

Microfilm Edit Menu

June 3, 2016

The Microfilm Menu provides a centralized place to interact with microforms and related processes. The Digitization Workorder Menu is available from this location but will be described in a separate document.



Microfilm is produced at the request of an agency or Archives. Before something is filmed, a workorder is created. That workorder originates within Series Input, on the Related Materials tab:

APPX - itac001sp.dts.utah.gov:8060:14374

File Process Security Options Help

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

Series Input: Related Materials Elements

Identity	Content	Access & Use	Acquisition & Appraisal	Related Materials	Notes
Series ID:	9802	Case files			
Creator ID:	275	District Court (Third District)			

Related Records

Related Records Identify records related to this series.

Existence and Location of Copies

Digitization Details	Digitization specifications and location for this series.
Digitization Orders	Orders for these records to be digitized.
Microfilm Copies	View reference copy film.
Microfilm Master	View master copy film.
Regional Film	Film held by Regional Repositories.
Other Copies	Other copies located at another institution.
Work Order	Create work order for microfilm.

Existence and Location of Originals

Originals	If someone besides Archives has the originals, indicate which repository.
Regional Repositories	Edit Regional Repositories.

Security Level: 4 **Administrative History** **Digitization Menu**

< Exit Go To OK Cancel Next >

APX ARC BIB 00 Inq

Click the Work Order button to view:

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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

Work Order Format Summary

Series: 9802 Case files
Agency: 275 District Court (3rd)

Indicate Format Management key numbers (see below) for the following:

What Is Being Filmed: 1 Paper: Retain in State Archives permanently a
Master Film: 2 Microfilm master: Retain in State Archives pe
Duplicate Film: 3 Microfilm duplicate: Retain in State Archives

1. PAP Paper: Retain in State Archives permanently after microfilming.
2. MCR Microfilm master: Retain in State Archives permanently with author
3. MCR Microfilm duplicate: Retain in State Archives permanently with aut
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Format Management

< Exit OK Cancel Work Order >

APX ARC MIC 00 Chg

This screen connects the film workorder to the Format Management information, also in Series Input. Format Management spells out the retention requirements for individual formats, including whether or not something is to be filmed. Without this information, a microfilm workorder cannot be created. The editable numbers on the screen should correspond with the format sequence number below, so the system knows which format is being filmed, which one is the master copy, and which one is the duplicate. Click the Work Order button to continue.

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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

Work Order

Series: 9802 Case files
Agency: 275 District Court (Third District)
Series Dates: 1851-1896.
Arrangement: Numerical by consecutive case number.

Arrangement of Records Filmed: Numerical by consecutive case number.

Order Date: 03/21/2001 **Changed:** 05/18/2012 by APX
Dates Being Filmed: 1850-1896
Filming Agency: 11 Department of Administrative **Address**
Nonstandard Address: ☒
Cameras Used: 202 6 0 0 0 0 0 0 0 0
Film Size: 35 35
Paper Size: 11 x 14" plus **Image:** Comic **Double Roll:** ☐ **Cartridge:** ☐
Agency Copies: **Diazo:** 0 **DD:** 0 **Positive:** 0 **Digital Master:** 0 **Digital Copy:** 0
Reference Copies: **Diazo:** 1 **DD:** 0 **Positive:** 0 **Digital Master:** 0 **Digital Copy:** 0
Obsolete, please update digi specs
Agency Media: **Digitization Specifications**
Reference Media:
Special Instructions:
 Oversized items removed from cases, bulk are between 11 x 14" and 24 x 36" in size: film in case number order: do not film
Edit
Delete

< Exit **OK** **Cancel**

APX ARC MIC 00 Chg

These instructions are carried over to the processes used when adding film to AXAEM after they are produced. The information contained on the screen changes as each new workorder is written. Old versions of workorders are not saved in the database, but their information is captured in the printed workorder, which is filmed along with the records. Exit back to the Microfilm Menu.

Click Add Film with Workorder:



Identify the series that the film being accessioned belongs to and click OK or Enter:

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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

Add Processed Film

Series: 2 Data entry testing files Oracle ? Archives and Records Service
1987-1993.
Numerical by plot number.

Received: MM/DD/CCYY **Completed:** 06/03/2016 **Is This a Retake:** ?

Roll: **Number of Fiche:** 0

Camera: 1 **Work Order Cameras:** 1 202 0 0 0 0

Film Size: 16

Workorder Arrangement: Alphabetical by party

Date Range: MM DD CCYY MM DD CCYY **Index:**

Comments: to

Side Label:

Print Label: ☒ **Print Two Master Film Labels:** ?

