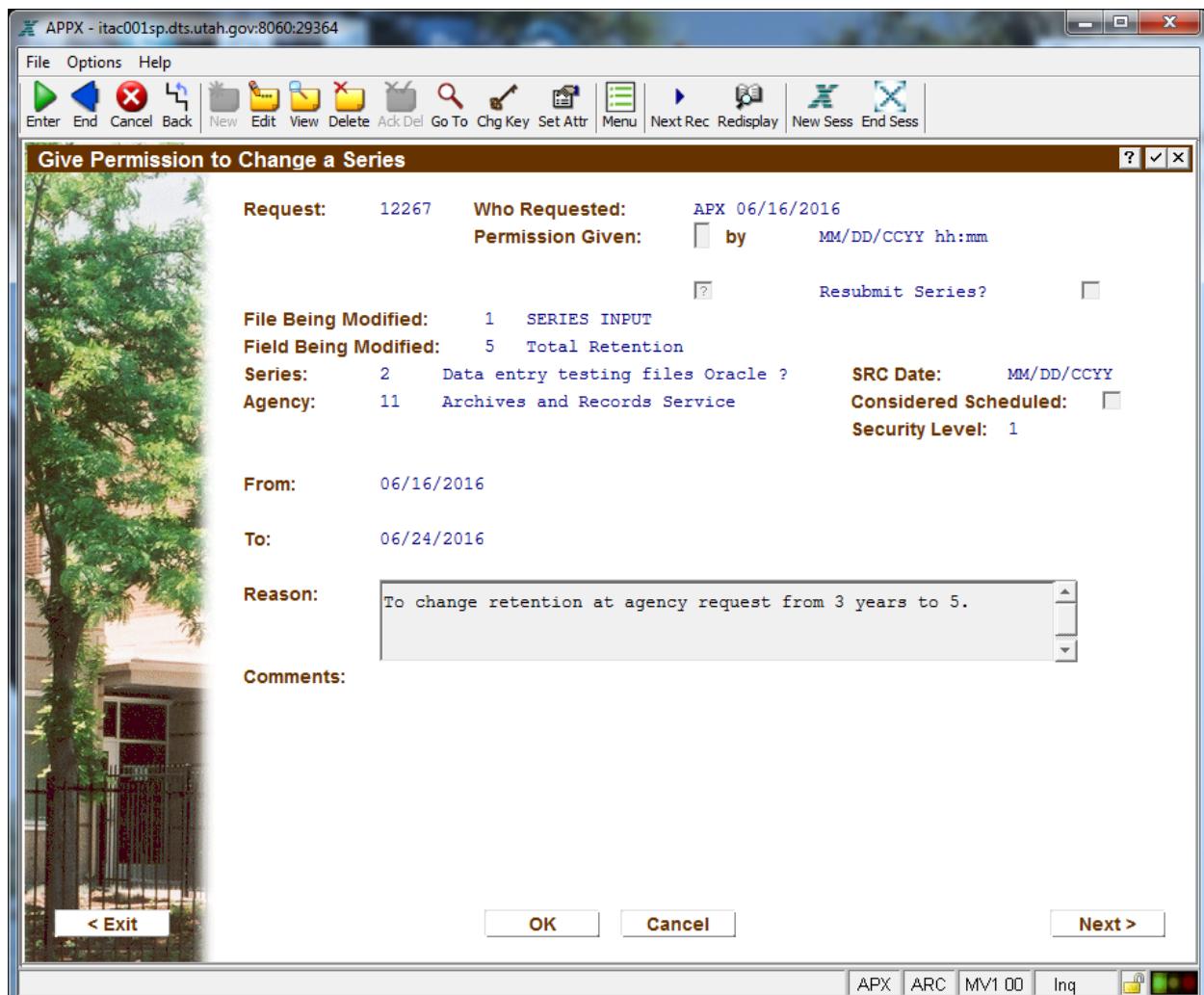
Add the date spans the fields should be open for editing. Click OK. This will automatically popup an email window on your desktop which will send an email to managers, notifying them of the request to change. For this to work, the user must have a desktop-based email option, such as the Affixa utility, not just server-based email such as Gmail. This feature should be updated to utilize other email options.

Note that while the Request Permission process defaults to Add Mode, you can change to Edit or Delete Mode if needed. Click Cancel to return to the Security Menu.

Click Give Permission to Change.

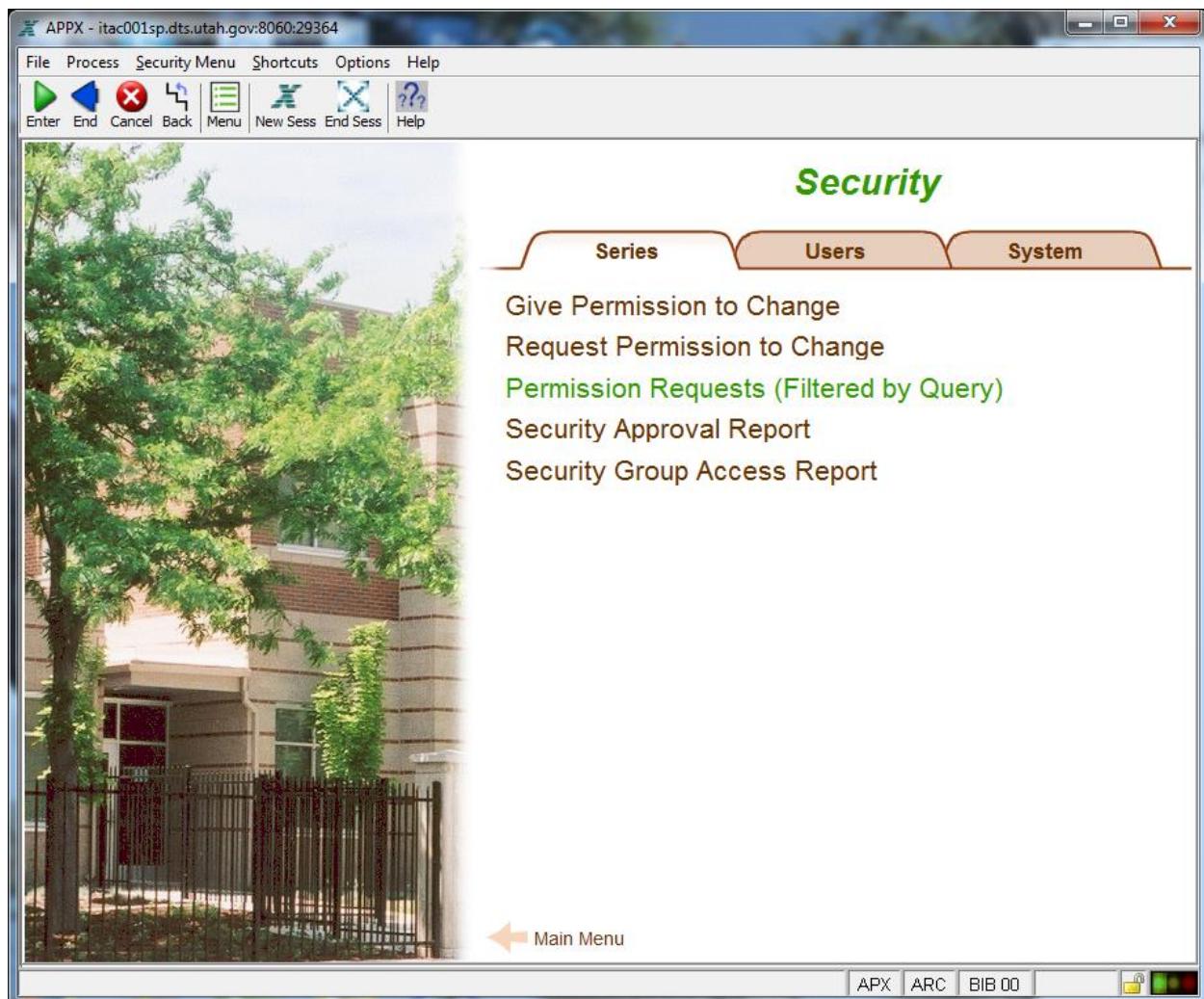


This brings up a similar window to the Request Permission screen. Both are referencing the same table, but some data elements are only available on the Give Permission screen. Click OK to bring up the newest request. The records scroll in reverse order.

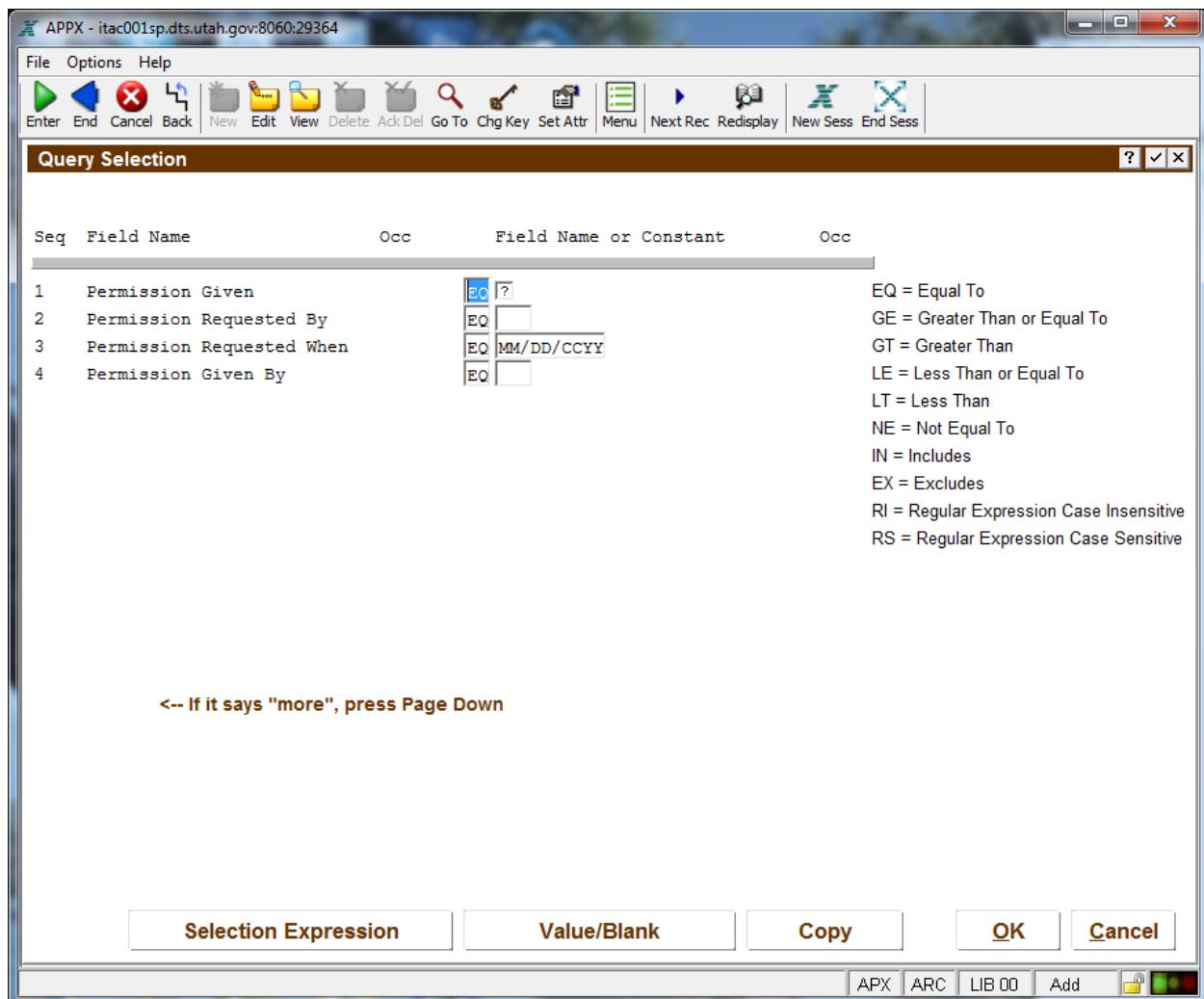


To give permission, set the Permission Given field to Y. If the series has a request for a total retention change, and you know that it should be bumped down to a security level 1, check the Resubmit Series checkbox. The checkbox that does not have a label is for indicating whether or not this change is just for maintenance, meaning that if it is, the change is not worth logging with the series. [Bug report: there is a WORK ALPHA 12 field in front of that checkbox that should display "Maintenance?" but doesn't.] The Maintenance field is not editable within the Permissions screen(s). Instead, it is set within another item from the Security Menu, namely the Special Security Type Input process as found on the Users tab of the Security Menu. The field is defaulted as yes or no, depending on the type of request. Click OK to save your changes or Cancel to return to the Security Menu.

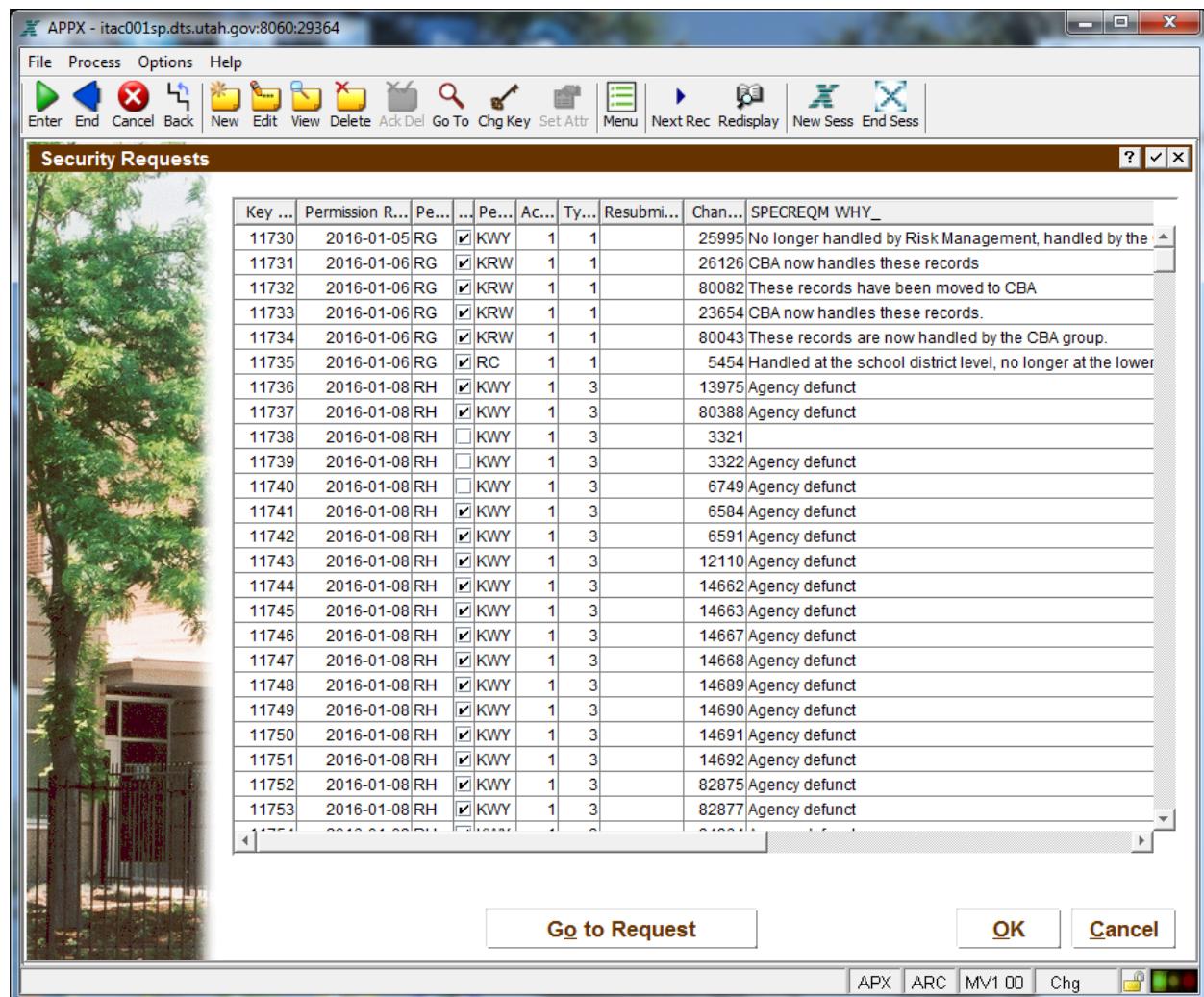
Click Permission Requests (Filtered by Query).



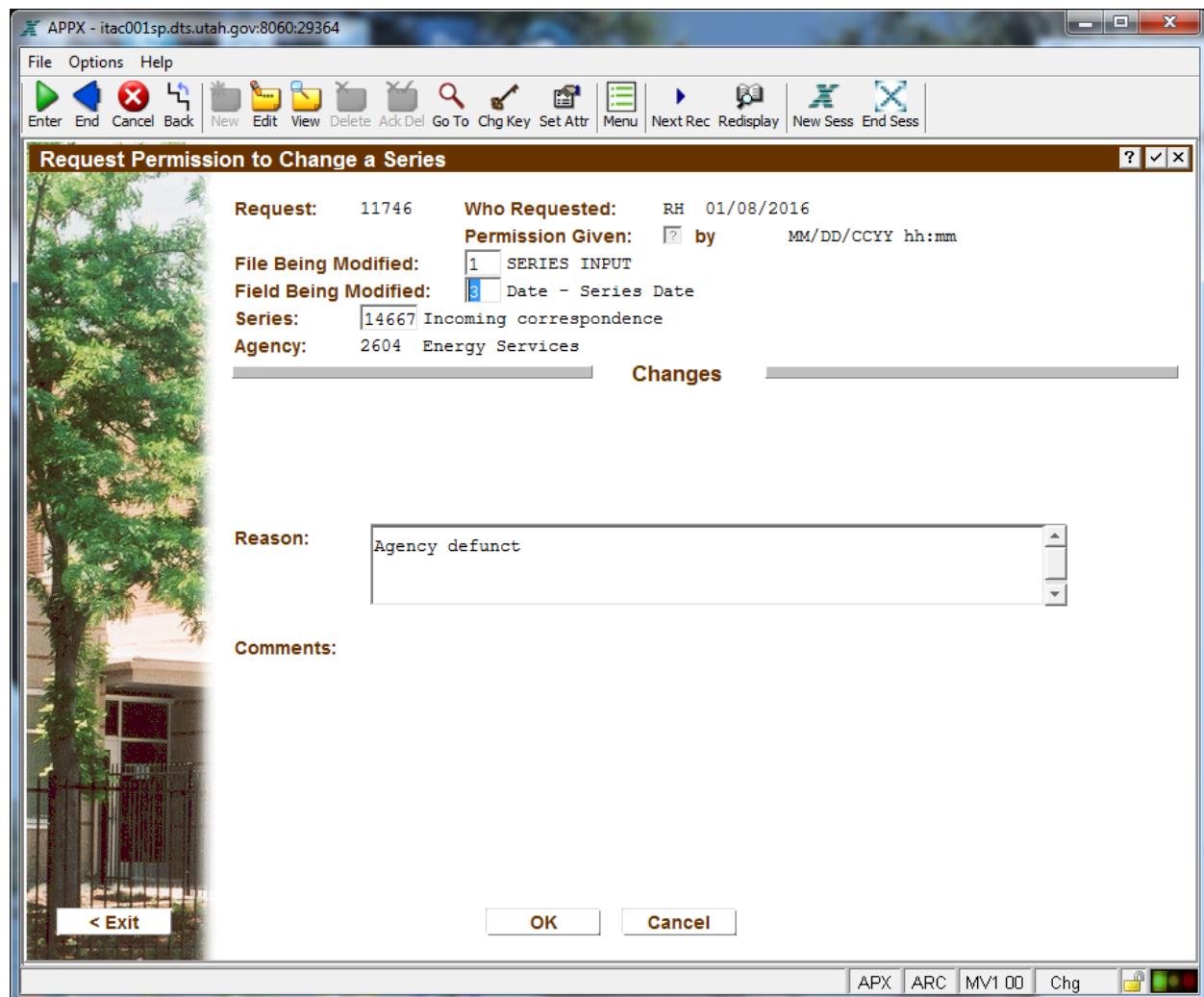
This brings up a query which asks for whether permission has been given, when and by whom requested, and permission given by whom.



This brings up a table widget of results:

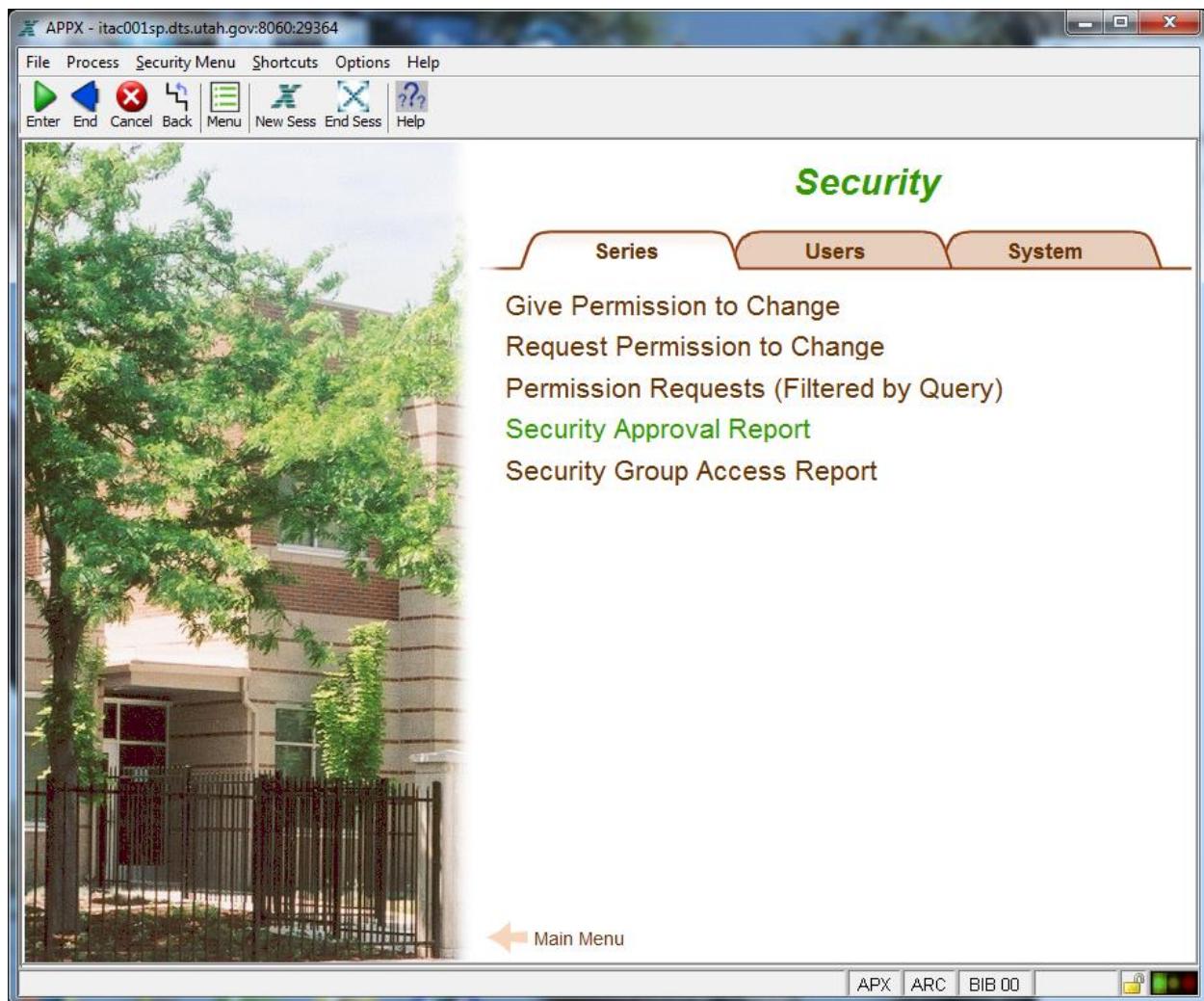


Double-click on a row, or single click and then click Go to Request, to drill down to the request detail.



Click Cancel to return to the previous screen, and Cancel again to return to the Security Menu.

Click Security Approval Report.



This is a text-based report. The query asks for permission given by whom, requested when, whether series is to be resubmitted to the State Records Committee (SRC), SRC date, cataloged date, permission requested by, which function is to be changed (value is always 1), and field to be changed (the numerical value from the data lookup list, e.g. 5 for total retention).

APPX - itac001sp.dts.utah.gov:8060:29364

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

?

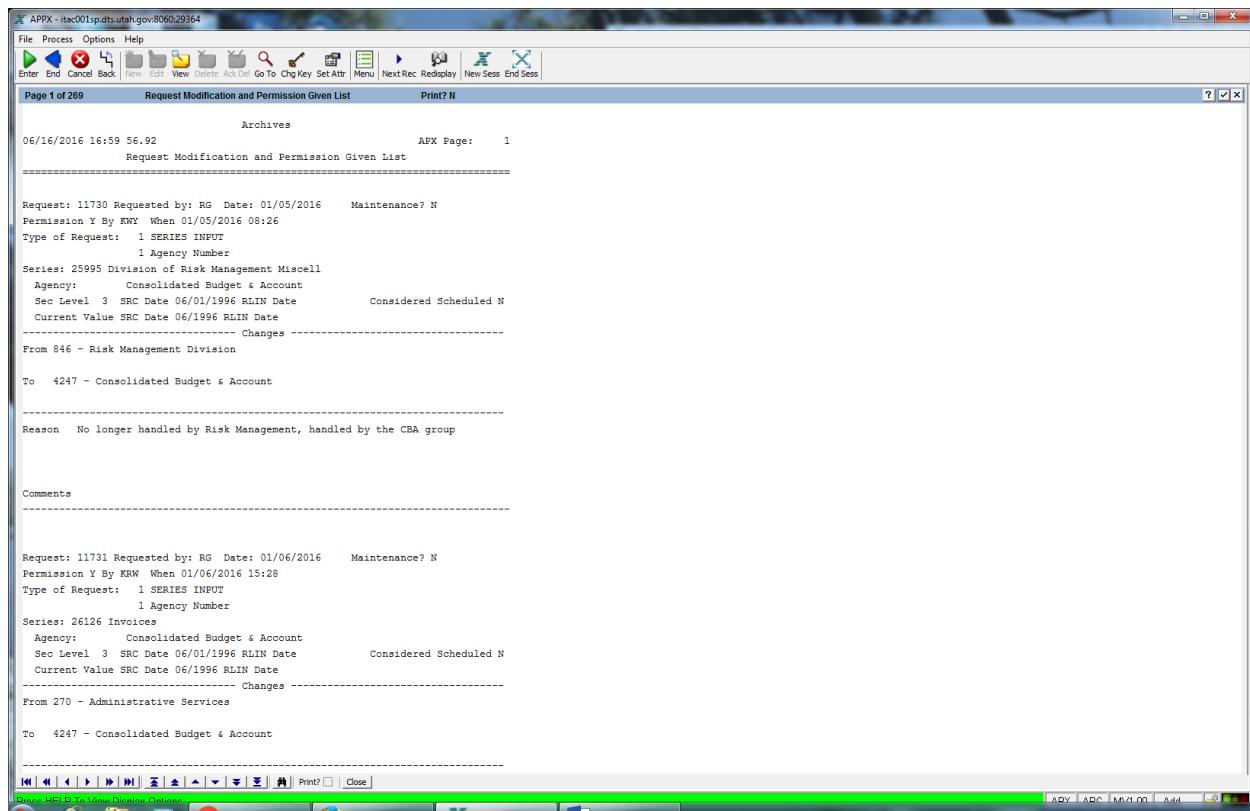
Seq	Field Name	Occ	Field Name or Constant	Occ
1	Permission Given By			
2	Permission Requested When		GE MM/DD/CCYY	EQ = Equal To GE = Greater Than or Equal To
3	Permission Requested When		LE MM/DD/CCYY	GT = Greater Than LE = Less Than or Equal To
4	Resubmit Series to SRC			LT = Less Than NE = Not Equal To
5	Bib Src Date		MM/DD/CCYY	IN = Includes
6	Series Cataloged Date		MM/DD/CCYY	EX = Excludes
7	Permission Requested By			RI = Regular Expression Case Insensitive
8	Function to Change			RS = Regular Expression Case Sensitive
9	Field to Change			

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

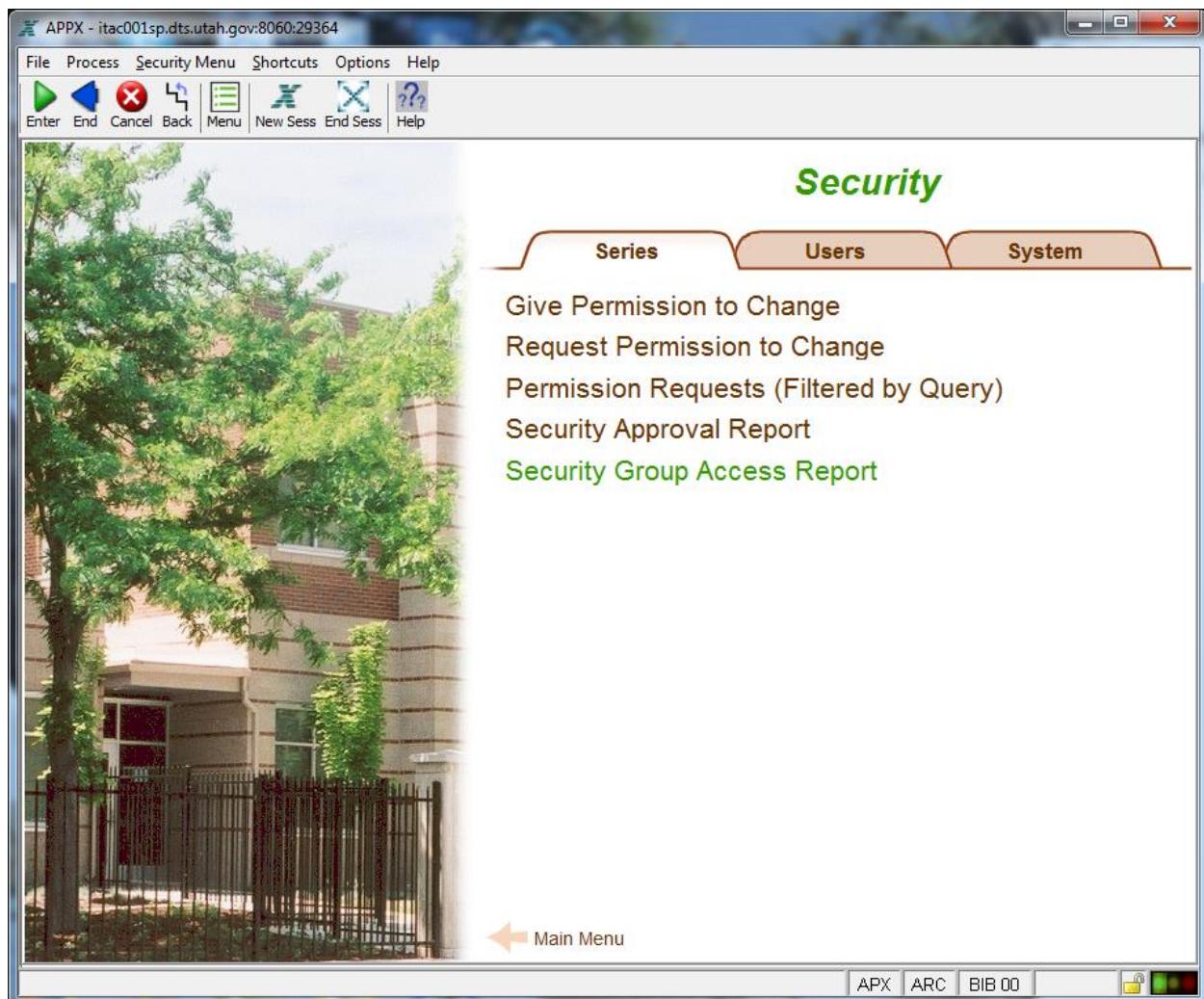
Selection Expression Value/Blank Copy OK Cancel

APX ARC LIB 00 Add

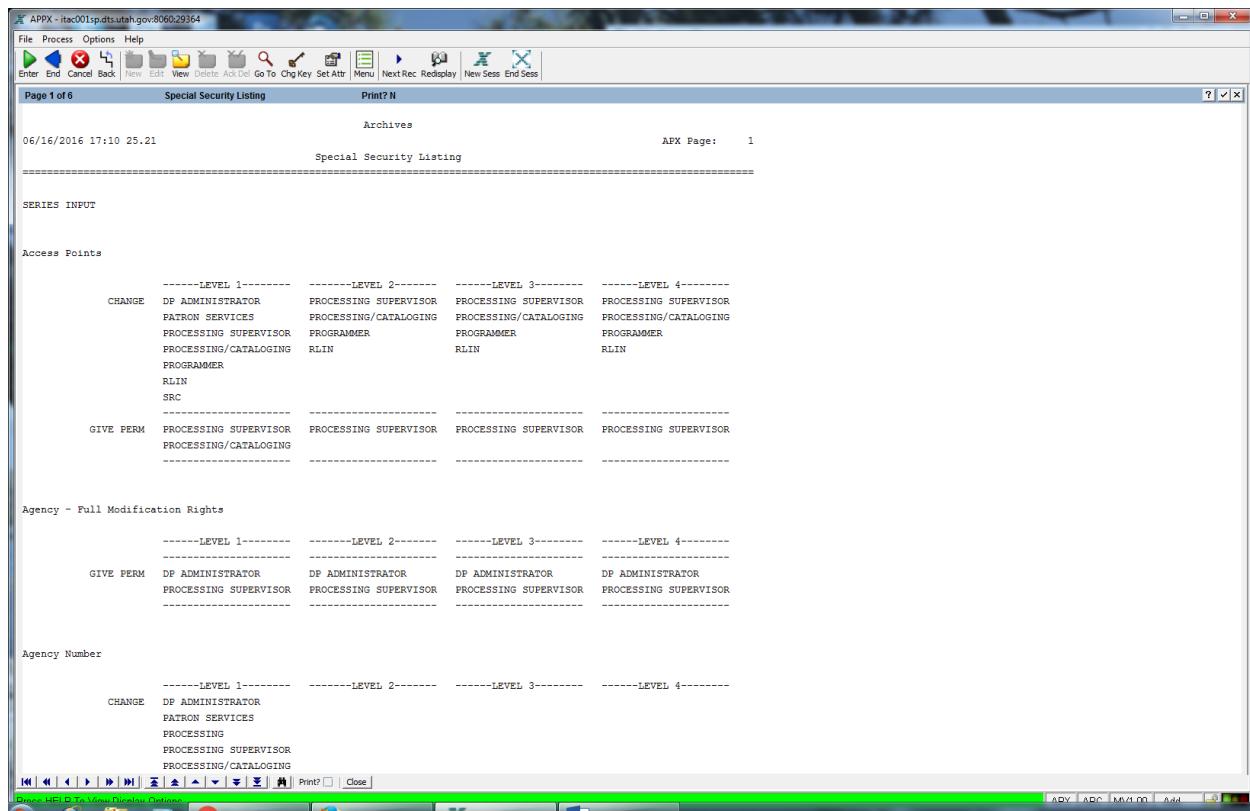


Click Cancel to return to the Security Menu.

Click Security Group Access Report.

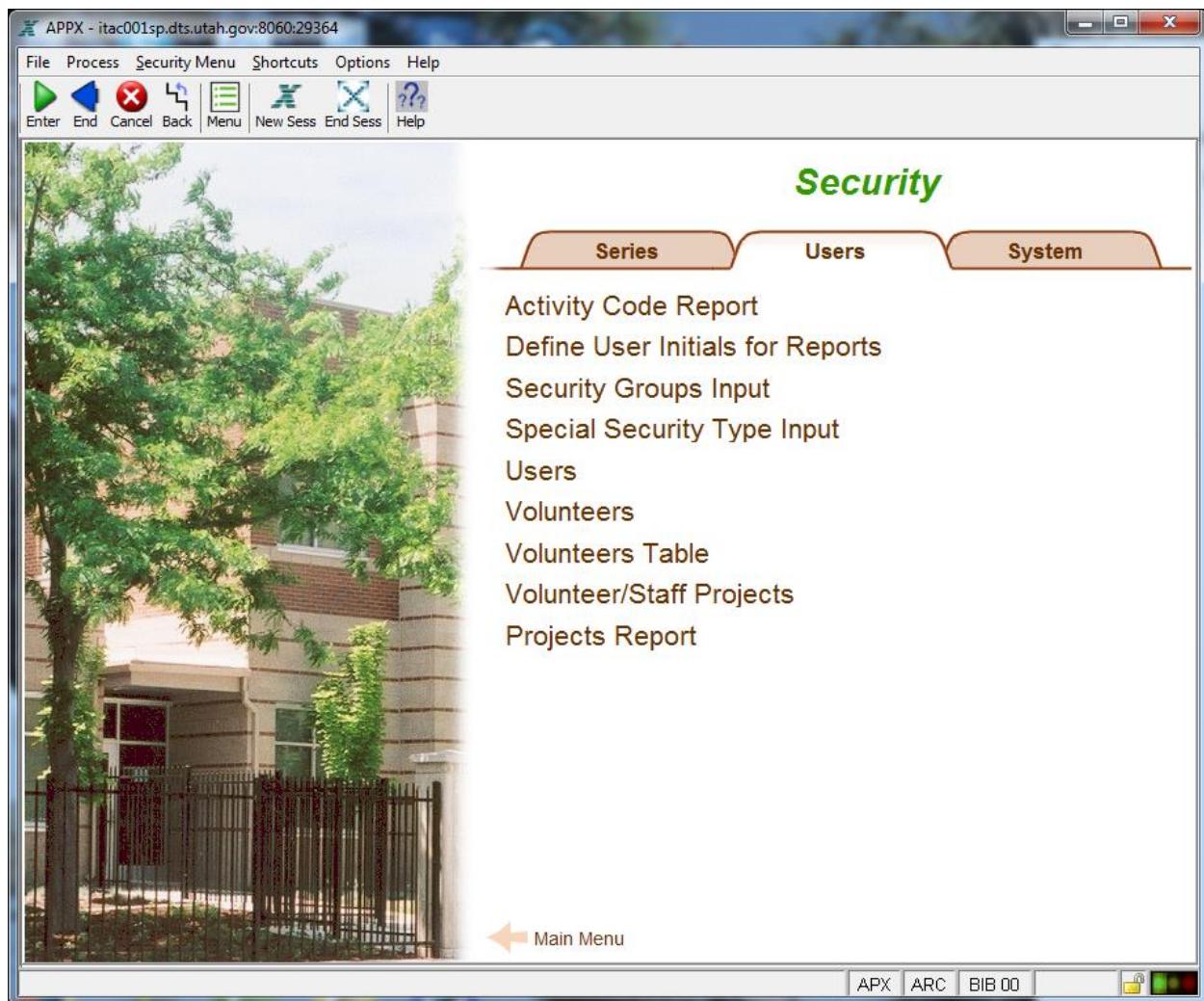


This is a text report. There is no query. The purpose of the report is to display the security groups who have the ability to change series at each security level, or give permission to change at that level.

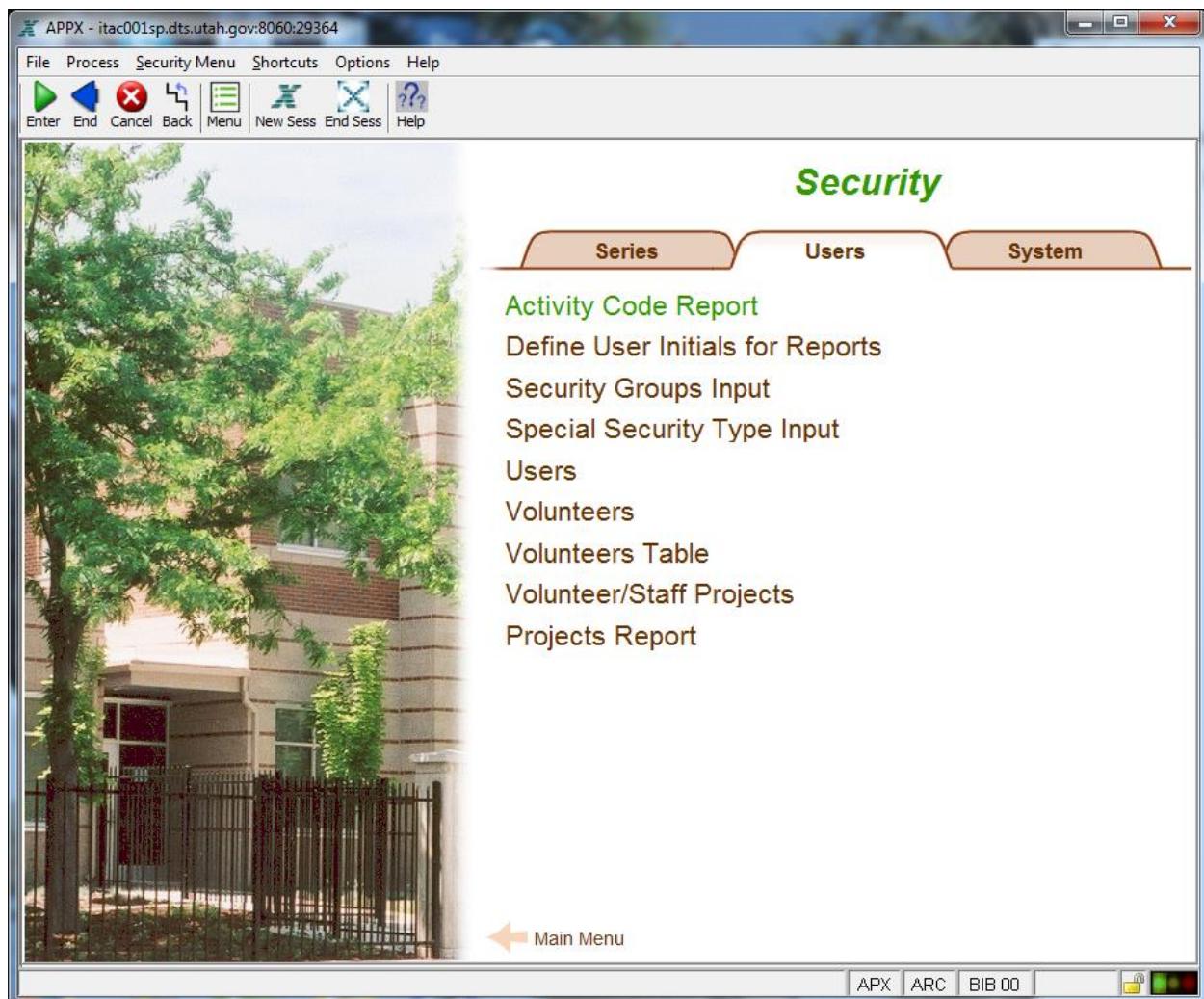


Click Cancel to return to the Security Menu.

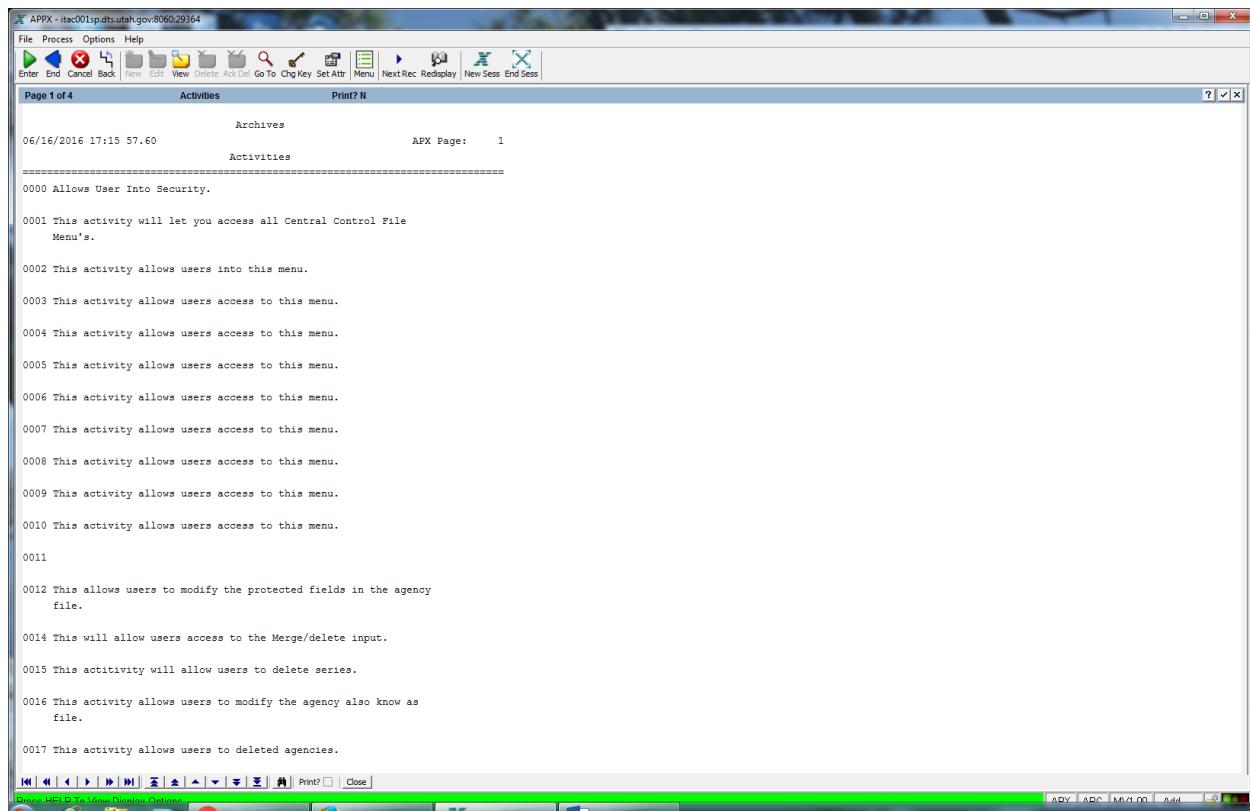
Click on the Users tab of the Security Menu.



Click on Activity Code Report.

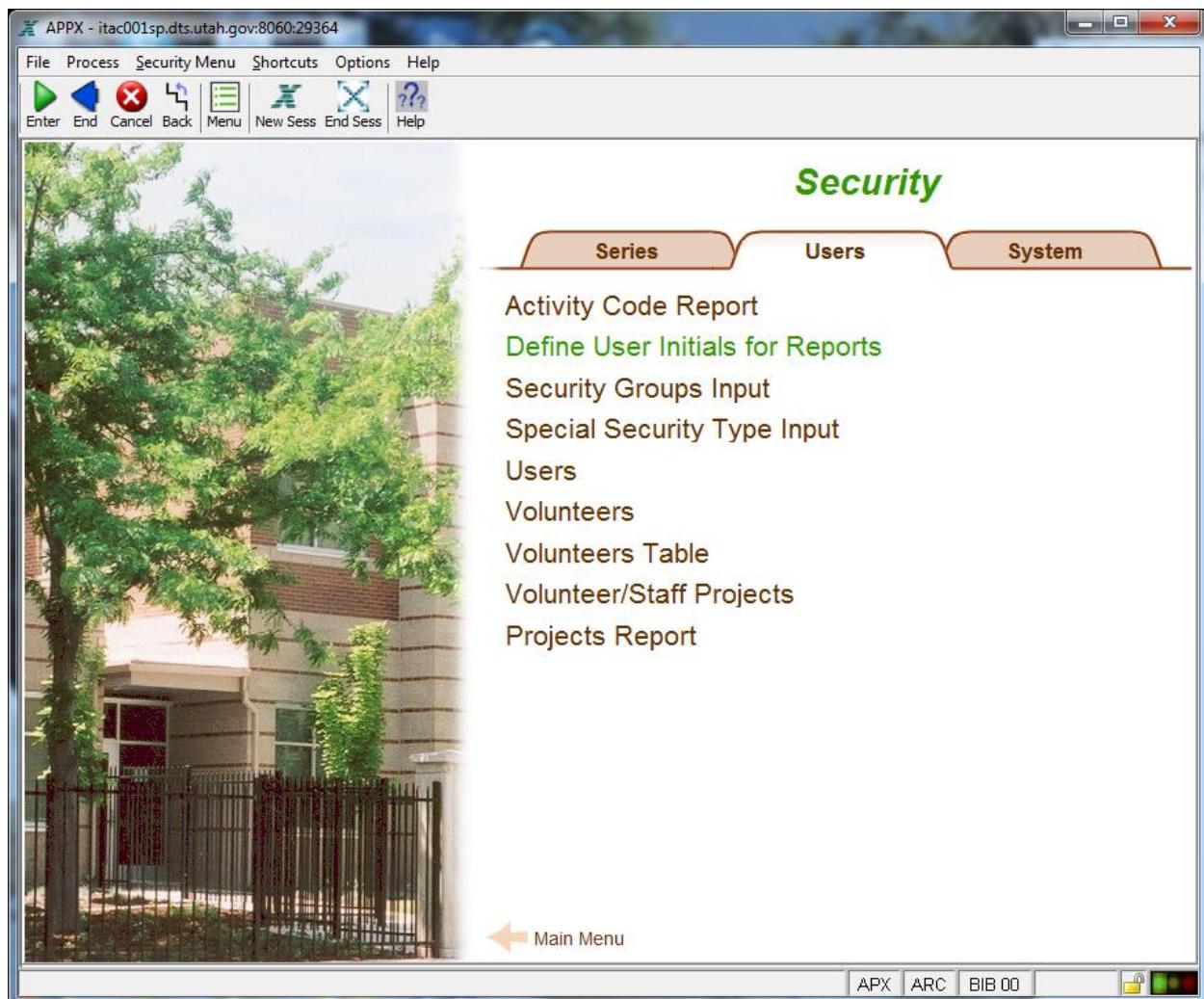


APPX's native security system uses numeric codes to associate user groups (roles) with specific functions that they may or may not have access to. This report, which is a text-based report with no query or print disposition screen, lists each numeric code and what it is used for, provided that meaningful text was entered.