Reference: The Agency Will Get 1 Diazo

Agency:

< Exit OK Cancel Go To Work Order

APX ARC MIC 00 Add

Provide additional information, such as the date received, if it is a retake, the roll number (which is a sequence number of film produced by a particular camera), camera number, range of information contained on film (dates or index range, i.e. text), any information that should appear on the side label of the film (which doesn't fit on the primary label), and whether or not a label should be printed. If you click OK, the system will display the new accession number for that film. Click Cancel to return to the Microfilm Menu.

Click on Add Film Without Workorder:



Sometimes an old reel of microfilm that was never accessioned is found, but there is no workorder that produced it. If this is the case, then the Add Film Without Workorder option is used. Less information is available for this film:

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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

Add Film Without a Work Order

Series: 2 Data entry testing files Oracle ? Archives and Records Service
1987-1993.
Numerical by plot number.

Format: MCR **Film Size:** 16 **or Number of Fiche:** 0

Date Range: MM DD CCYY - MM DD CCYY **Index Range:** -

Comments: to

Side Label:

Print Label: ?

Create a Reference Copy: ☐

< Exit OK Cancel

Warning - Date Or Index Range Should be filled. APX ARC MIC 00 Add

Add the data in the fields provided, then click OK, and the system will return an accession number to you on screen. Click Cancel to return to the Microfilm Menu.

Click on Assign Reel Numbers:



This brings up a screen which is now obsolete, as reel numbers should be assigned through Processed Containers rather than here:

APX - I:\a001\pds.utah.gov\8060-14374

File Process Options Help

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

1st Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Reference Copy Film

Bibliographic Title Starting Reel Number

0

Number of Reference Copy Reels found: 0

Number of Master Film Reels found...: 0

Number with a Blank Date.: From: 0 Thru: 0 (Year Only)

Number with a blank Index: From: 0 Thru: 0

(the following use only the first date and index)

Number with duplicate dates.....: 0

Non-Blank Date Low: CCYY High: CCYY (Year Only)

Non-Blank Index Low: High:

Look at Reference Copy Film Look at Master Film

Enter the series number and starting reel, click OK once, then click Assign Reels.

< Exit OK Cancel Assign Reels in Date Order

Error - Agency file Not on file

APX ARC BIB 00 Add

[Bug note: series field is not editable, leaving the agency key blank, so the user can't move beyond this screen. Not sure which version of REFEWORK INPUT BROWN should be made available here (there are 3), or if use of BIBLGRPC LEVEL and BIBLGRPC KEY is appropriate given REFEWORK BIBLGRPC RID is used in the file, as changed during the 2013 mass update of all things BIBLGRPC.] Click Cancel to return to the menu.

Select Camera Input:



Click OK to bring up the first record.

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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

Camera Input

Camera: 1 Model: CANON - 100

Owner: 11 Archives and Records Service
Who Has It: 2277

Contact Information

Type: ☒ Planetary ☐ Rotary ☐ Scanner
Films: ☒ 16mm ☐ 35mm

Last Roll Filmed: 744 Roll Added: 08/26/2015 09:50

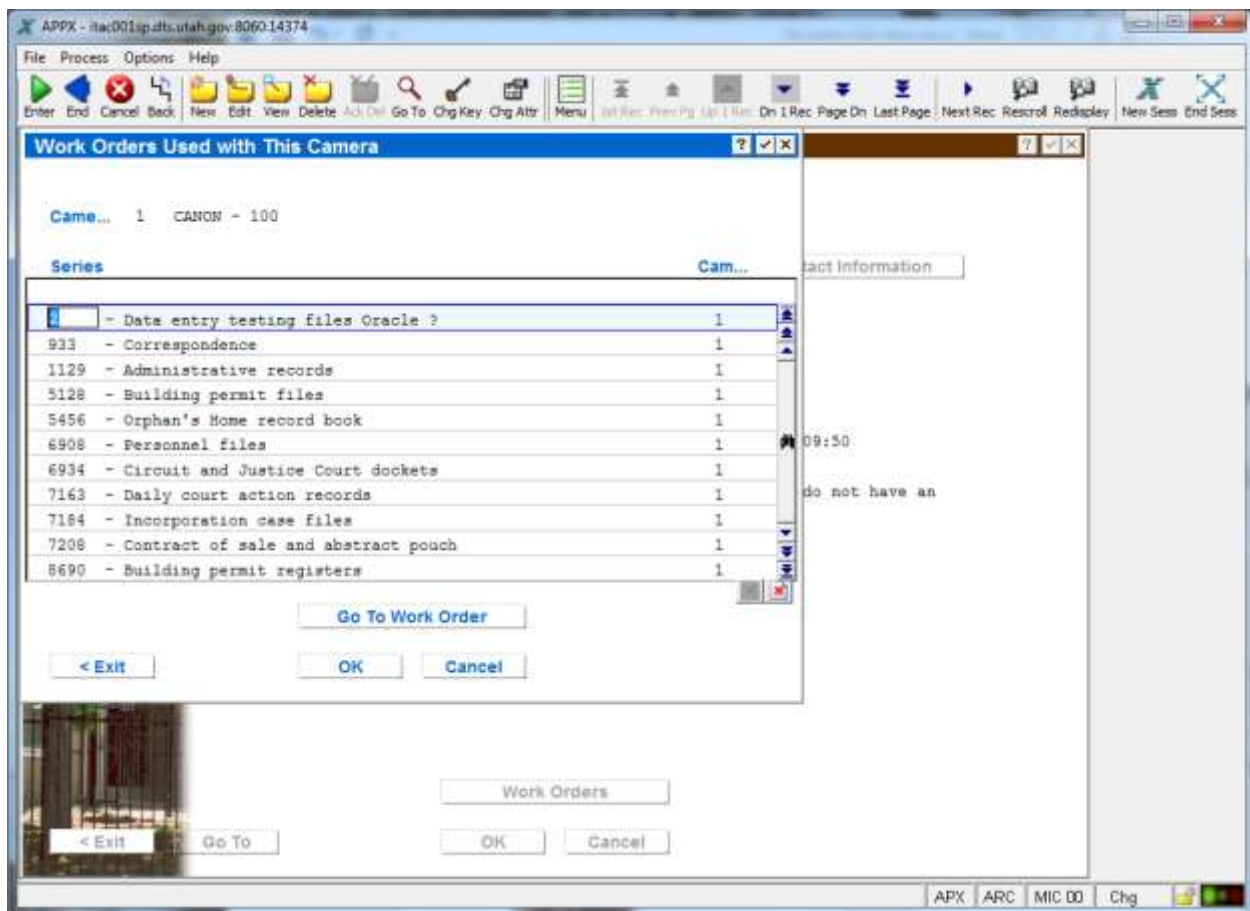
Notes: Salt Lake County Archives is camera #1 and they do not have an agency number, Terri Ellis

Work Orders

< Exit Go To OK Cancel

APX ARC MIC 00 Chg

This screen identifies information about a camera or scanner in use. Sometimes the Archives owns the hardware, and sometimes an agency does, or an agency has borrowed it. [Bug report: the Contact Information button doesn't work because of the conflict for option 2 between that and the Go To button (optional process vs. option intercept code).] Click the Work Orders button.



[Bug report: this should be changed to reflect the brown design instead of blue.]

Every workorder referencing a particular camera can be accessed from this screen. Click Cancel to exit the workorder screen, and Cancel again to return to the Microfilm Menu.

Click on Film Input Lookup:



Provide an accession number and press Enter or click OK:

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File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu List Rec Prev Pg Up L Rec On I Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Film Input Lookup

Series: 8509 Insurance fund claim files (cloc) **Series Input**

Agency: Insurance Fund **Agency Input**

Format: MCR **Format Management**

Accession: 229953 Added by: ARB Direct Duplicate Exists: ☐

Camera: 2 Roll: xxxxxx Film Size: 35 Number of Fiche: 0

Received: MM/DD/CCYY Completed: MM/DD/CCYY Retake: ☐

Deaccessioned: ☐ MM/DD/CCYY Why Deaccessioned:

Missing As Of: MM/DD/CCYY

Date Range: 06 /20 /1980 - 06 /20 /1980

Index Range: Mx Reports Pine Valley

Comments: See Side Label

Side Label: Mx Reports Mineral Resources Survey

Print Labels

Print Label: ☐

2 Master Labels: ☐

Is This Fiche: ☐

Cataloged Copy

Digitized Copy

< Exit Go To OK Cancel Next >

APX ARC MIC DD Inq

This is the set of metadata about microfilm that was added during the Add Film With (or Without) Workorder process. Film can be searched through several key fields, such as by series number rather than accession number. When in Key Entry Mode (with a blank screen), click the Change Key button on the toolbar, and choose from the following selection:

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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

Select Key

Series/Format/Accession #	Series # / Accession Number
Format/Accession #	Print Label/ When Printed
Accession Number	Date Film Received
Series Number	
Camera Roll Number	
Date Film Completed	
Gh 6	
Series/Date Range	
Series# / Index Range	

Select the Desired Key

Series Input

Agency Input

Format Management

at Duplicate Exists:

Number of Fiche:

Retake:

Labels:

Label:

ter Labels:

s Fiche:

< Exit Go To OK Cancel Next >

APX ARC LIB 00 Inq

Select the option you want, and then provide a starting value in that field, then press Enter or click OK to bring up the first record.