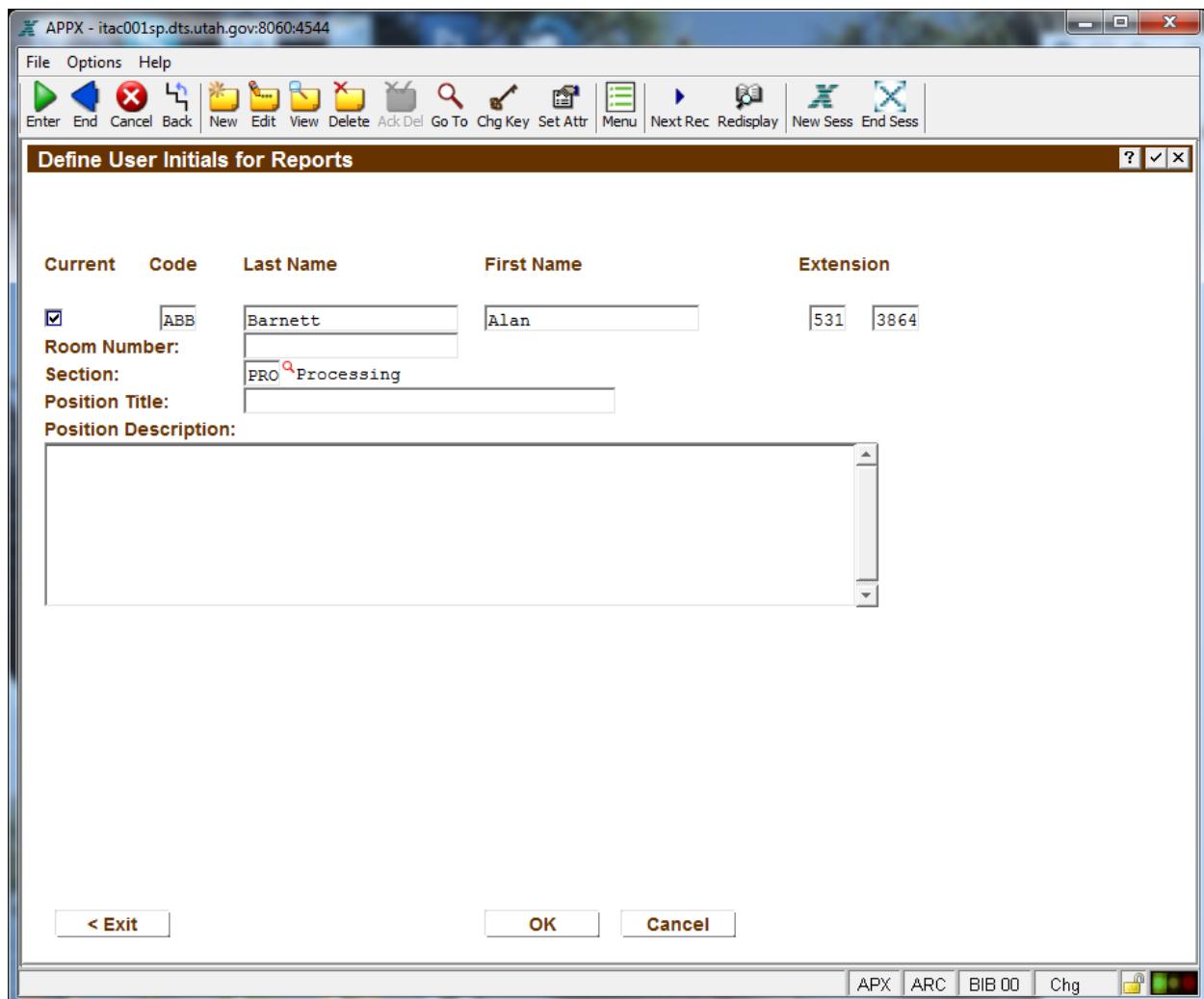


Click Cancel to return to the Security Menu, Users tab.

Click Define User Initials for Reports.

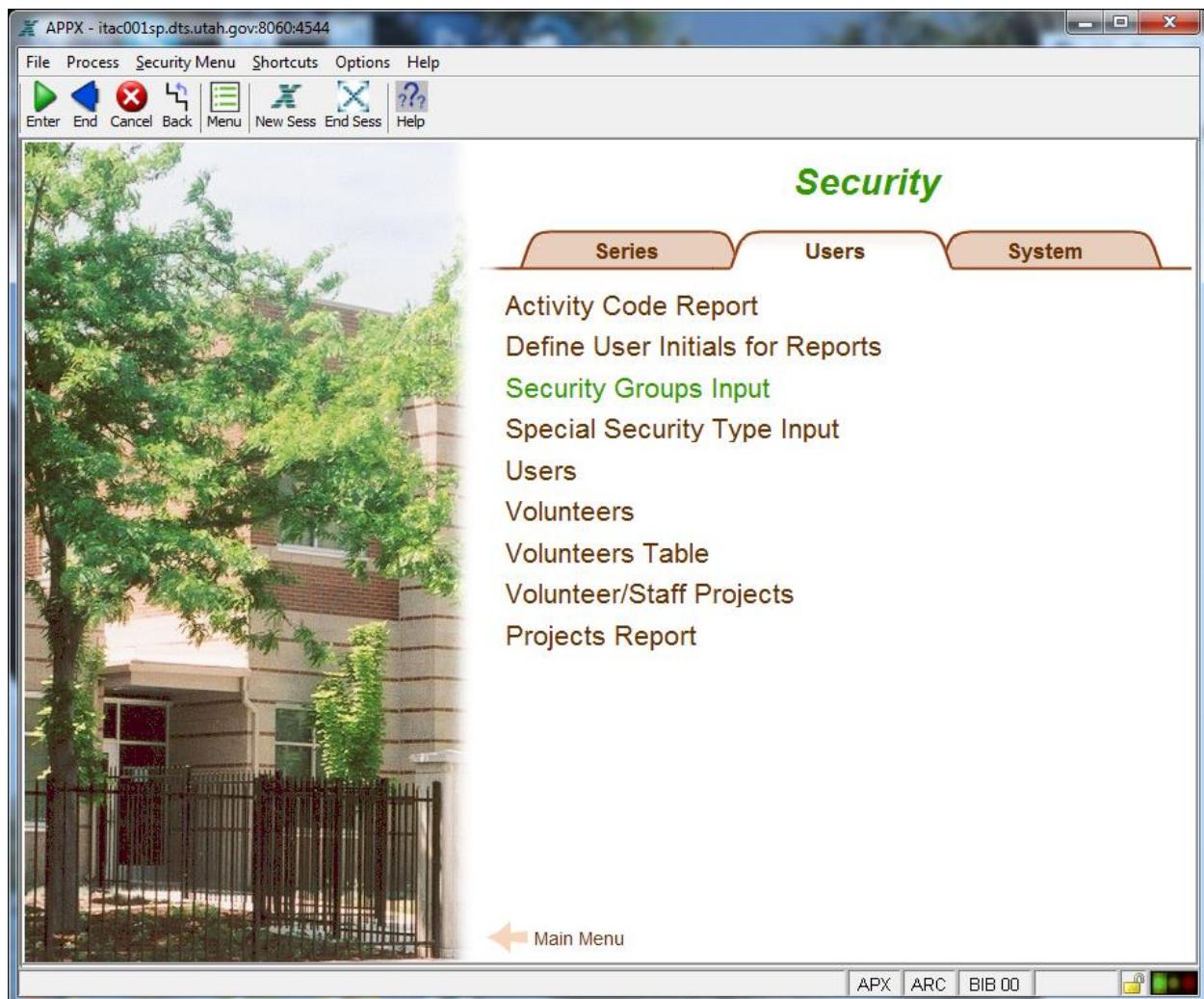


Type the initials of the person you are looking for, then click OK to bring up the record.

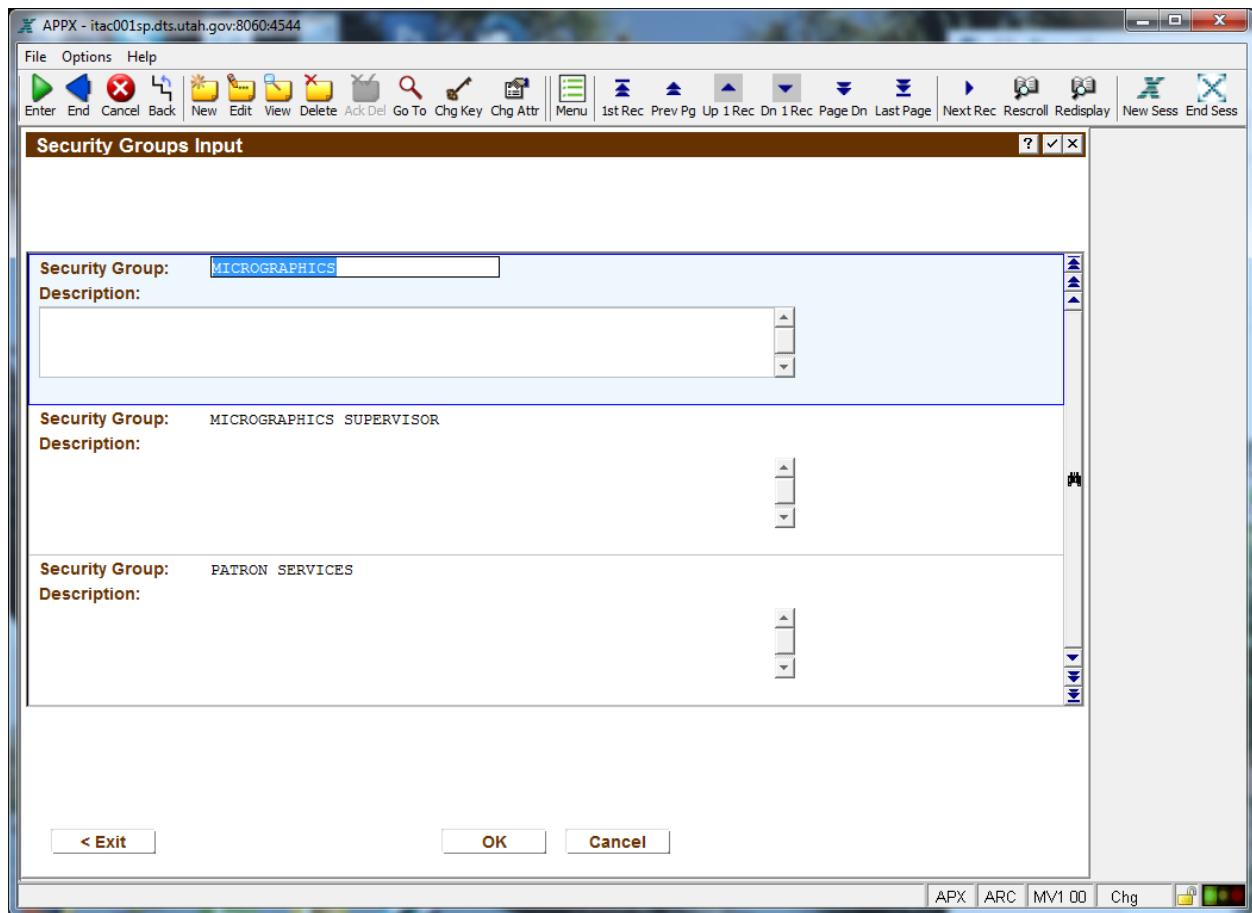


This screen links a person's login initials to the database, so that when the system records who added or changed something, there is a file that identifies the full name of the individual. When staff are no longer currently part of the Archives, the Current checkbox should be unchecked. Data entry here is required for a person's name to appear on certain reports, so for every new hire, one of the first steps is to add them here. Click OK to save your changes or Cancel to return to the Security Menu, Users tab.

Click Security Groups Input.

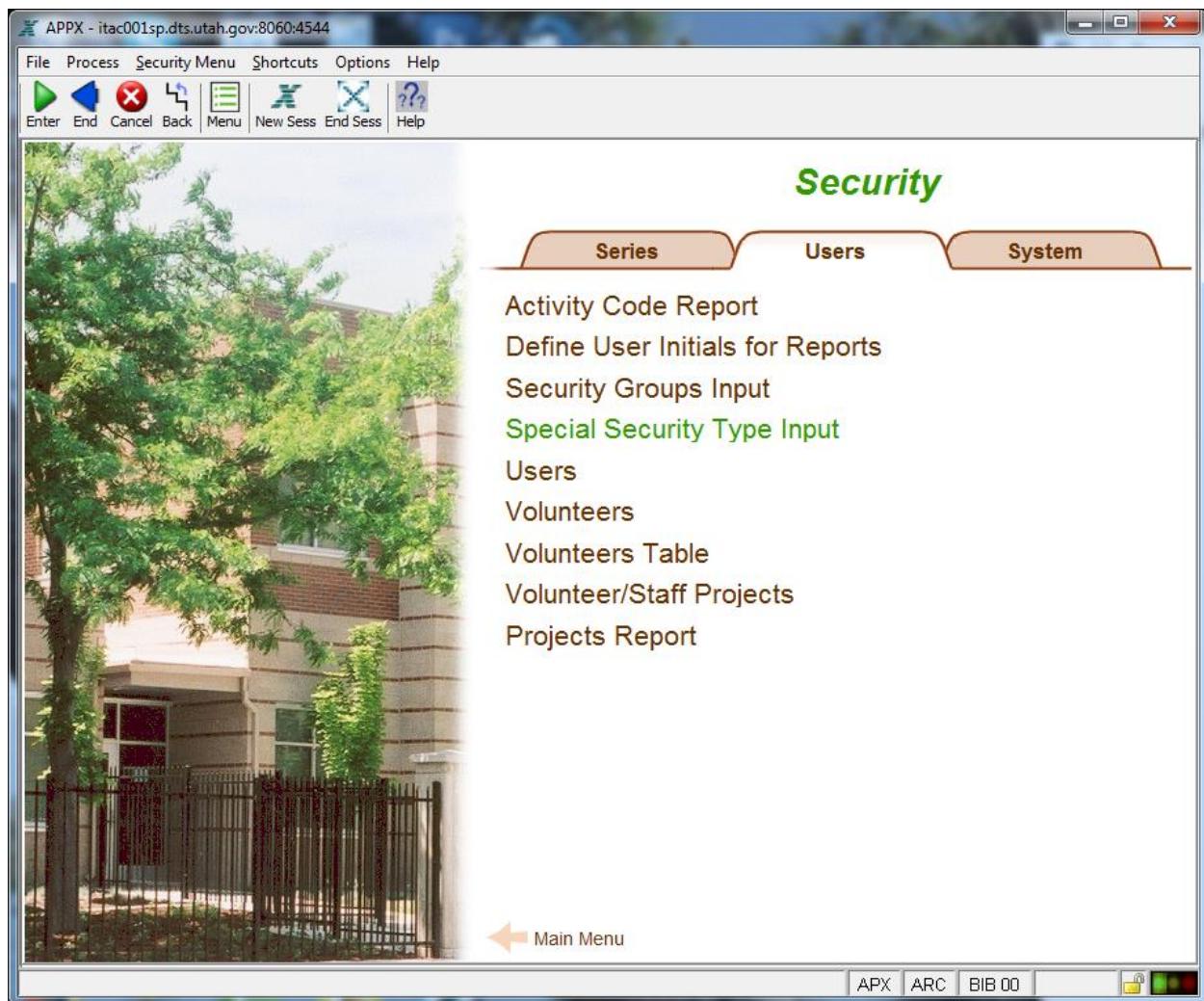


Click OK to bring up a record.



These groups identify the security groups that users are assigned to. Each security group has a set of roles and permissions, as recorded by a series of numerical values, which numbers are tied to individual files, fields, and processes within the application. Click OK to save your changes, or Cancel to return to the Security Menu, Users tab.

Click Special Security Type Input.



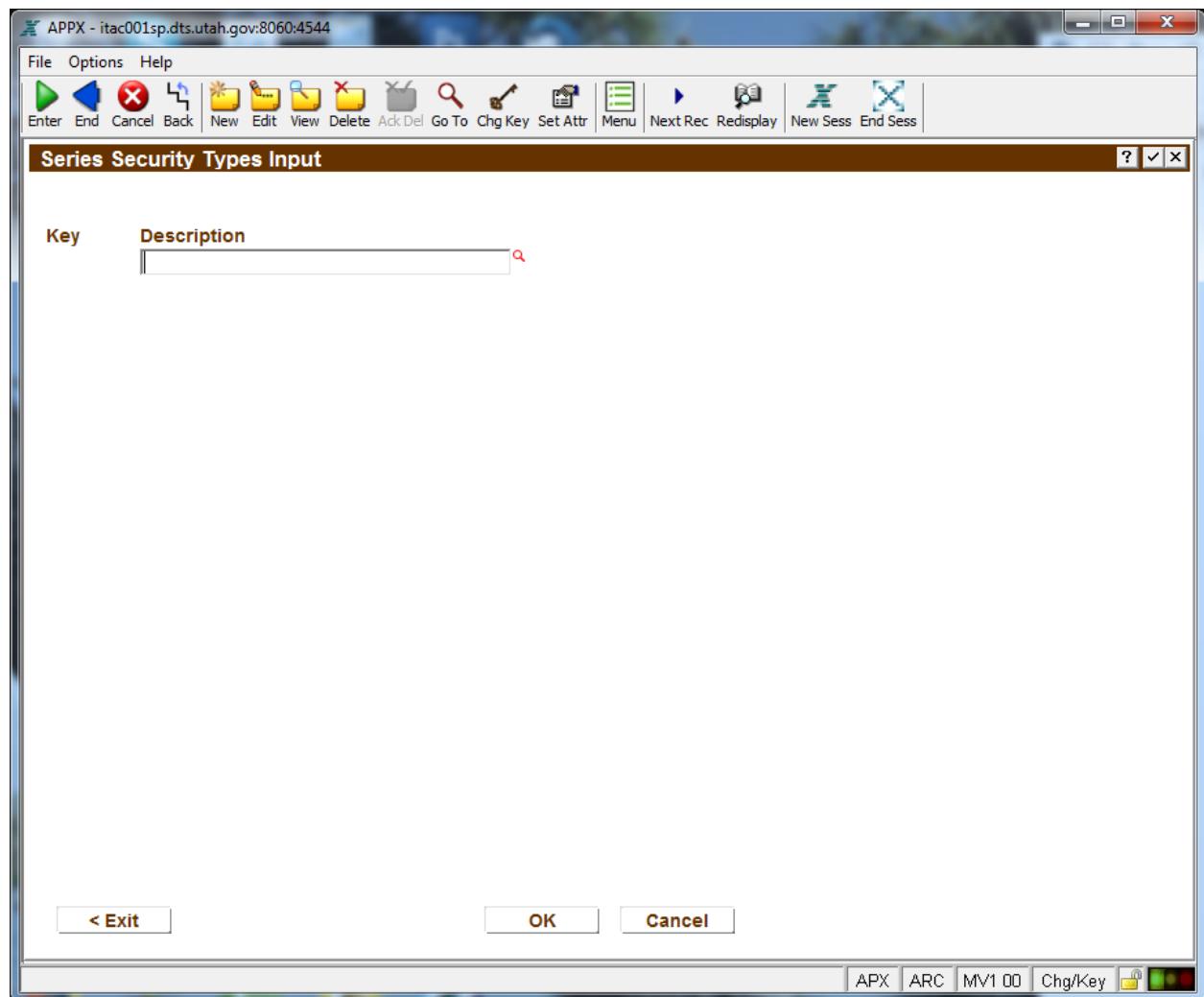
The Special Security Type Input process is for identifying the fields that are to be controlled by the AXAEM security function, which has been set up for record series, and is represented by four security levels within series:

Level 1: Information has just been added.

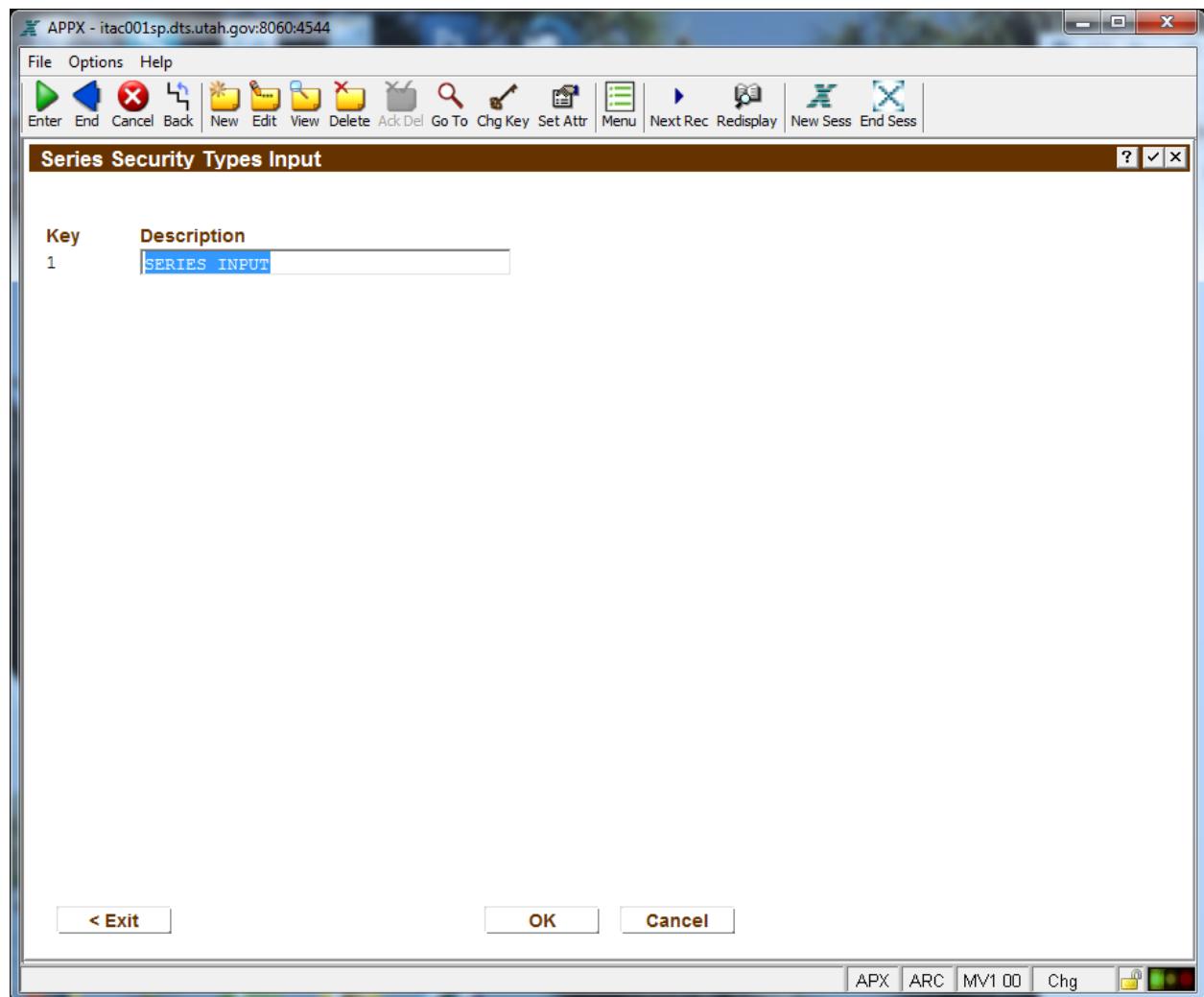
Level 2: Agency has approved the retention period. Permission must be granted to change some information at this level.

Level 3: The record series now has a legal retention period that has been approved by the State Records Committee. Records scheduling and records identification data are protected. Permission must be granted to change agency number, total retention, and appraisal text.

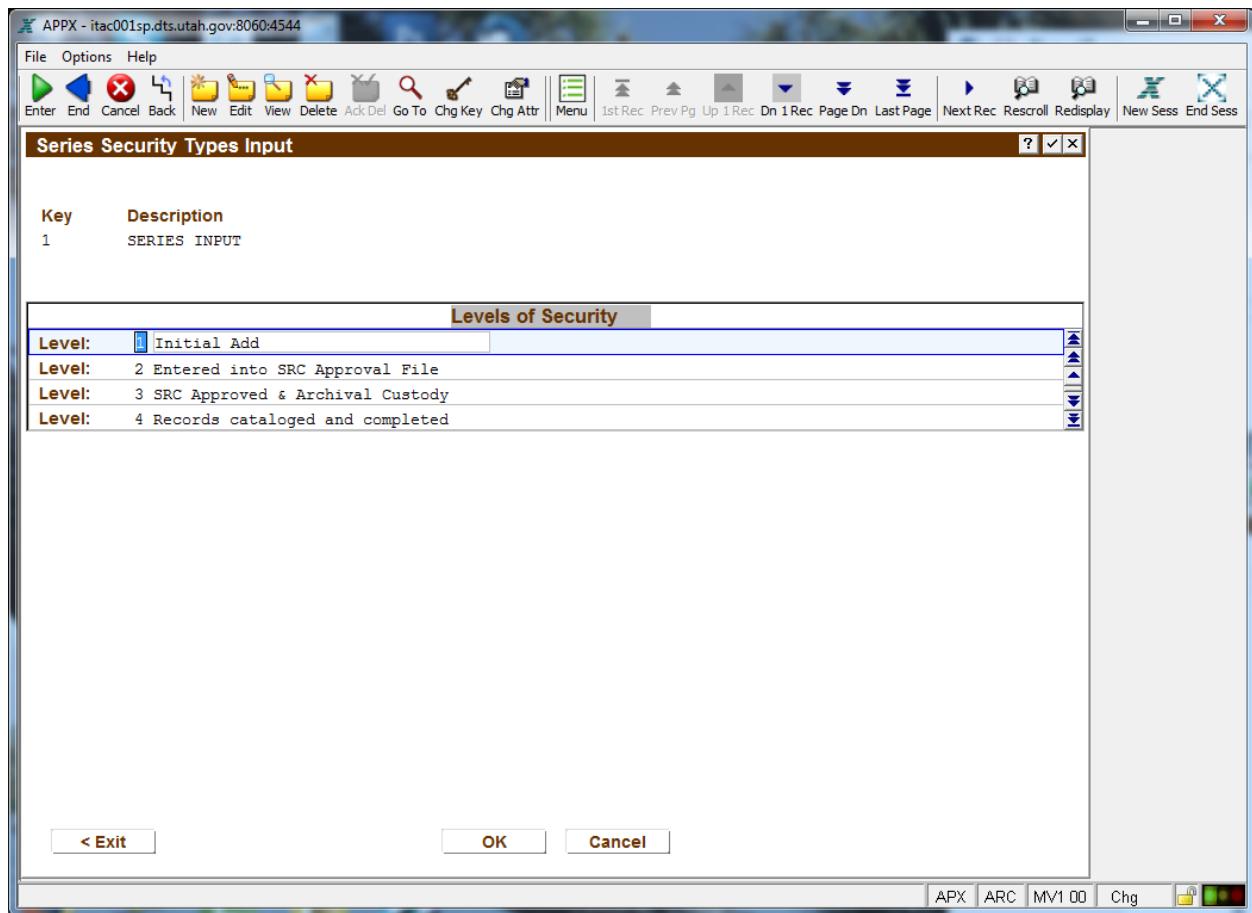
Level 4: Nothing but classification/designation can be changed at this level without permission.



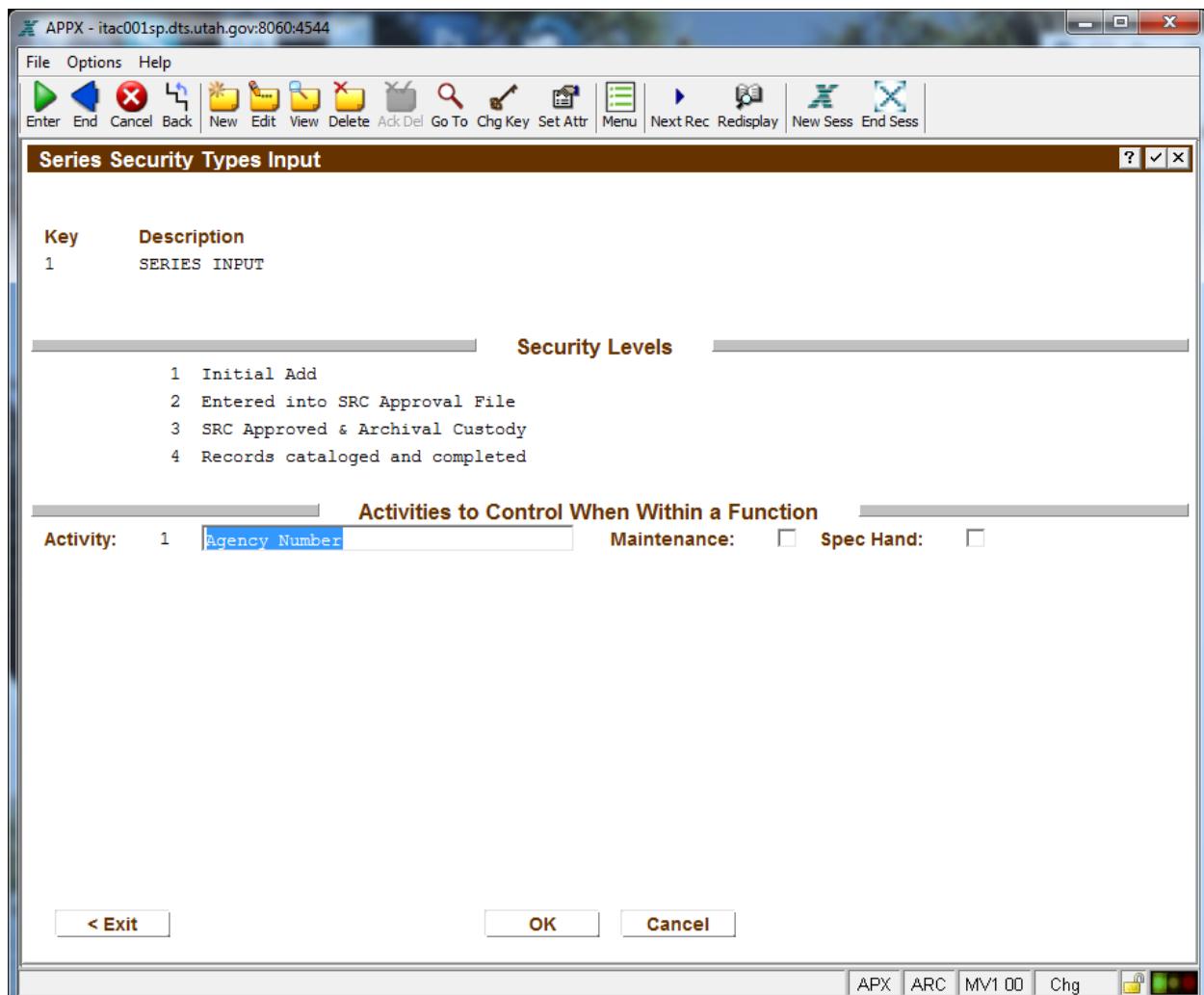
This is the first screen that comes up. There is only one Description value. Click ok to continue.



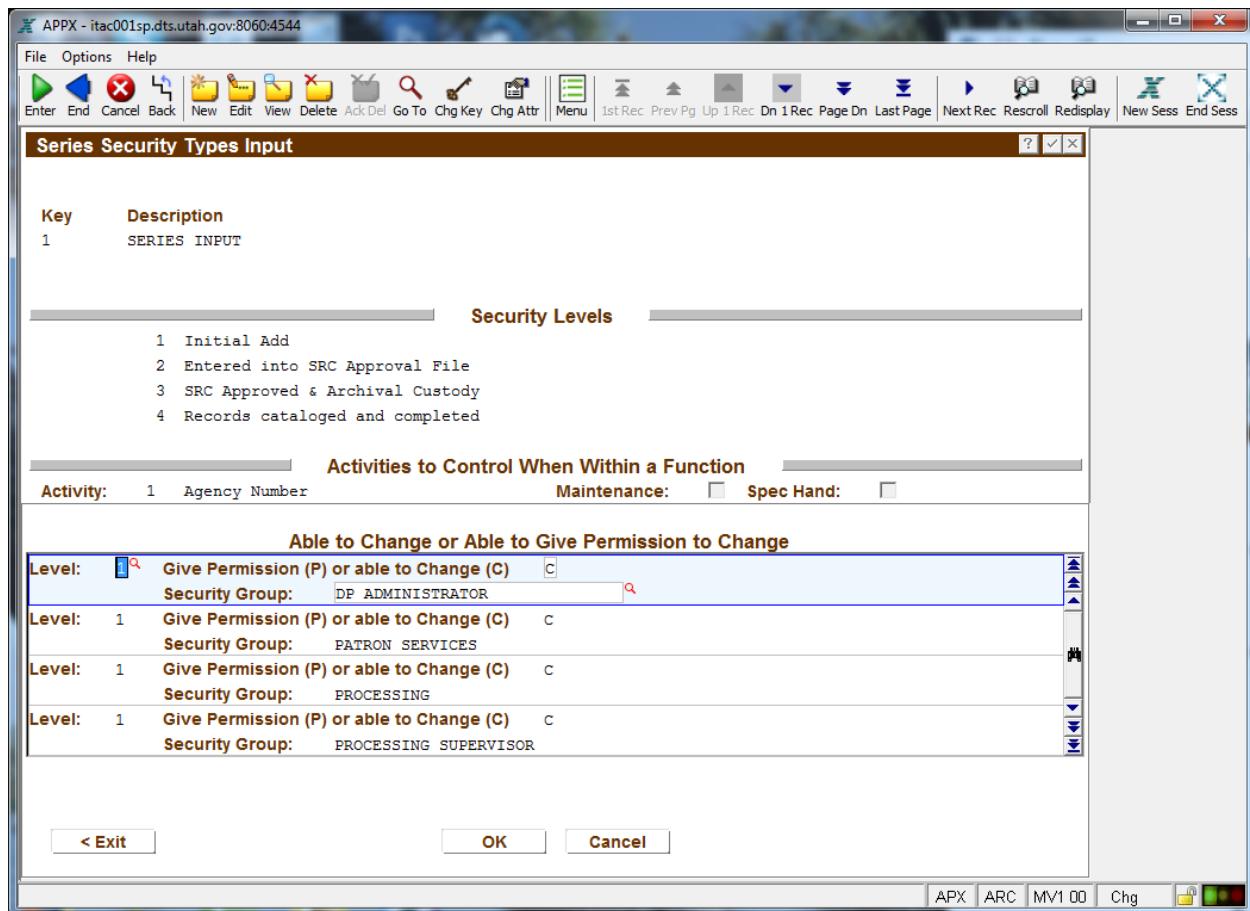
Click OK again to bring up the four security levels.



To get to the next section within this screen, do not click OK. Instead, click End on the toolbar (or press F8 on the keyboard).

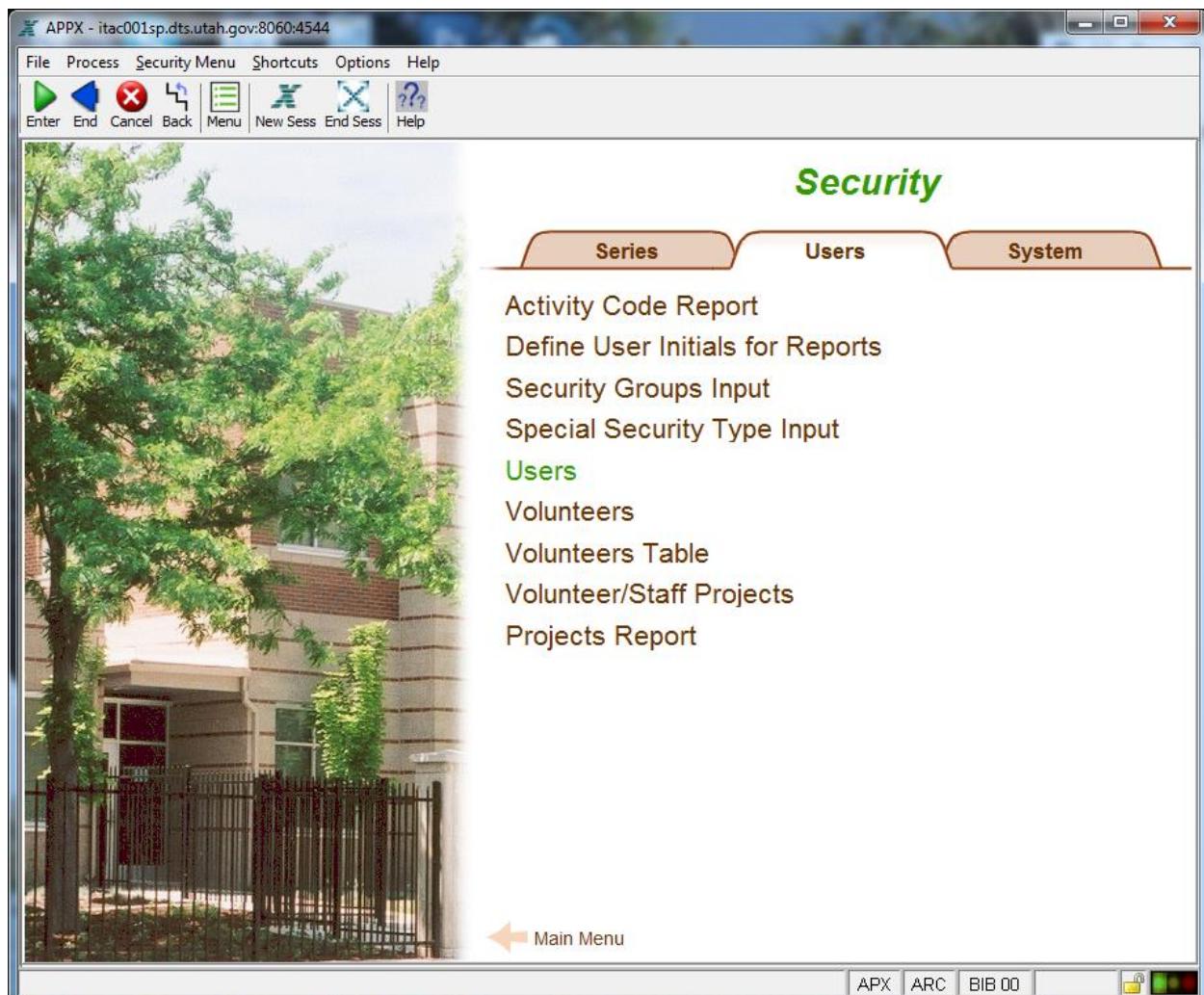


Here is the first field controlled by security. If requests to change this field are considered a maintenance task only and are not worth logging within the series, then the Maintenance checkbox is checked. If permission to change this field requires special handling, then the Spec Hand field is checked. Special handling is generally for text fields that are edited directly within the Request Permission process, such as series title or arrangement. Click OK to drill down to permissions for this field.



For each security level, a decision is made as to which security group can change a field directly, or is able to give permission to change that field. Generally, the group assigned to give permission to level 2 or 3 series changes is the Records Analysis Supervisor. The group assigned to give permission to level 4 series changes is the Processing Supervisor and sometimes the Processing/Cataloging position, as the cataloger needs access to change more items for their work. To scroll through the list of security levels and groups associated with that level, press Page Down on your keyboard or use the navigational arrows as provided within the scrolling screen. To go back to the level that identifies the field being looked at, click the Back (stairstep) button on the toolbar, or press F4 on the keyboard. Click OK to save your changes or Cancel to return to the Security Menu, Users tab.

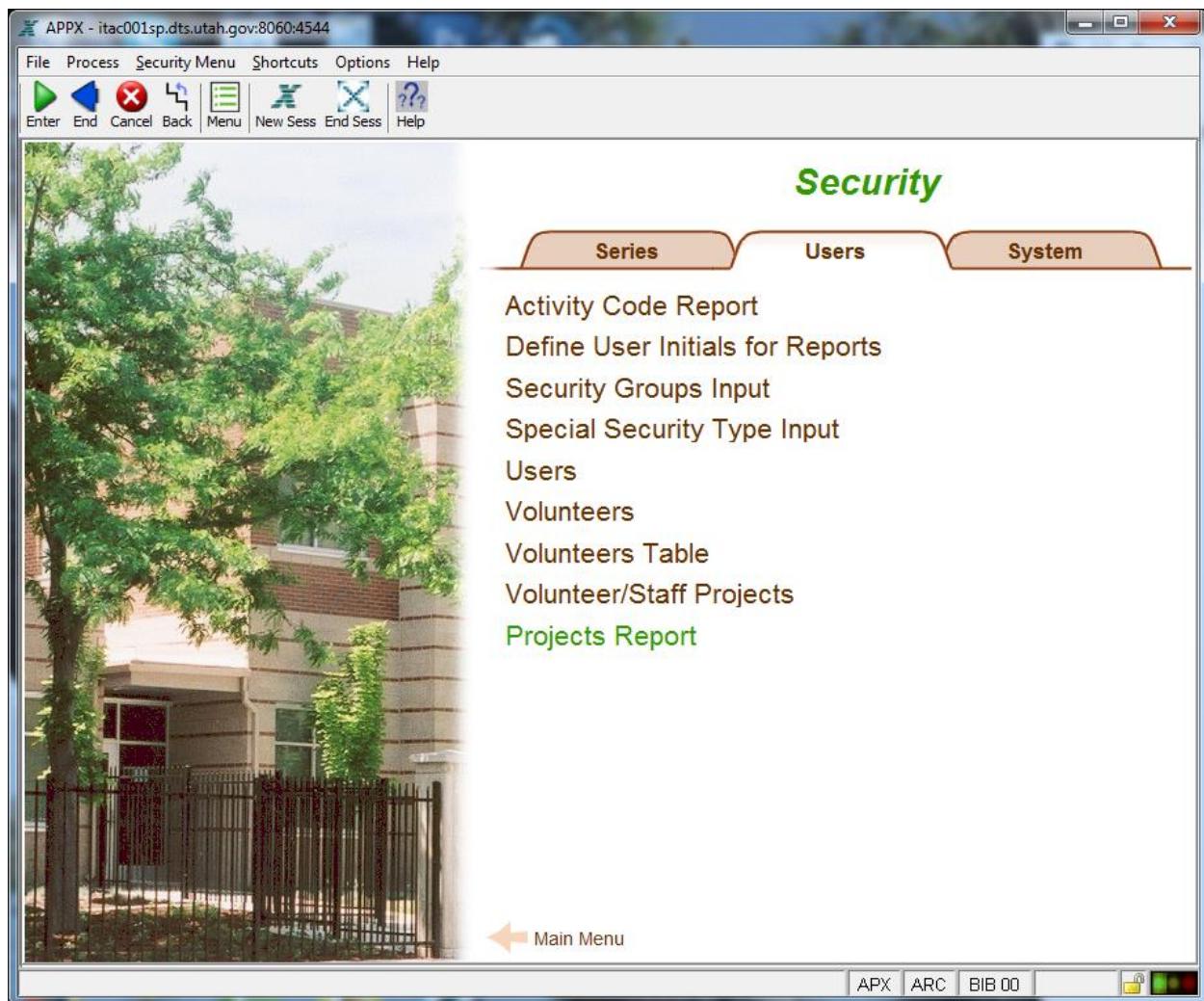
Click Users.



This option, which will take the APPX system administrator into the APPX System Administration Security/Users screen, is a shortcut, normally only available when system admins first login. It provides the functionality of identifying users to the application and their various logins and rights. Since those screens include information about real users, they will not be displayed here. Click Cancel to return to the Security Menu, Users tab.

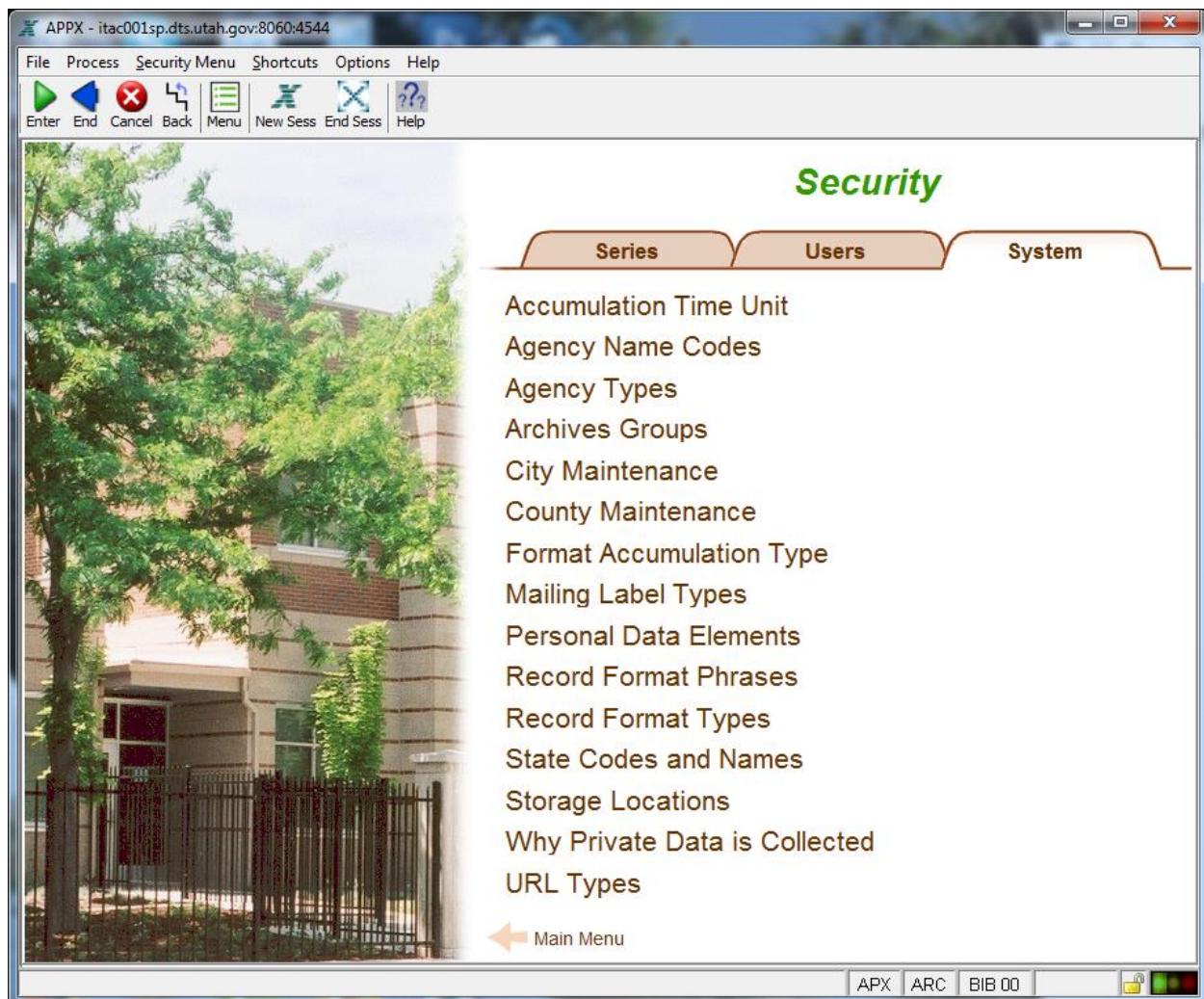
The items on the menu referring to Volunteers are a duplication of what is contained within the Projects Menu, and will not be described here.

Click Projects Report.



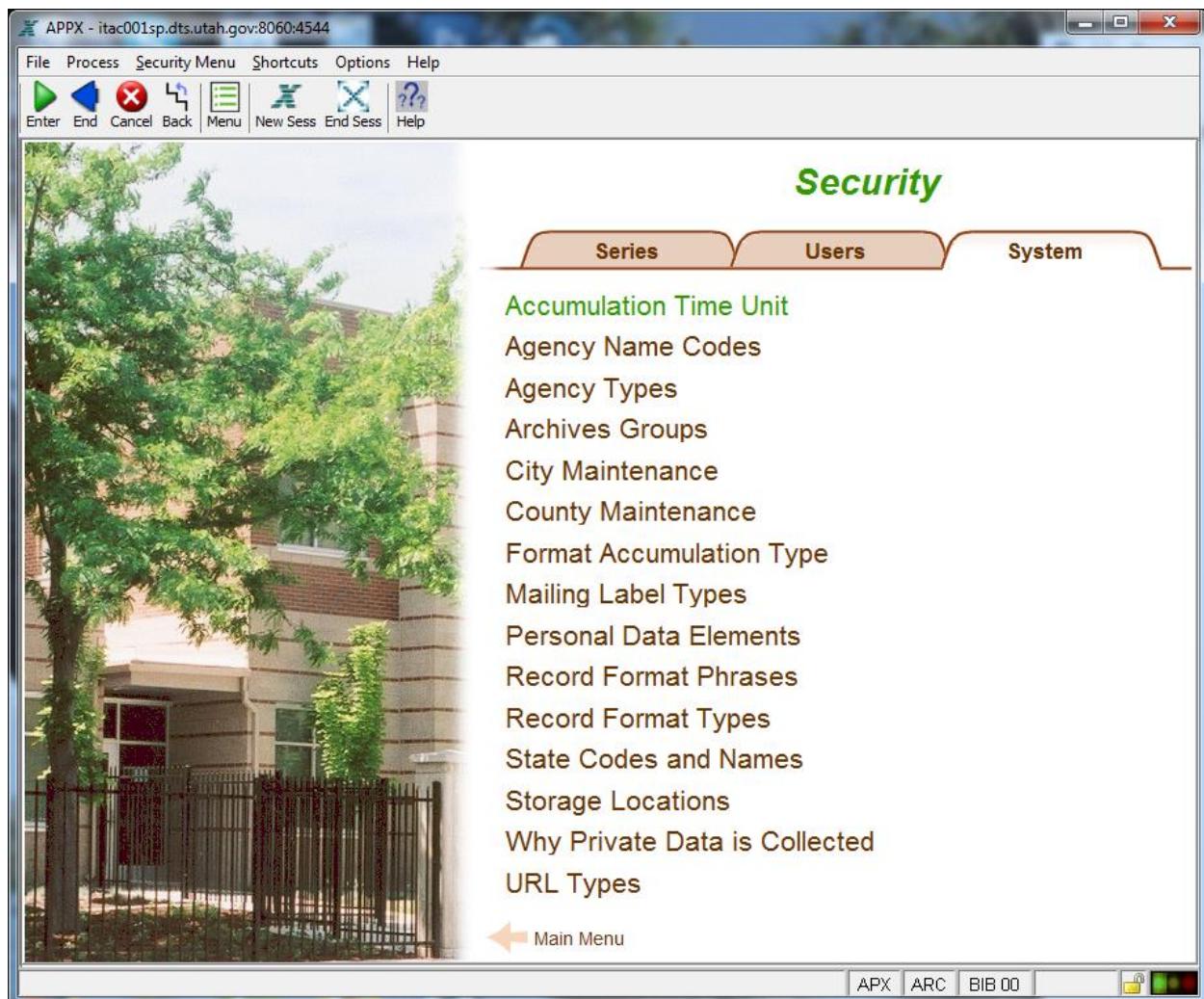
This is a PDF report. [Bug report: report brings back no data because the menu item is pointing to the wrong version of the job, in which there is a child constraint for the project number.]

Click the System tab.

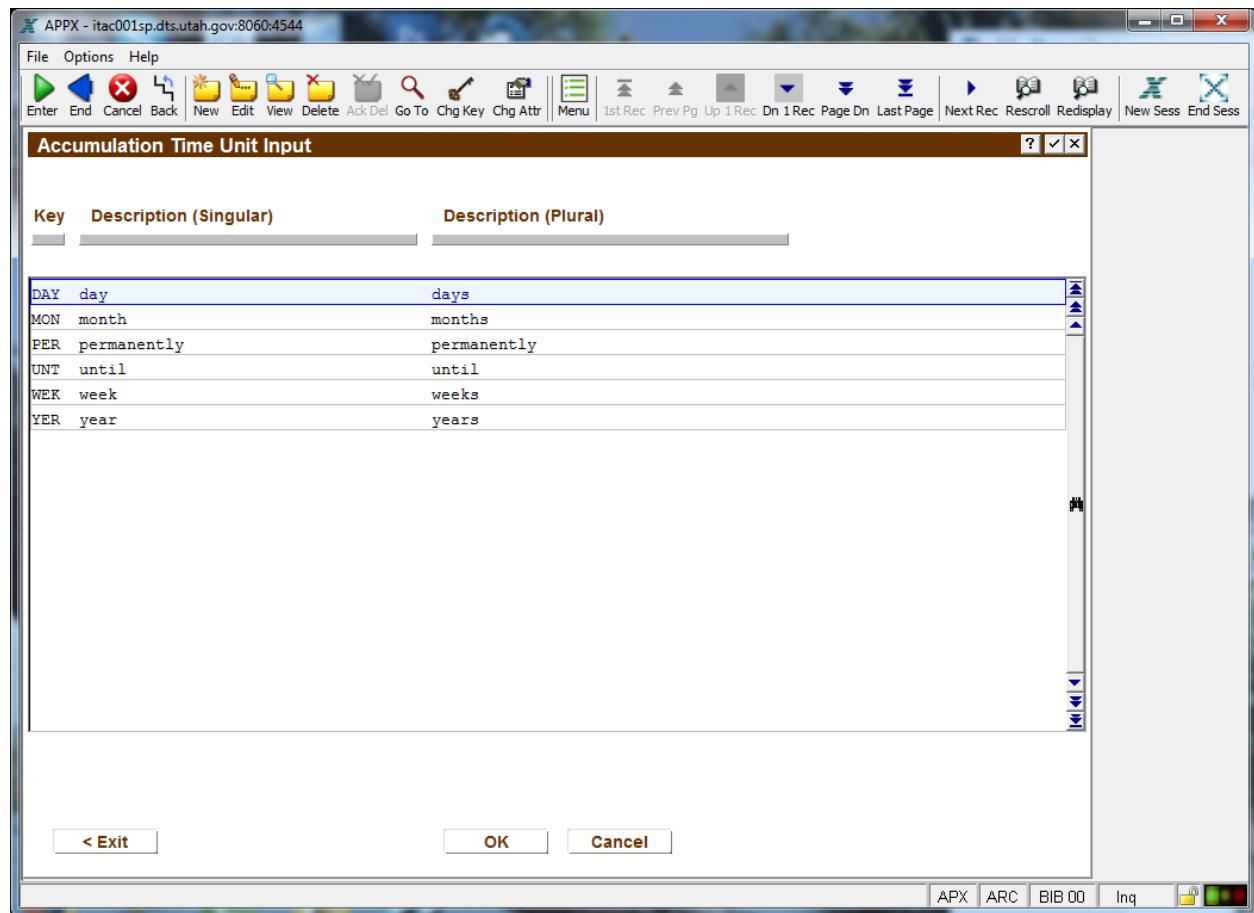


The options available on this menu serve as parameter files for a variety of codes used throughout the system. These codes are not often changed.

Click on Accumulation Time Unit.

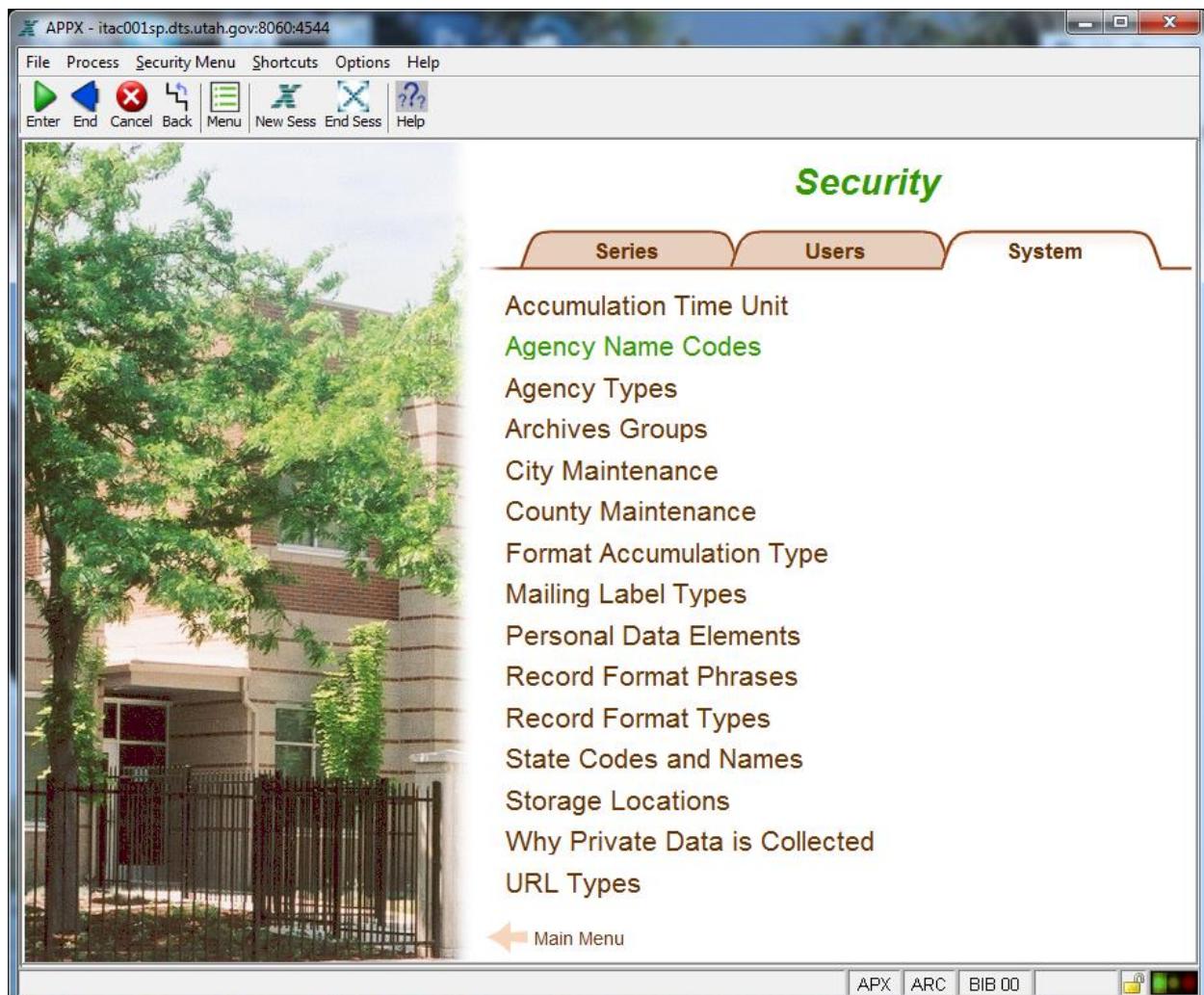


The values contained in this file correspond to fields used in Format Management to identify time periods.



Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click Agency Name Codes.



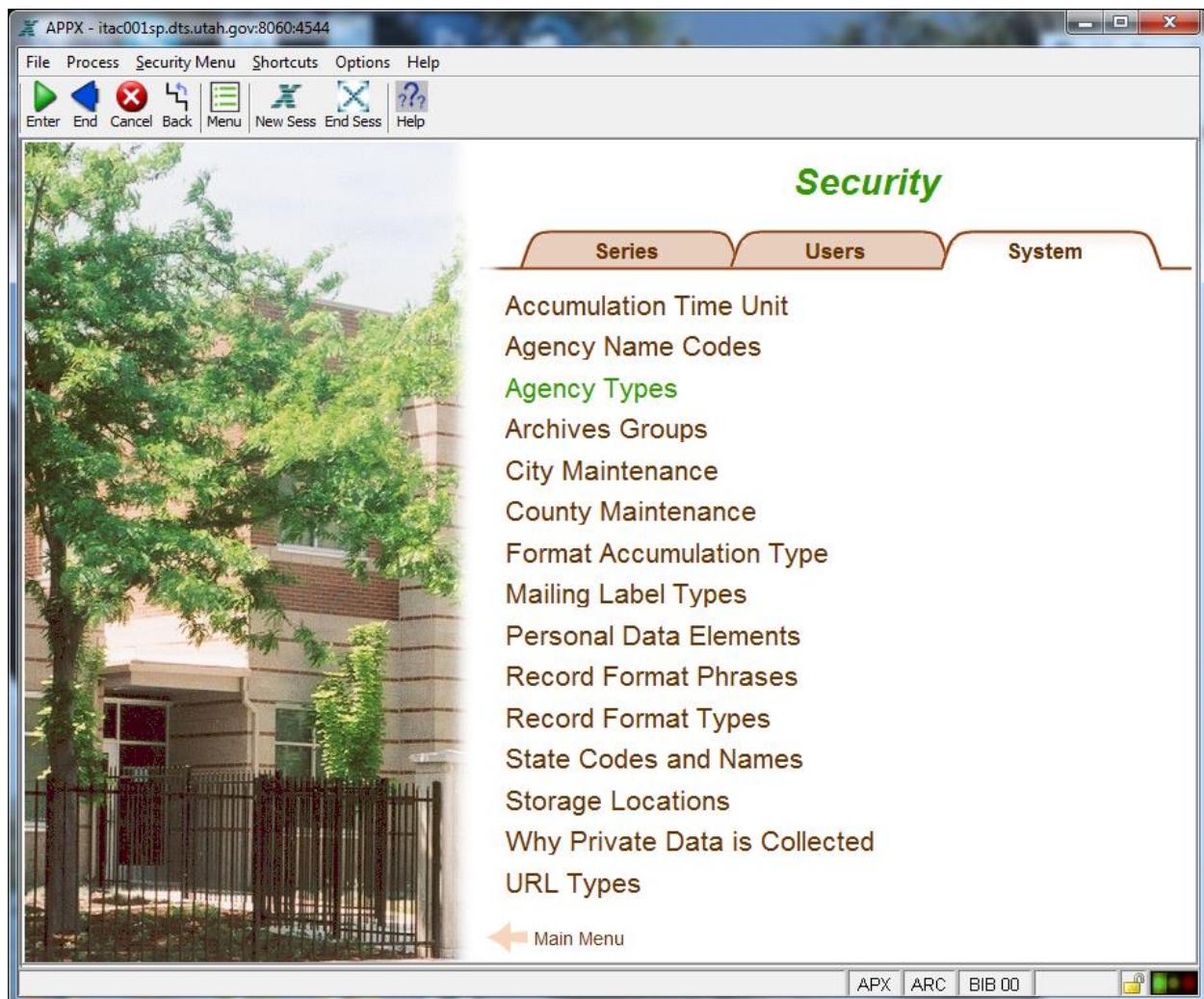
APPX - itac001sp.dts.utah.gov:8060:4544

The screenshot shows a Windows application window titled "Entity Hierarchy Codes". The window has a menu bar with File, Agency Names, Options, and Help. Below the menu is a toolbar with icons for Cancel, New, Edit, View, Delete, Add/Del, Go To, Chg Key, Menu, and various navigation buttons like 1st Rec, Prev Pg, Up 1 Rec, Dn 1 Rec, Page Dn, Last Page, Next Rec, Rescroll, New Sess, End Sess, and Print. The main area is a grid table with three columns: Hierarchy Code, Hierarchical Level, and Description. The Hierarchy Code column lists codes such as 1, 3, 4, 1, 10, 11, 111, 12, 14J, 2, 2JP, 3, 35, 410, 5, 6, 7, 8, 9, 911, 911C, and 911C. The Hierarchical Level column shows values 1 through 4. The Description column provides a detailed name for each code, such as "Box Elder", "Circuit Courts (1st)", "Utah County Service District", and "911 Advisory Committee". A "Close" button is located at the bottom right of the grid.

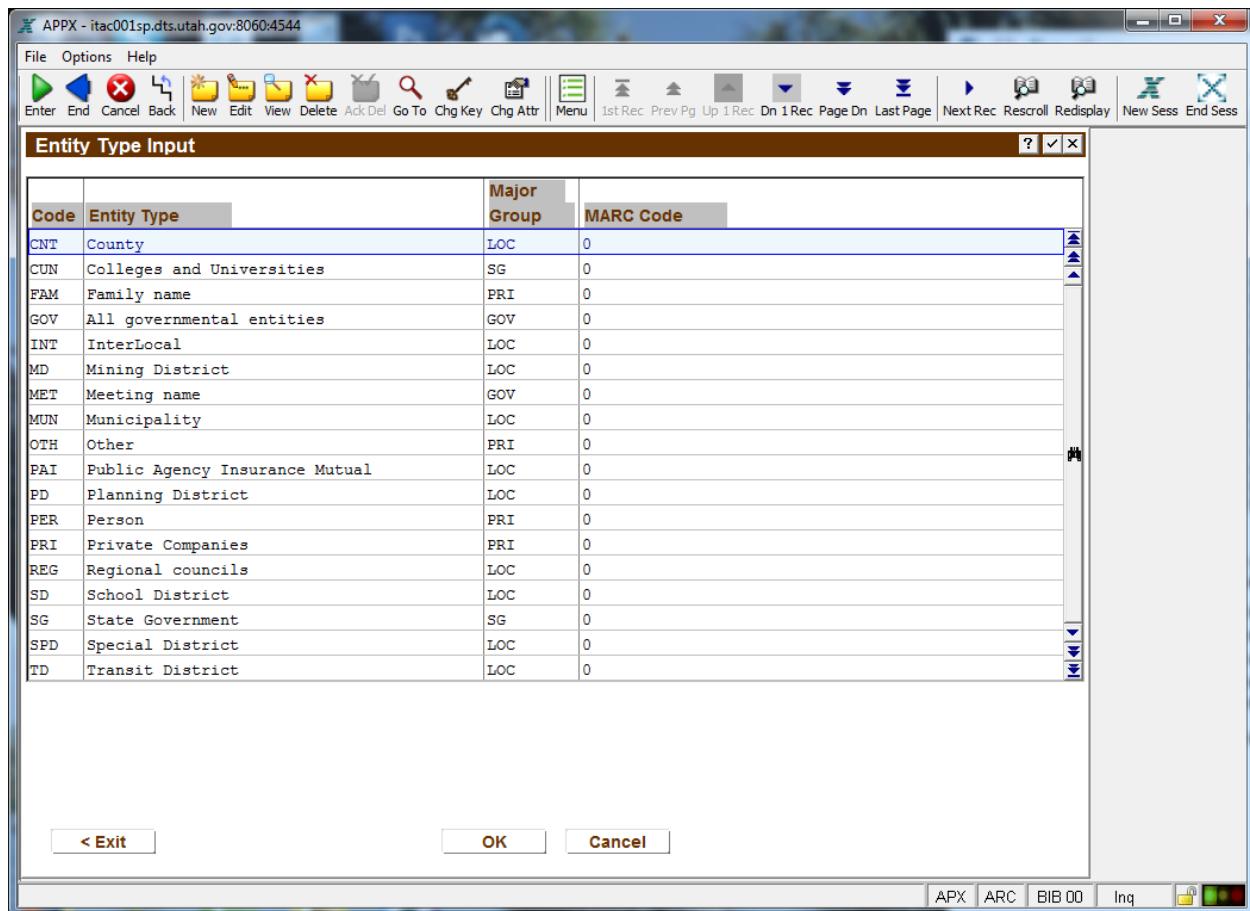
Hierarchy Code	Hierarchical Level	Description
1	1	Box Elder
	3	*
	4	*
1	3	Circuit Courts (1st)
10	3	*Circuit Courts (10th)
11	3	*Circuit Courts (11th)
111	1	Utah County Service District
12	3	*Circuit Courts (12th)
14J	4	Section 14 Juab
2	3	*Circuit Courts (2nd)
2JP	2	Justice of the Peace/St. George
3	3	*Circuit Courts (3rd)
35	4	District 5
410	1	*
5	3	*Circuit Courts (5th)
6	3	*Circuit Courts (6th)
7	3	*Circuit Courts (7th)
8	3	*Circuit Courts (8th)
9	3	*Circuit Courts (9th)
911	2	Utah 911 Committee
911	3	*Utah 911 Committee
911C	3	*911 Advisory Committee
911C	4	*911 Advisory Committee

This screen identifies the entity hierarchy codes available for use, the level (1-5) that the code can be used at, and a name associated with the code, which should be generic enough to reuse that code at multiple levels to represent different agencies. This feature is also available on the Entities Name/Context & Contacts menu, and is more fully described within that environment. Click Close to return to the Security Menu, System tab.

Click on Agency Types.

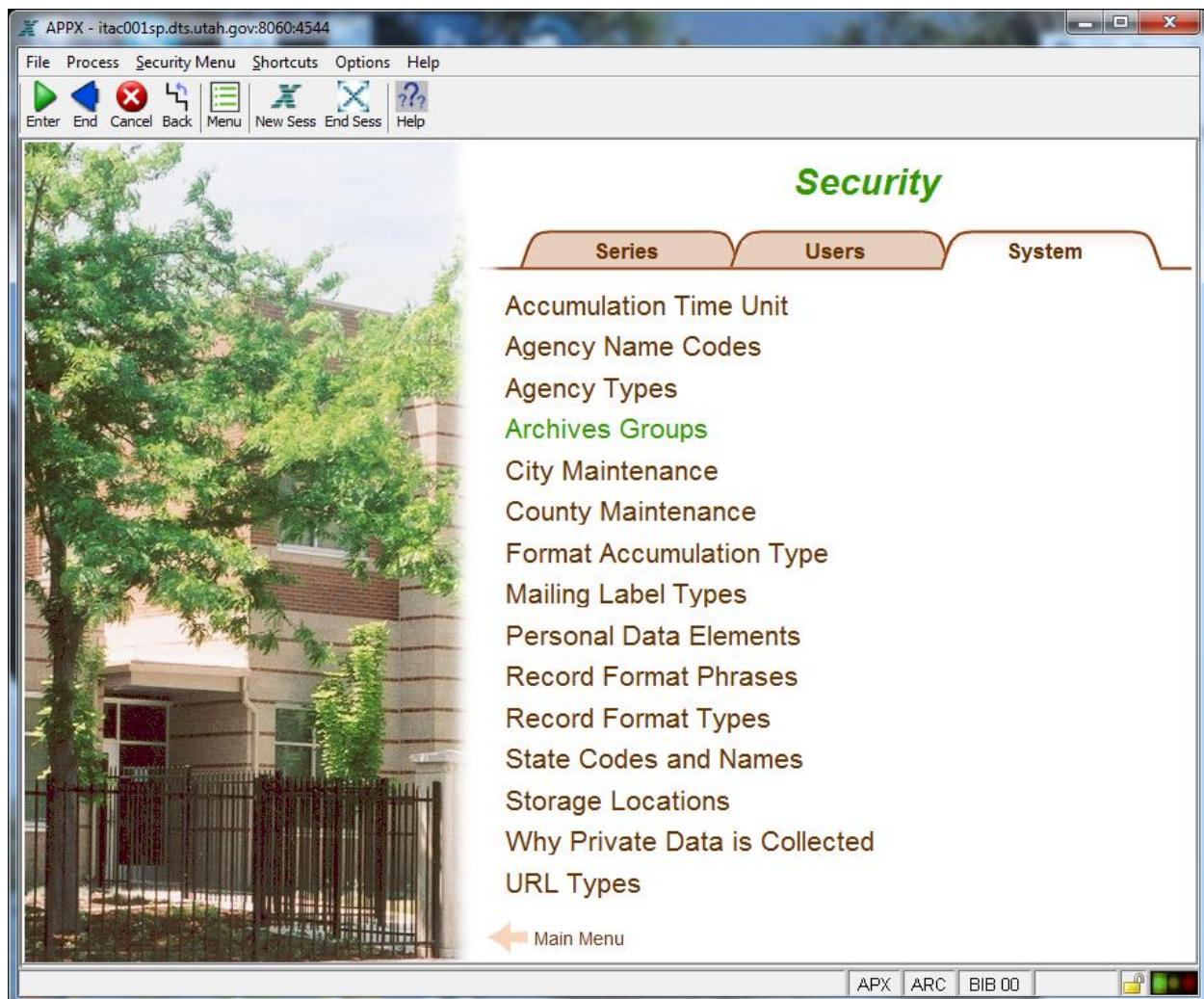


Click OK to bring up the list of agency types.

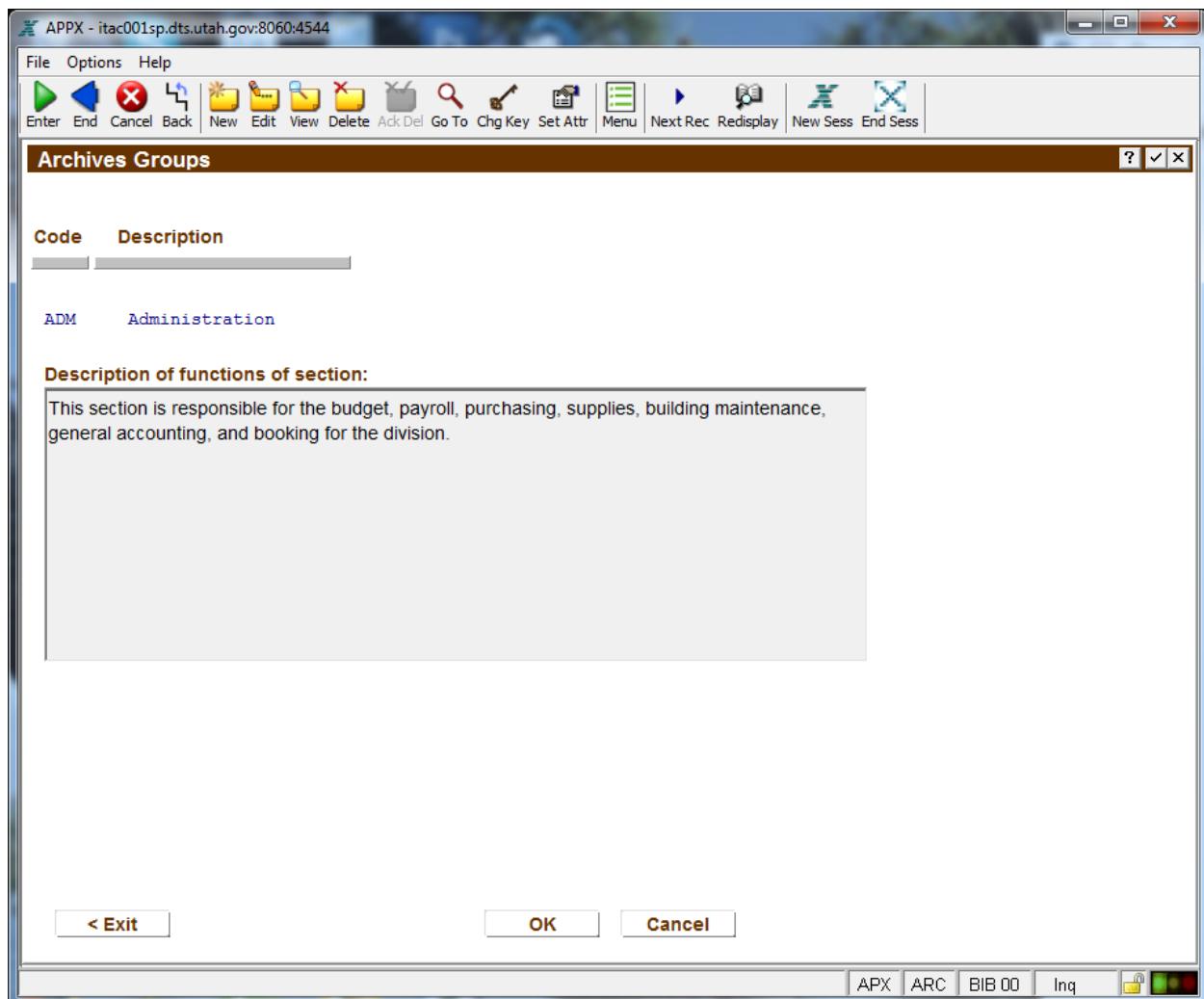


For each entity type, there is a code, a descriptive title, a major grouping code (local agency, state government, private entity, or federal government), and a possible MARC code associated with the entity type. An entity name may be a personal name, family name, or corporate name. This field is used within Entity Input and is a common way to query entity information in reports. Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click Archives Groups.



Each section within the Archives is listed here, and the code field is used in the Initials screen where employees are identified, along with the section they are in.



Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click City Maintenance.



APPX - itac001sp.dts.utah.gov:8060:4544

The screenshot shows a Windows application window titled "City Maintenance". The window has a menu bar with "File", "Options", and "Help". Below the menu is a toolbar with various icons for file operations like Enter, End, Cancel, Back, New, Edit, View, Delete, Ack Del, Go To, Chg Key, Chg Attr, and a "Menu" icon. There are also navigation buttons for records like 1st Rec, Prev Pg, Up 1 Rec, Dn 1 Rec, Page Dn, Last Page, Next Rec, Rescroll, Redisplay, New Sess, and End Sess.

The main area is a table titled "City Maintenance" with the following columns: City Name, Zip Code Range, County, Begins, Ends, Code, and County Name. The table lists numerous cities with their corresponding zip code ranges and county codes. The first few entries are:

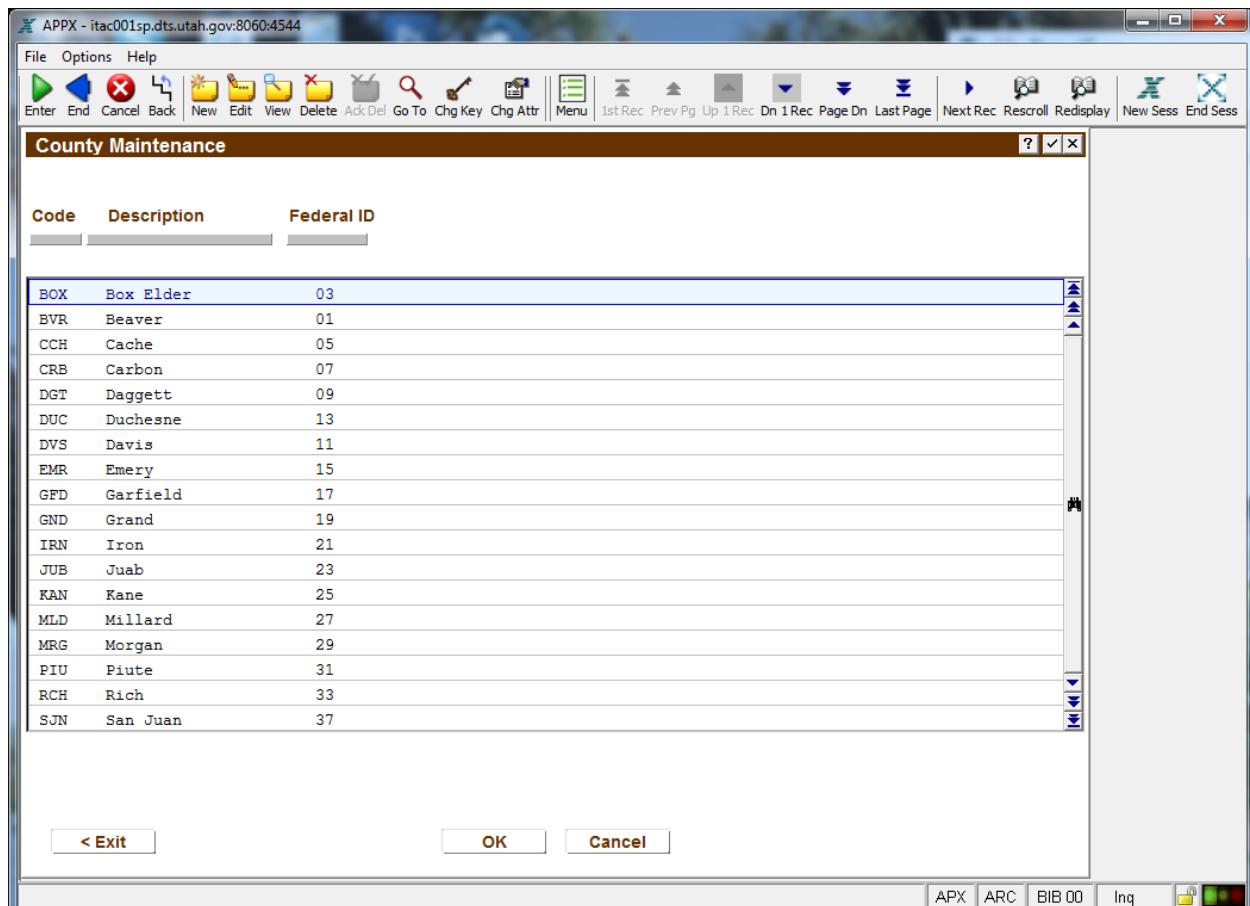
City Name	Zip Code Range	County	Begins	Ends	Code	County Name
abraham	84728	84728	MLD			Millard
Adamsville	84713	84713	BVR			Beaver
Alpine	84004	84004	UTH			Utah
Alta	84092	84092	SLK			Salt Lake
Altamont	84001	84001	DUC			Duchesne
Alton	84710	84710	KAN			Kane
Altonah	84002	84002	DUC			Duchesne
Amalga	84335	84335	CCH			Cache
American Fork	84003	84003	UTH			Utah
Aneth	84510	84510	SJN			San Juan
Angle			PIU			Piute
Annabella	84711	84711	SVR			Sevier
Antelope Island			DVS			Davis
Antimony	84712	84712	PIU			Piute
Apple Valley	84737	84737	WSH			Washington
Arcadia			DUC			Duchesne
Aurora	84620	84620	SVR			Sevier
Austin			SVR			Sevier
Avon	84328	84328	CCH			Cache
Axtell	84621	84621	SPT			Sanpete

At the bottom of the window are buttons for "< Exit", "OK", and "Cancel". The status bar at the bottom right shows "APX ARC BIB 00 Inq".

The City file manages the names of cities and their zip code ranges, so that when an address is being input into the Agency Contact (Mailing List) file, or an Entity Address, then it will automatically validate the spelling of the city and the zip code for accuracy. Since the county codes are linked here, that means that queries can be run on the Mailing List based upon the county that someone is in. Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click County Maintenance.

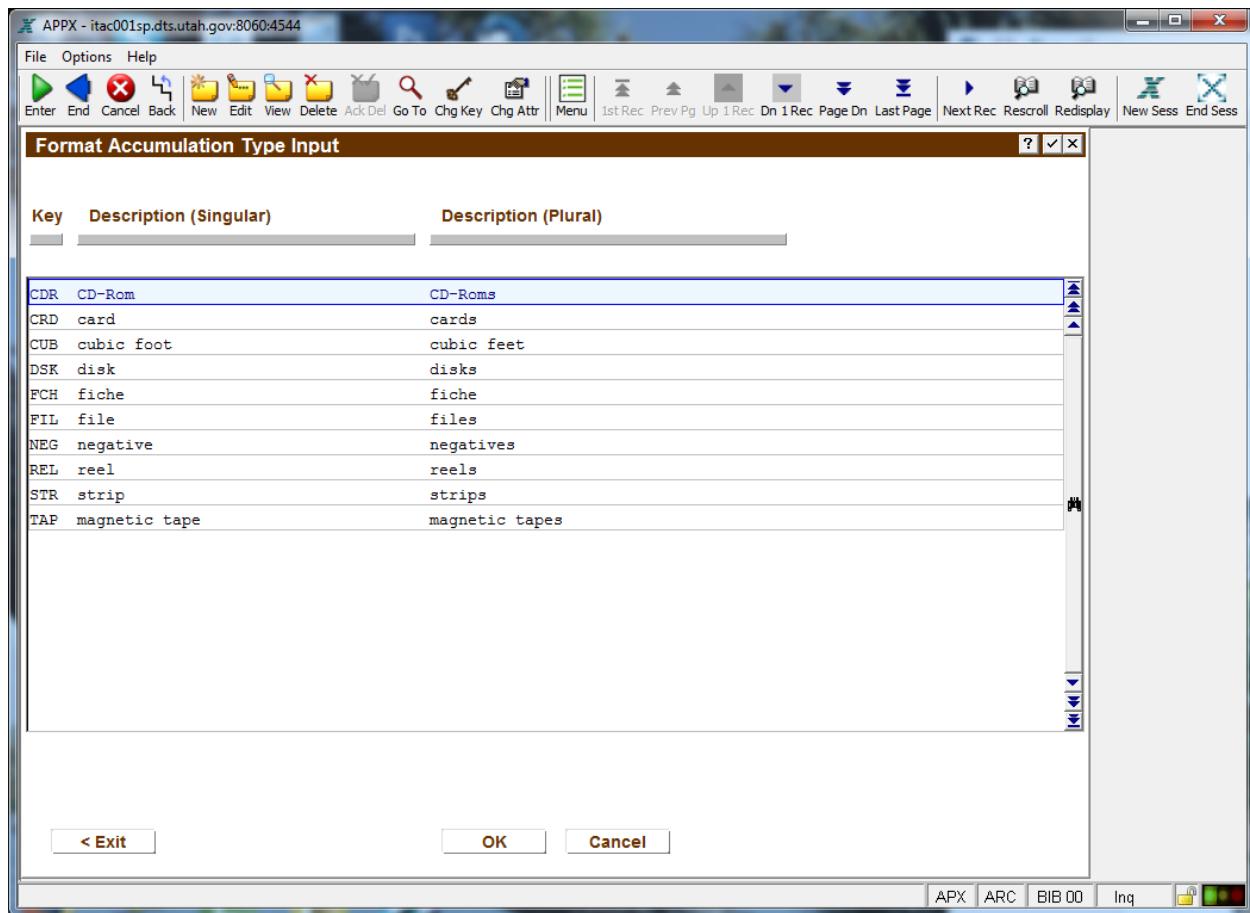




Each county is given a code, with its name and federal ID number. Click OK to save your changes or Cancel to return to the Security Menu, System tab.

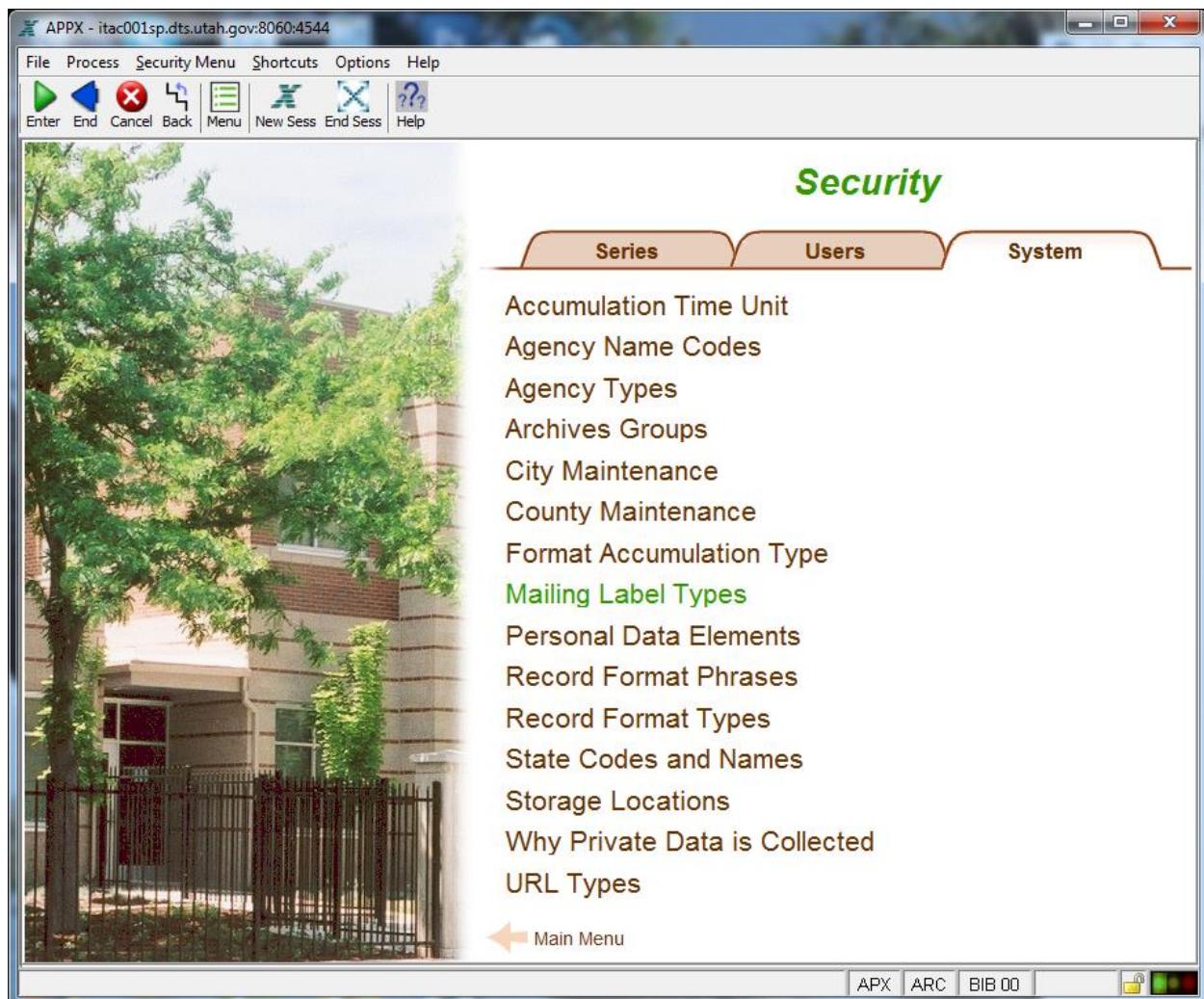
Click Format Accumulation Type.





Certain format types as used in Format Management require different terminology when counting total volume or annual accumulation if there is more than one of an item. These phrases print on Retention & Classification/Designation Reports. Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click on Mailing Label Types.



This option identifies the codes used to identify records officers, chief administrative officers, and other roles used in the Agency Contact (Mailing) List. The Mailing Label Types option defaults to Add Mode. Click Edit from the toolbar and then Ok to bring up the list of contact types.

APPX - itac001sp.dts.utah.gov:8060:4544

File Options Help

Enter End Cancel Back New Edit View Delete Ack Del Go To Chg Key Chg Attr Menu

1st Rec Prev Pg Up 1 Rec Dn 1 Rec Page Dn Last Page Next Rec Rescroll Redisplay New Sess End Sess

Contact Types

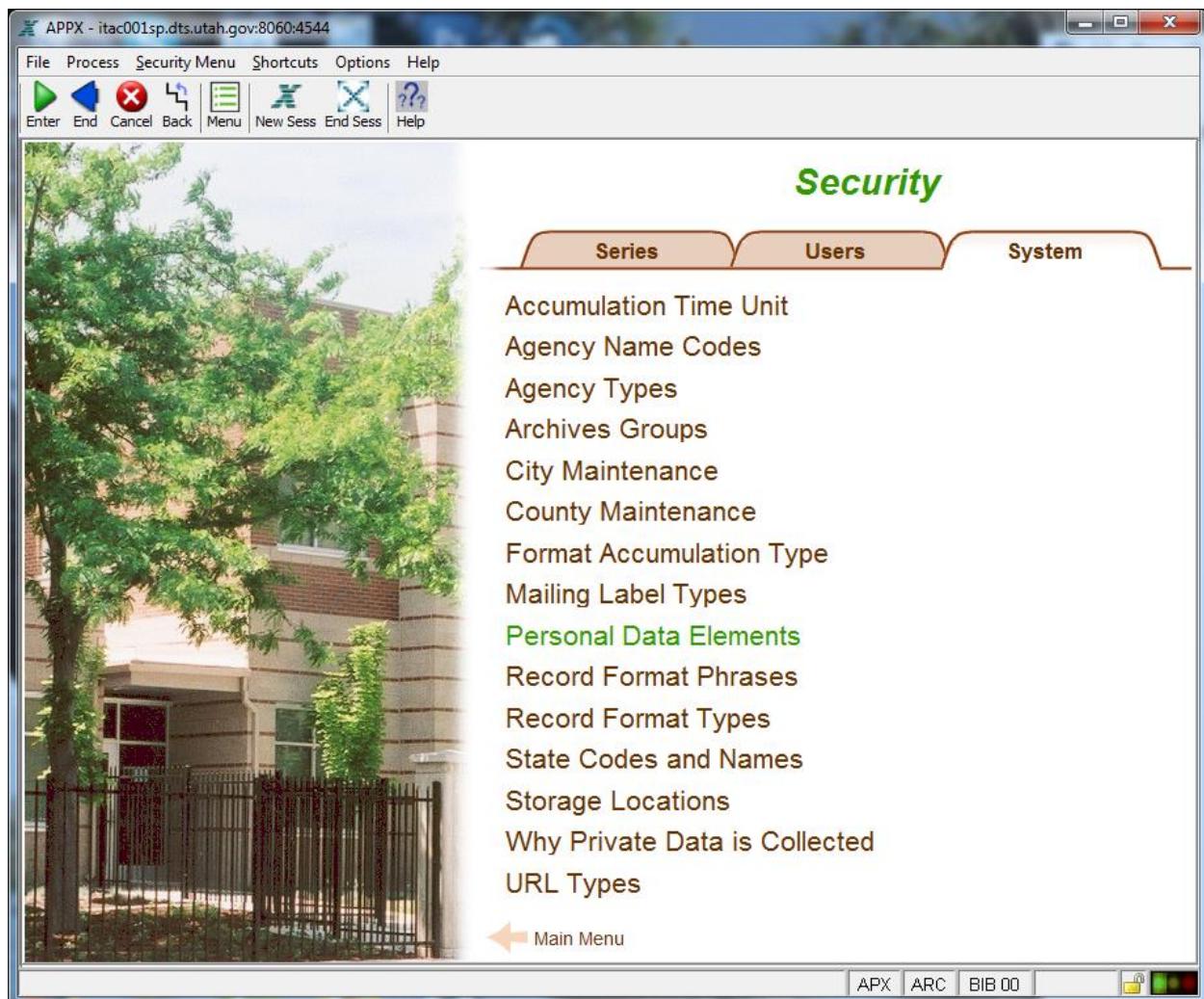
Type Code	Contact Type Description	Contact Type
RRO	Records Officer	Records Officer
CAD	Chief Admin Officer Designee GRAMA	Chief Admin Officer
CAO	Chief Administrative Officer	Chief Exec Officer
CEO	Chief Executive Officer	
DST	Destruction Letter Approver	
ERO	Exempt Records Officer	
FRO	Former Records Officer or CAO	
ROT	Records Officer Training	Rec Officer Training

< Exit      OK      Cancel

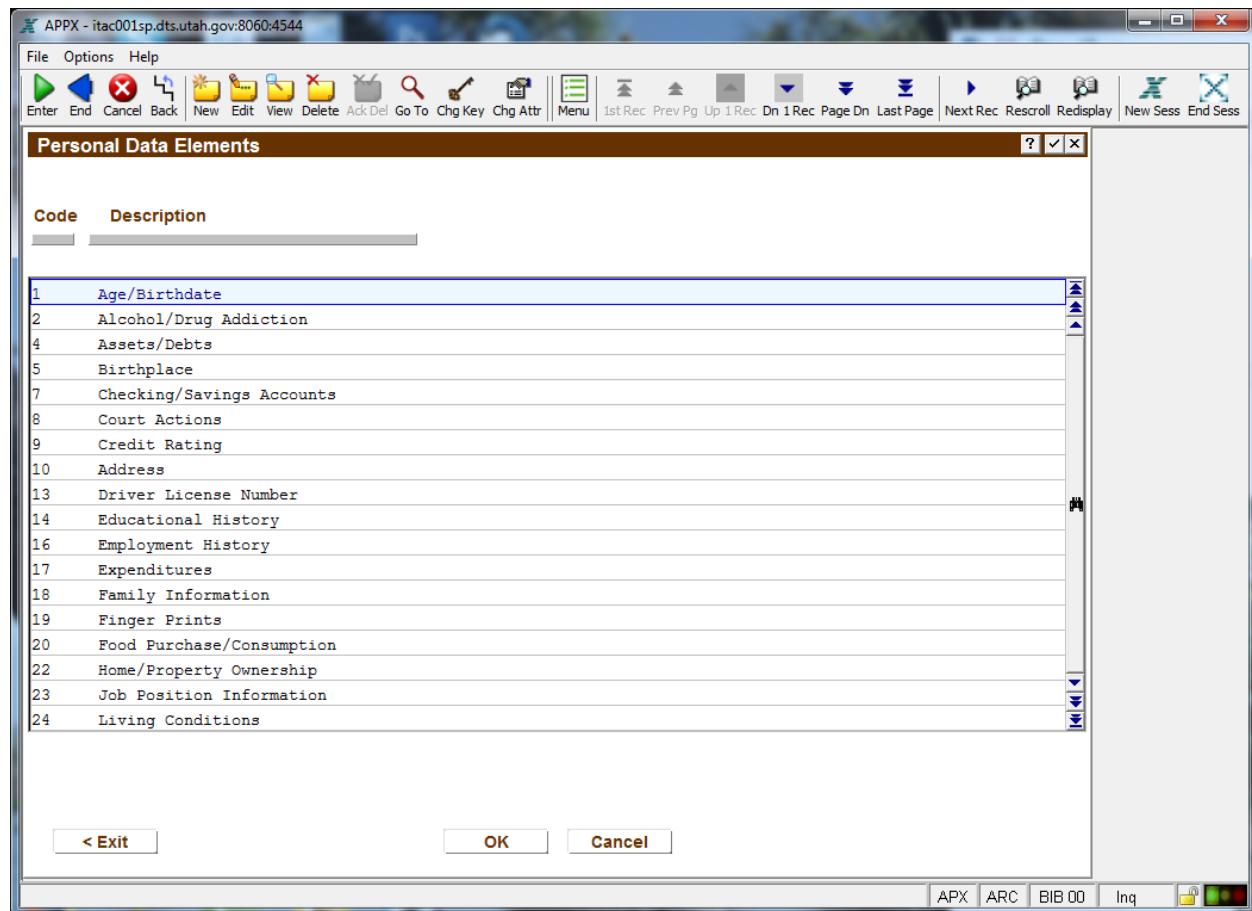
APX ARC BIB 00 Chg

Click OK to save your changes, or Cancel to return to the Security Menu, System tab.

Click Personal Data Elements.



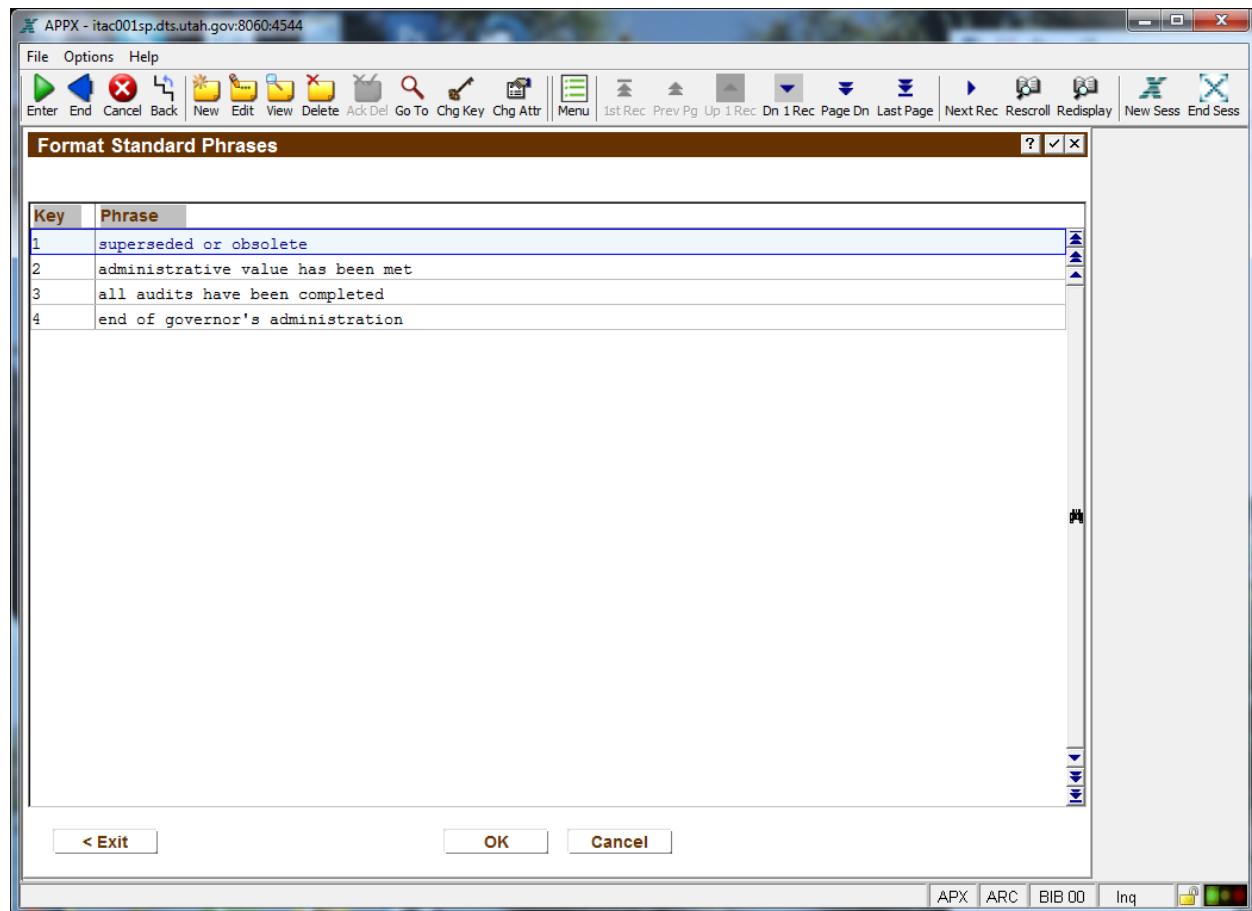
The Personal Data Element fields are available within the Classification/Designation screen of Series Input, where you may check off as many fields as are contained within the series. The list may help agencies understand how to designate series once they think of the actual data contained in the record.



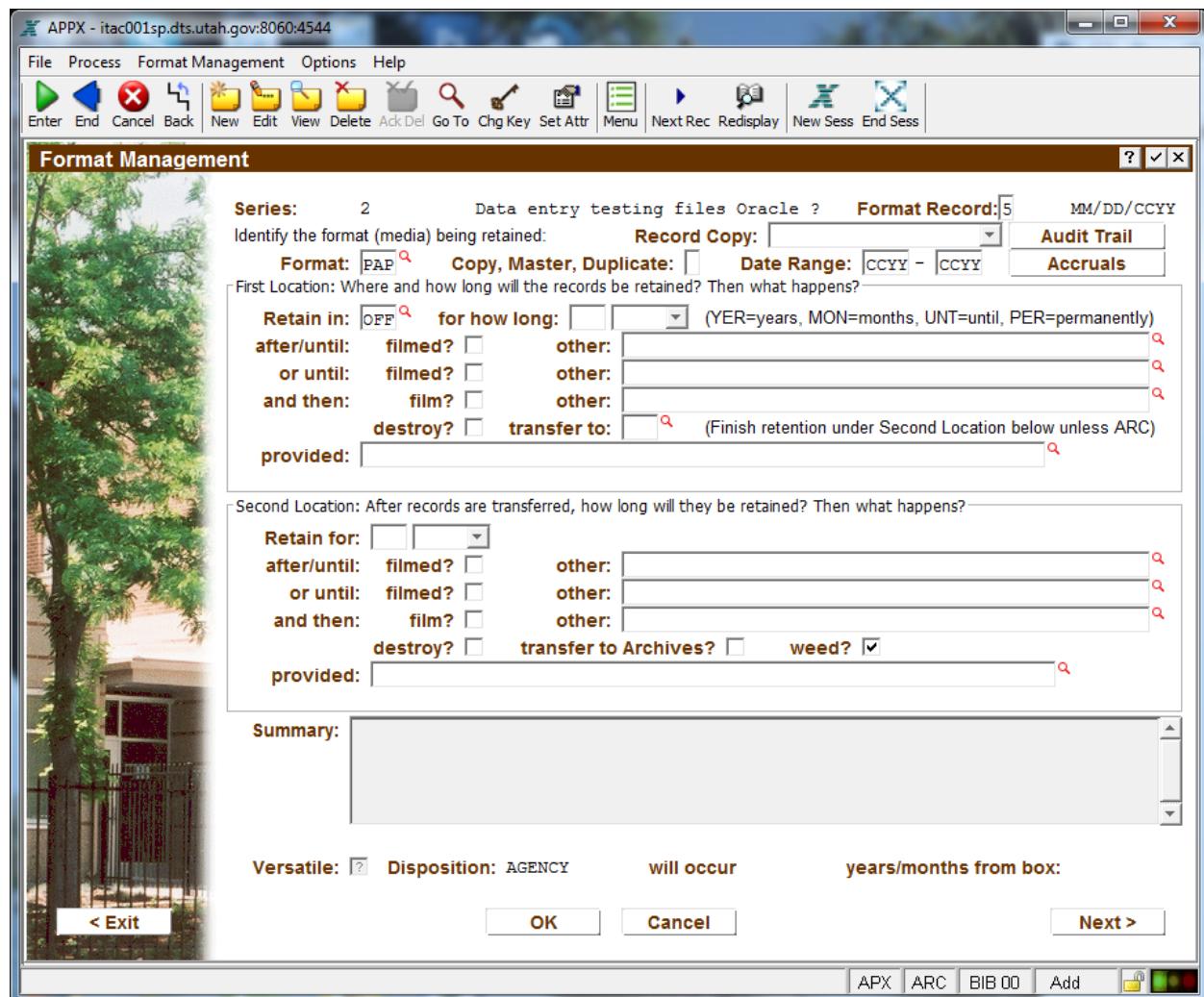
Click OK to save your changes or Cancel to return to the Security Menu, System tab.

Click Record Format Phrases.

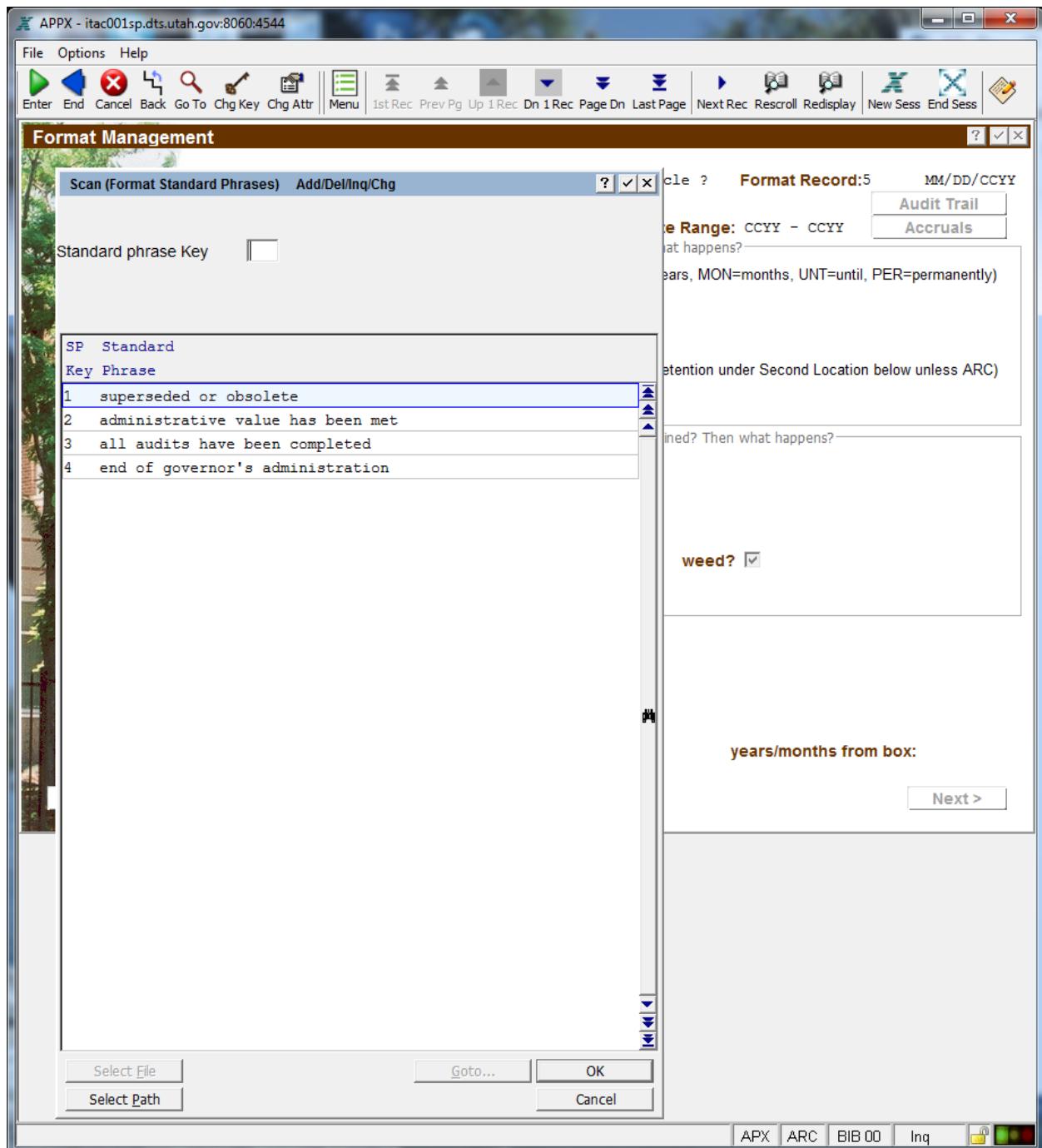




This list is available as a shortcut to data entry within Format Management, to help keep common phrases consistent and spelling-error free. To use the phrases, go to Format Management within Series Input:

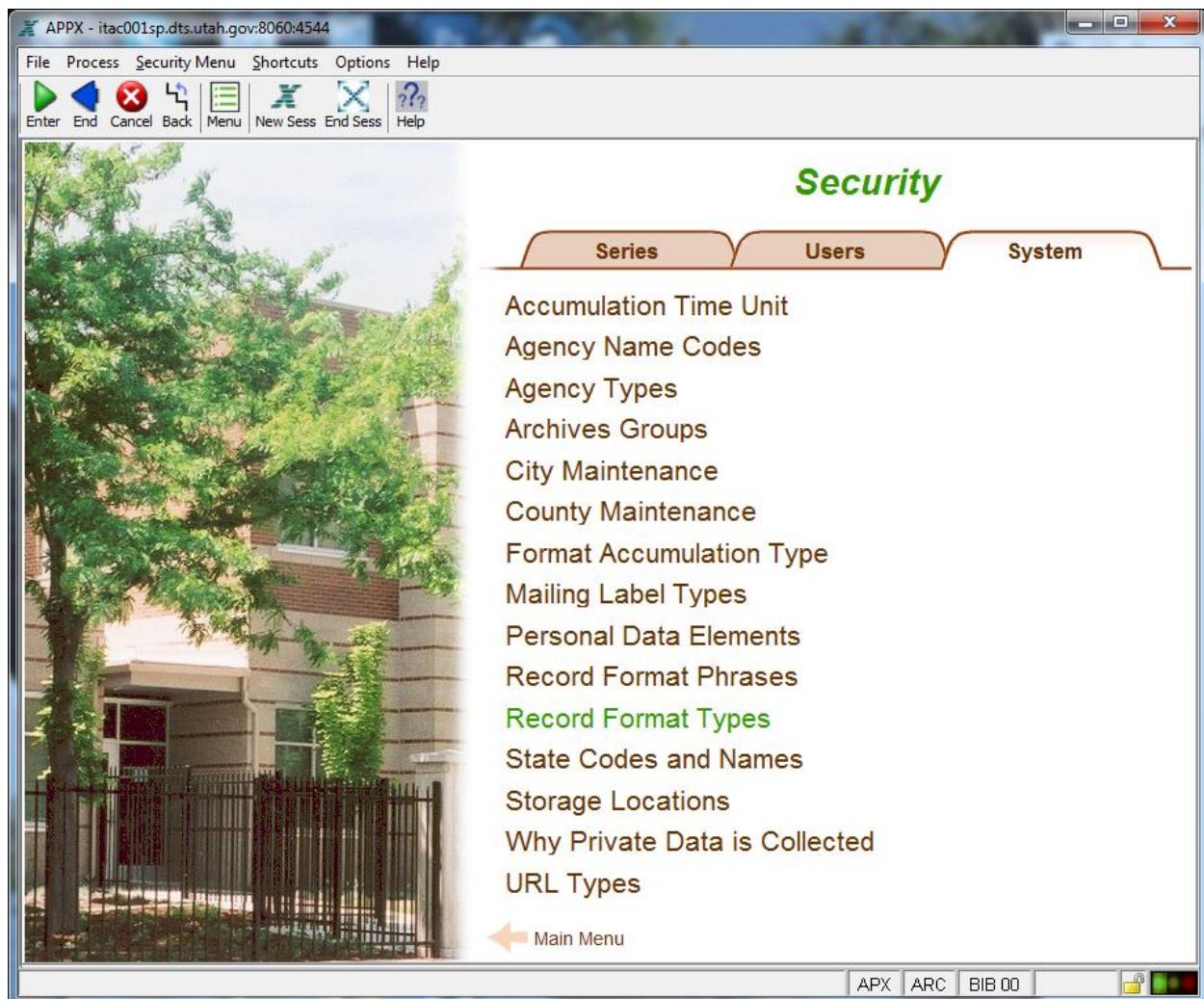


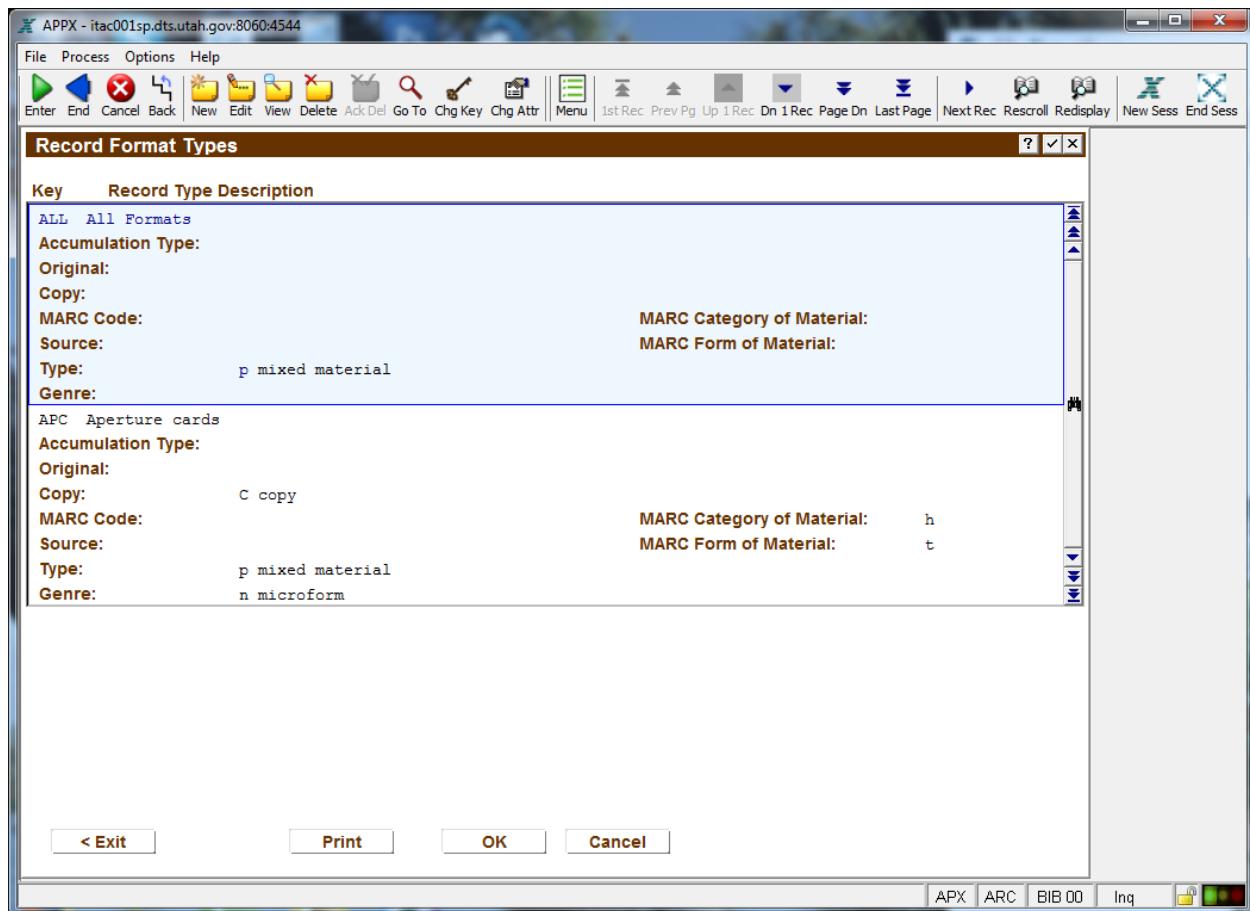
The “other” fields, which record conditional statements, have a data lookup value, which you can scan on. Click the red magnifying glass to the right of the field.



Pick a phrase and click OK to save your changes, or Cancel to return to Series Input. Cancel again to return to the Series & Searching menu, then navigate back to the Security Menu, System tab.

Click Record Format Types.





Format types, as used in Format Management, are added here. The accumulation type field uses the codes referenced above for singular and plural accumulation/volume statements. If a format type should be distinguished by a Copy, Master, or Duplicate designation (as a required field in Format Management), then indicate what the value should be for the original and copy. For instance, with microfilm, M stands for Master, and D for Duplicate. For paper, C stands for Copy. The MARC code associated with the format type, as well as the source, are fields not currently being used.

The Type field is used to designate how a series' catalog record defines the format of the series. Archival records are primarily mixed materials; however, if the Format Management says this series consists only of phonograph records, for instance, then the Type value becomes "non-musical sound recording". The values contained here relating to the catalog are exported with the catalog record of the series. Since catalog records are traditionally used for item-level detail from libraries, but archival records catalog many items as a single catalog entry, the Type value doesn't provide the level of detail that might be desired, but that is the bane of using a library cataloging standard to describe archival materials. The Genre code, MARC Category of Material, and MARC Form of Material, are other examples of specific codes coming from MARC cataloging standards, where the acceptable values are controlled by those standards.

To print the format types, with their respective values, click the Print button. This is a PDF report.

2016061717011056-862-4B0000.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 201606171701105... x

Export PDF Create PDF Edit PDF Comment Combine Files Fill & Sign Send for Signature Send & Track

**Archives**  
**Format Types**

Page: 1  
06/17/16 17:01  
APX

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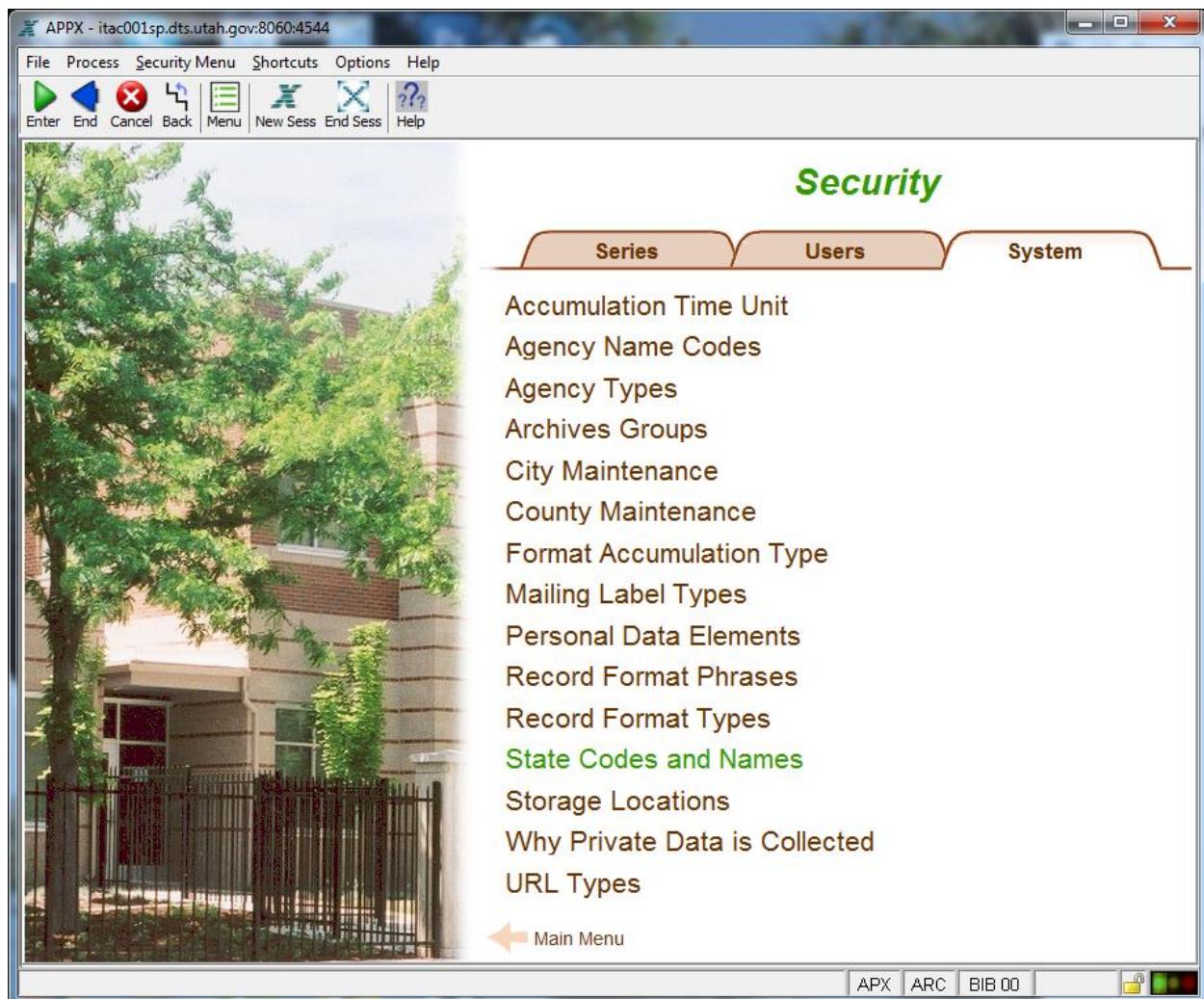
Key to format type file ALL  
Format type description All Formats  
Record Type (MARC) p  
Genre/form Key  
MARC Form  
MARC Category of Material

Key to format type file APC  
Format type description Aperture cards  
Record Type (MARC) p  
Genre/form Key n microform  
MARC Form t  
MARC Category of Material h

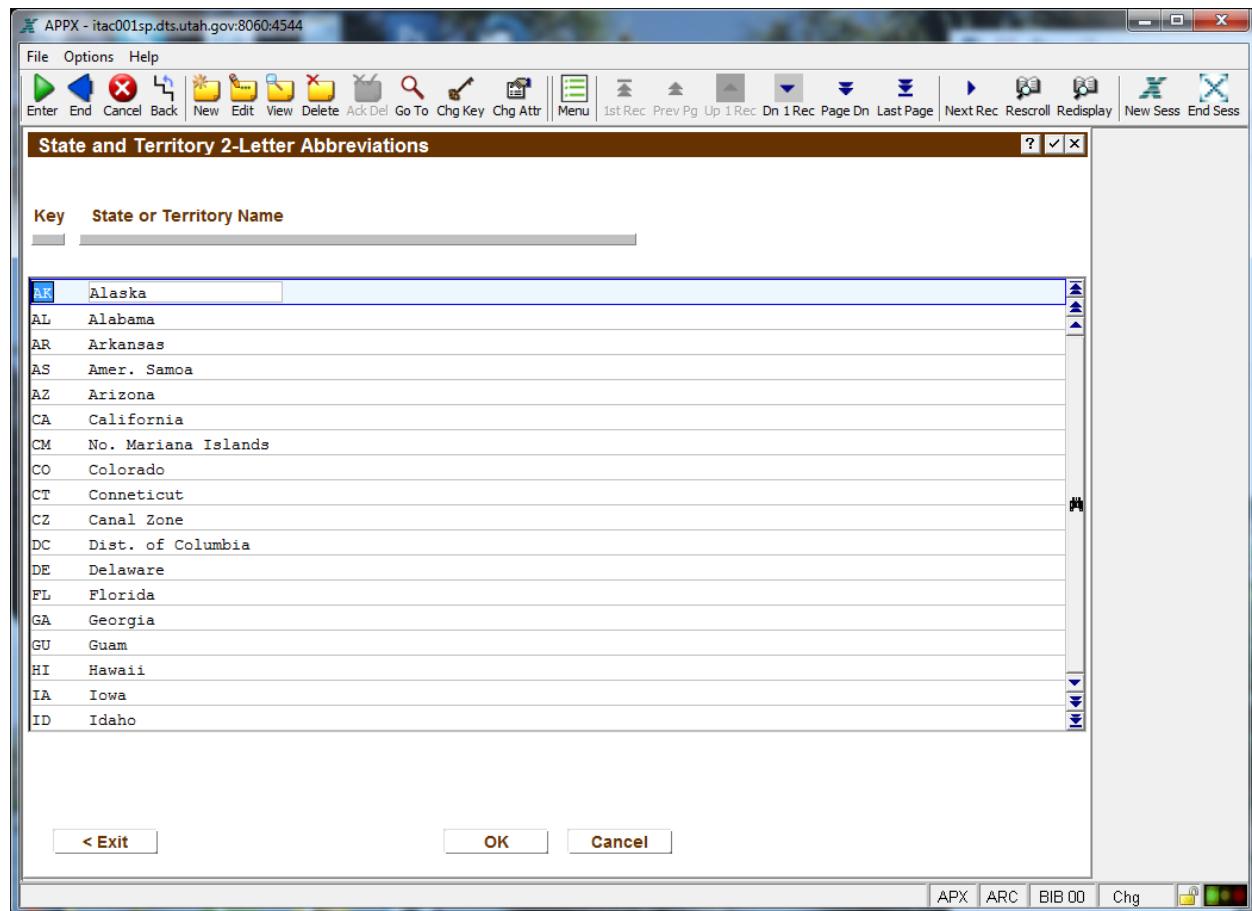
Key to format type file ARC  
Format type description Architectural drawings  
Record Type (MARC) k  
Genre/form Key 2 Art reproduction  
MARC Form k  
MARC Category of Material k

Click Continue to return to the previous screen, and Cancel to return to the Security Menu, System tab.

Click State Codes and Names.



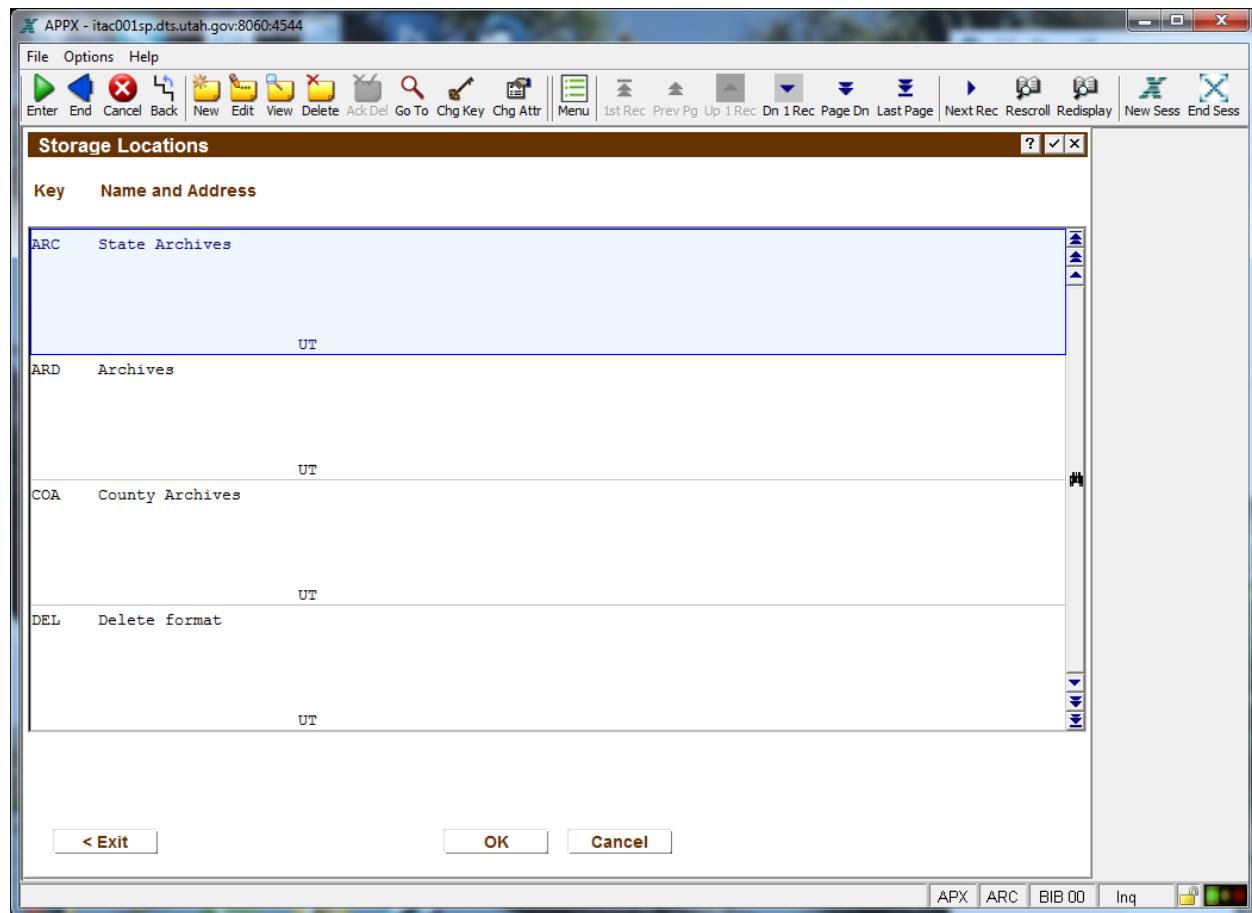
This screen defaults to Add Mode. Click the Edit button on the toolbar and then OK to view the list. The state codes are used as lookup values when editing the Agency Contact (Mailing) List or Entity Address.



Add the state codes as used by the U.S. Postal Service, plus the name of the state or territory. Click OK to save your changes or Cancel to return to the Security Menu, System tab.

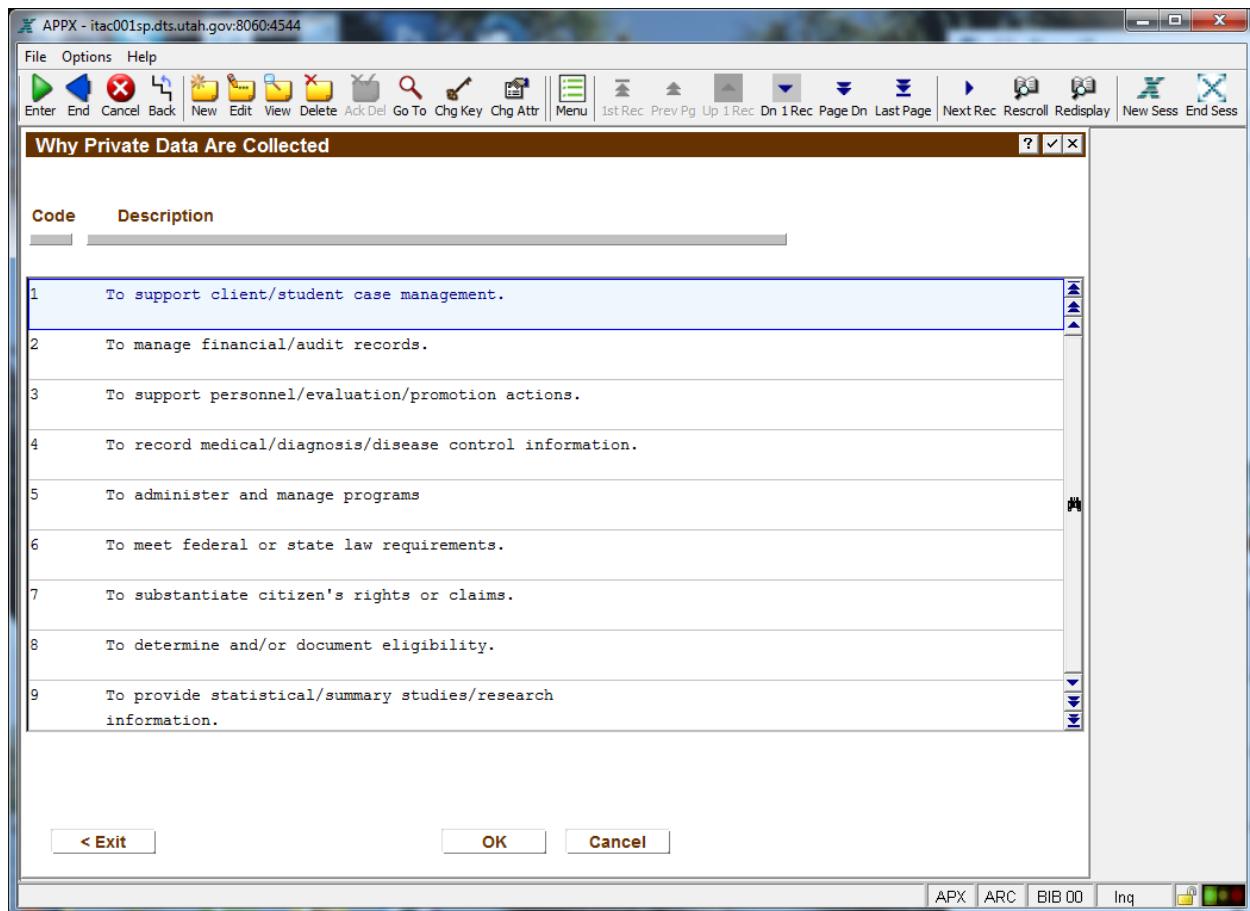
Click Storage Locations.





Storage locations are used in the Format Management screen to identify where records will be stored during their lifecycle. Click OK to save your changes, or Cancel to return to the Security Menu, System tab.

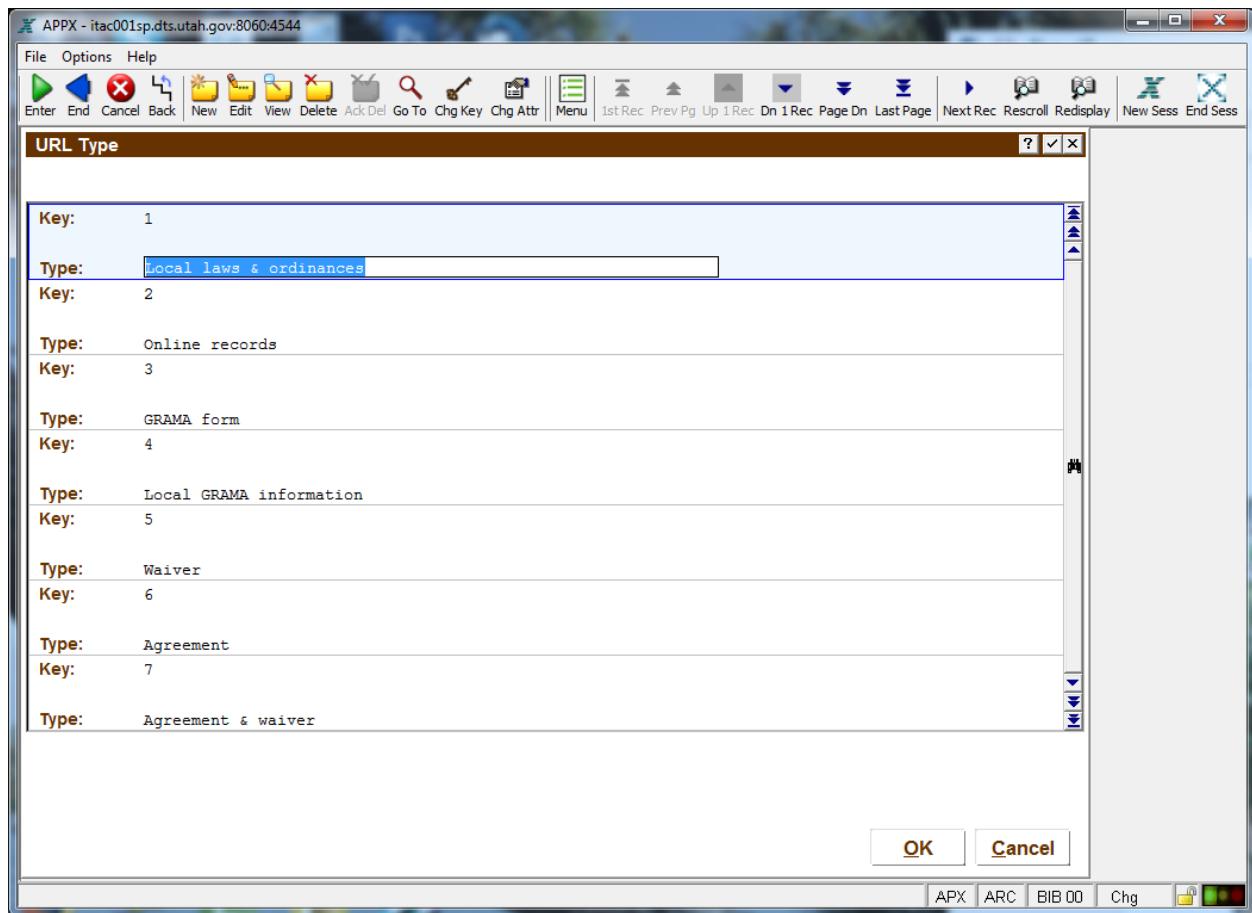
Click Why Private Data is Collected.



This data is used within the Classification/Designation screen along with the Personal Data Elements option to identify why the personal data is being collected. While these questions are a remnant of the old Information Practice Act requirements, GRAMA references this requirement as well to some extent. Click OK to save your changes, or Cancel to return to the Security Menu, System tab.

Click URL Types.





The URL Types are used when identifying links from agencies to the various forms and records they have online, as part of the Open Records Portal information. These fields can be found on the Records Request Portal section of Entity Input, which is on the Entity Name/Context & Contacts Menu.

APPX - itac001sp.dts.utah.gov:8060:4544

File Controls 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

Entity Input - Control Elements

Identity Context Relationships **Control** Resources

Entity No: \*2  
Entity Name: Department of Human Services. Division of Aging and Adult Services

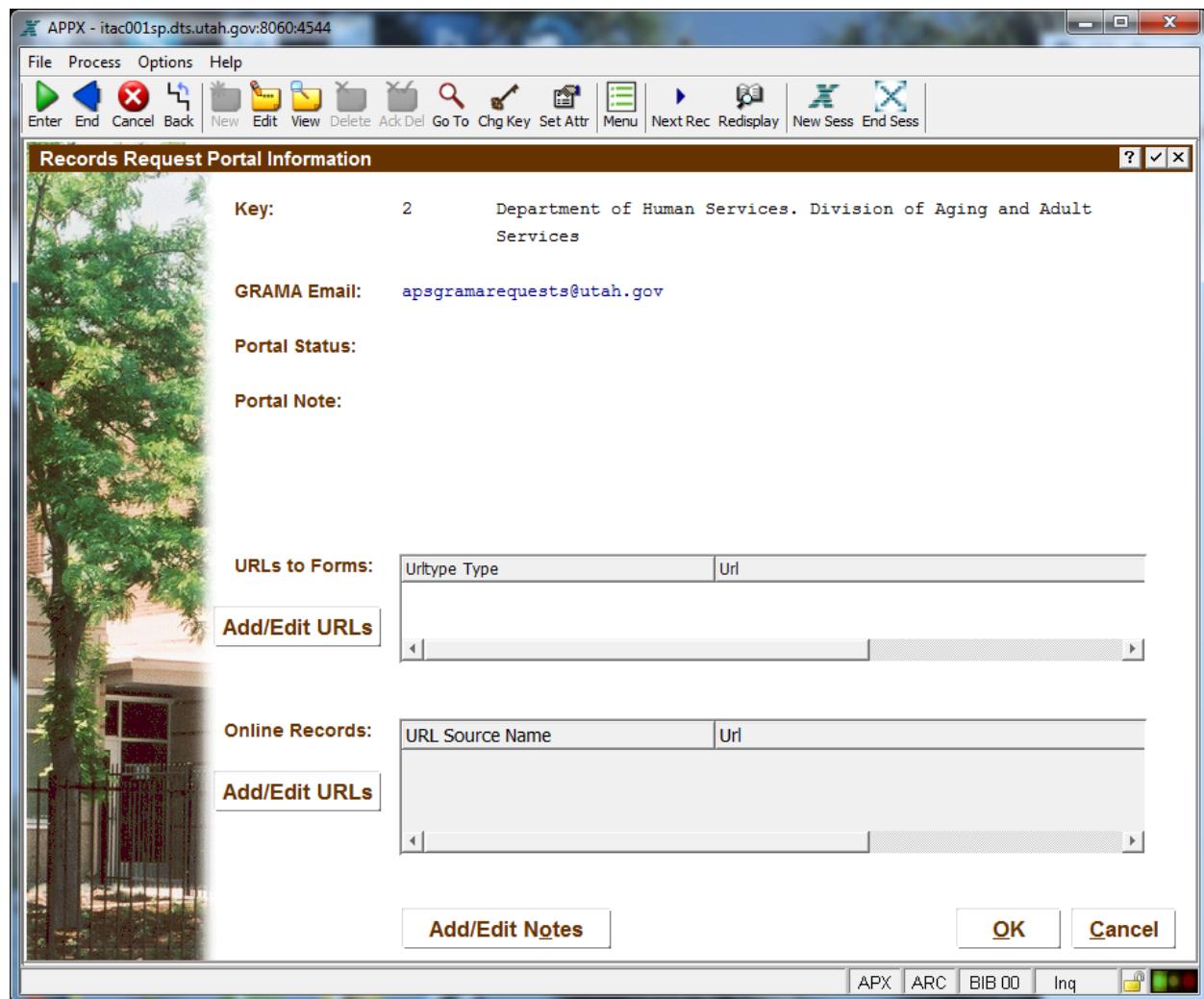
**Control Elements**

<b>Address</b>	Current address of entity.
<b>Alternative Sets</b>	Identify alternate authority control records from external systems.
<b>Language Declarations</b>	Language the entity history and EAC-CPF instance is written in.
<b>Languages</b>	Languages used by the entity.
<b>Mailing List Contacts</b>	Recordkeeping contacts within the entity, and their roles.
<b>Miscellaneous Data</b>	Creation/revision dates, records analyst assigned to entity, and catalog data.
<b>Records Request Portal</b>	Data related to Open Records Portal, contact information, URLs to resources
<b>Revision History</b>	Details of what was revised and by whom.
<b>Sources</b>	Sources used to produce the history of the entity.
<b>View EAC</b>	View & save Encoded Archival Context.
<b>Maintenance Agency</b>	EAC-CPF Responsible Maintenance Agency

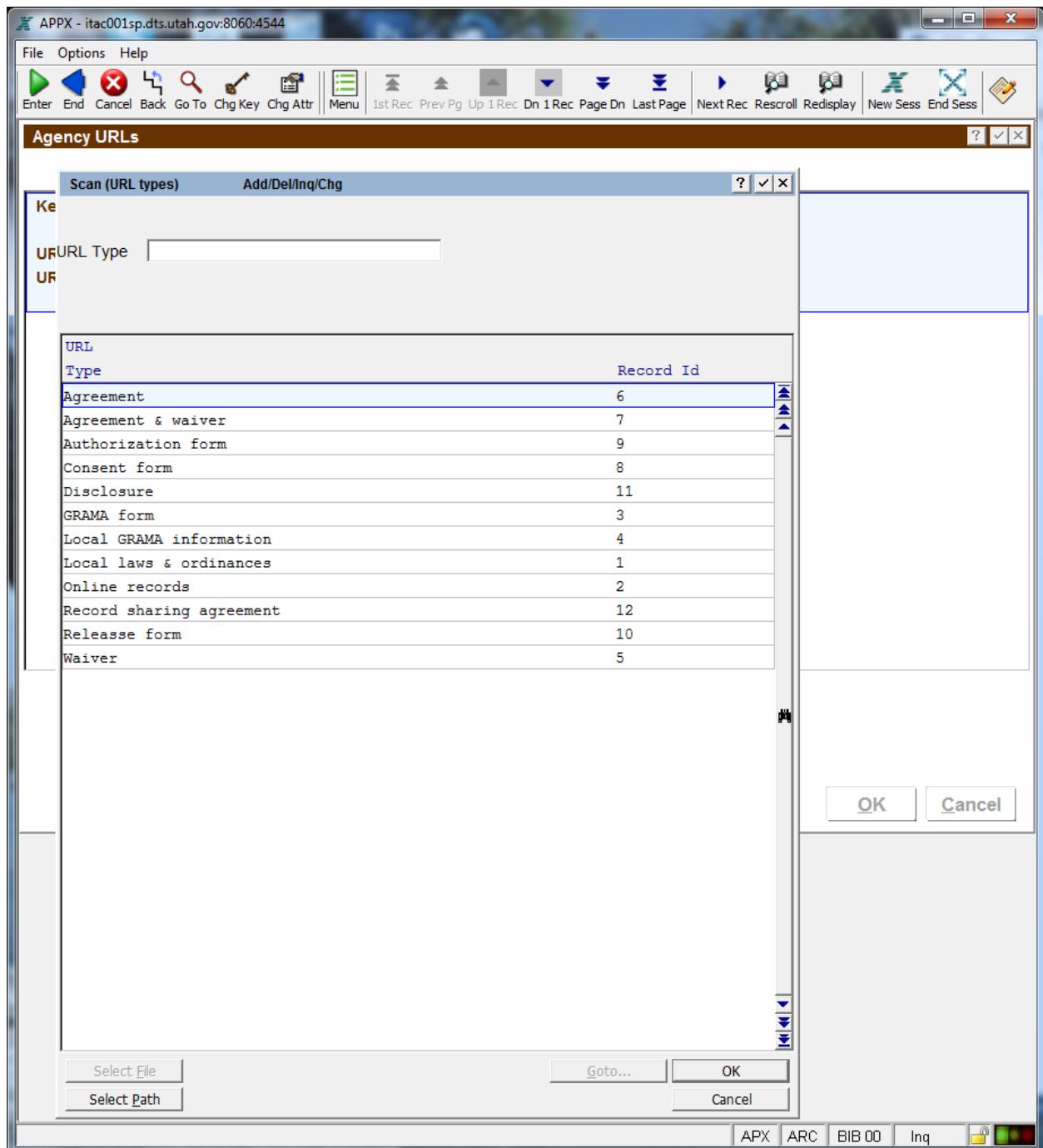
Next Record > OK Cancel

APX ARC BIB 00 Inq





Click Add/Edit URLs. Then do a scan on the URL Type field:



Click Cancel to return to the previous screen, and Cancel again a few times until you return to the menu.