On the Film Input Lookup screen, click on the Cataloged Copy button:

APPX - I:\ac001\pds.utah.gov:8060-14374

File Process Options Help

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

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

Cataloged Copies

REEL	Number:	Accession Number:	MCR 229953
Index:	Mx Reports	to	Pine Valley
Dates:	06 20 1980	to	06 20 1980
Series:	8509	SQN:	27 8509
Different from Master:		MM/DD/CCYY hh:mm	
Deaccessioned:		?	

Click OK twice to save changes, then Exit.

< Exit OK Cancel

APX ARC BIB 00 Inq

A Cataloged Copy is a reference copy of the microfilm, generally a diazo. It is assigned reel numbers that correspond with the identifiers of the film as published on finding aids. Sometimes elements of the cataloged copy differ from the master film, including series number. If one reel of film contains more than one series, then on the Film Input Lookup screen a Film Has Multiple Series button will appear, which reflects the multiple series on the cataloged copy. Note that reel numbers can be assigned within the Processed Container screens of Series Input, and do not need to be edited here. Click OK to save your changes or Cancel to exit back to Film Input Lookup.

Click on the Digitized Copy button.

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File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu 1st Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Digitized Copies of Film/Fiche

Series:	221	Film Format:	MCB	Accession Number:	162804	Digitization Sqn:	1
Number of Disks for This Copy:	2	Format on Disk:	tif	Wrote to Disk:	12/15/2015		
Processed Container Number:	0	Created From Digitization Order:	1076				

Note:

Barcodes/Location View Digitization Order

< Exit OK Cancel Next >

Cancel your changes

APX ARC MIC 00 Inq

If film has been digitized, and the digital images have been placed on disk for reference use, then the copy of the film is written here. A processed container number can be assigned at this level, or at the individual item (disk) level. Provide the metadata requested, then click Barcodes/Location.

APX - I:\001\pds.utah.gov:8060-14374

File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu List Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Barcodes/Locations of Digitized Copies of Film/Fiche

Key:	1	File Barcode:	#00110320	Location:	ER
Processed Container Number:	0	Range From:	1/1/1943	to:	12/31/1943
BagIt Specs					
Create Date:	12/16/2015	Versatile Box:	351475		
Bag Number:	1	Technical Metadata:	Mekel Technology Mach IV Microfilm Roll		
Bag Size:	18.20 GB	Scanner:	Quantum scan vs. 1.00.25 Quantum		
Number of Files:	643	Process vs.	1.04.34 200ppi 8 bit grayscale.		
Verified:	12/16/2015	BagIt v.	4.4, Millinenata disk and LG disc		
Passed Fixity:	✓ 12/16/2015	burner:			

Key:	2	File Barcode:	#00110321	Location:	ER
Processed Container Number:	0	Range From:	1/1/1943	to:	12/31/1943
BagIt Specs					
Create Date:	12/16/2015	Versatile Box:	351475		
Bag Number:	2	Technical Metadata:	Mekel Technology Mach IV Microfilm Roll		
Bag Size:	18.90 GB	Scanner:	Quantum scan vs. 1.00.25 Quantum		
Number of Files:	700	Process vs.	1.04.34 200ppi 8 bit grayscale.		
Verified:	12/16/2015	BagIt v.	4.4, Millinenata disk and LG disc		
Passed Fixity:	✓ 12/16/2015	burner:			

Master Label Reference Copy Label

< Exit OK Cancel Next >

APX ARC MIC DD Inq

Each item has a barcode that corresponds to a Versatile file barcode. Items on the disk should have been bagged using the BagIt tool. Provide the metadata needed to record this transaction. A reference copy label or master copy label can be generated here. The Reference Copy version looks prettier because patrons interact with it:



Click Cancel to return to the previous screen, then Cancel again to return to the Film Input Lookup screen.

To print labels of microfilm, you must navigate to the items in Film Input Lookup and click the Print checkbox on each film individually. Labels are only automatically generated as they are added to the list. If you want two master labels to print for the same item, check the box provided. If the format happens to be fiche, be sure the "Is this fiche?" checkbox is checked, so the correct label format will print. Click OK to save the change before moving on to the next film to be printed.

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File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu List Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Film Input Lookup

Series: 221 Correspondence Series Input
 Agency: Governor Maw Agency Input
 Format: MCR Format Management

Accession: 162804 Added by: NRY Direct Duplicate Exists: ☐
 Camera: 225 Roll: 16 Film Size: 35 Number of Fiche: 0
 Received: 04/09/2004 Completed: 04/22/2004 Retake: ☐
 Deaccessioned: ☐ MM/DD/CCYY Why Deaccessioned:
 Missing As Of: MM/DD/CCYY
 Date Range: 01/01/1943 - 12/31/1943
 Index Range: Agriculture Chambers of Com

Comments:
 Side Label:

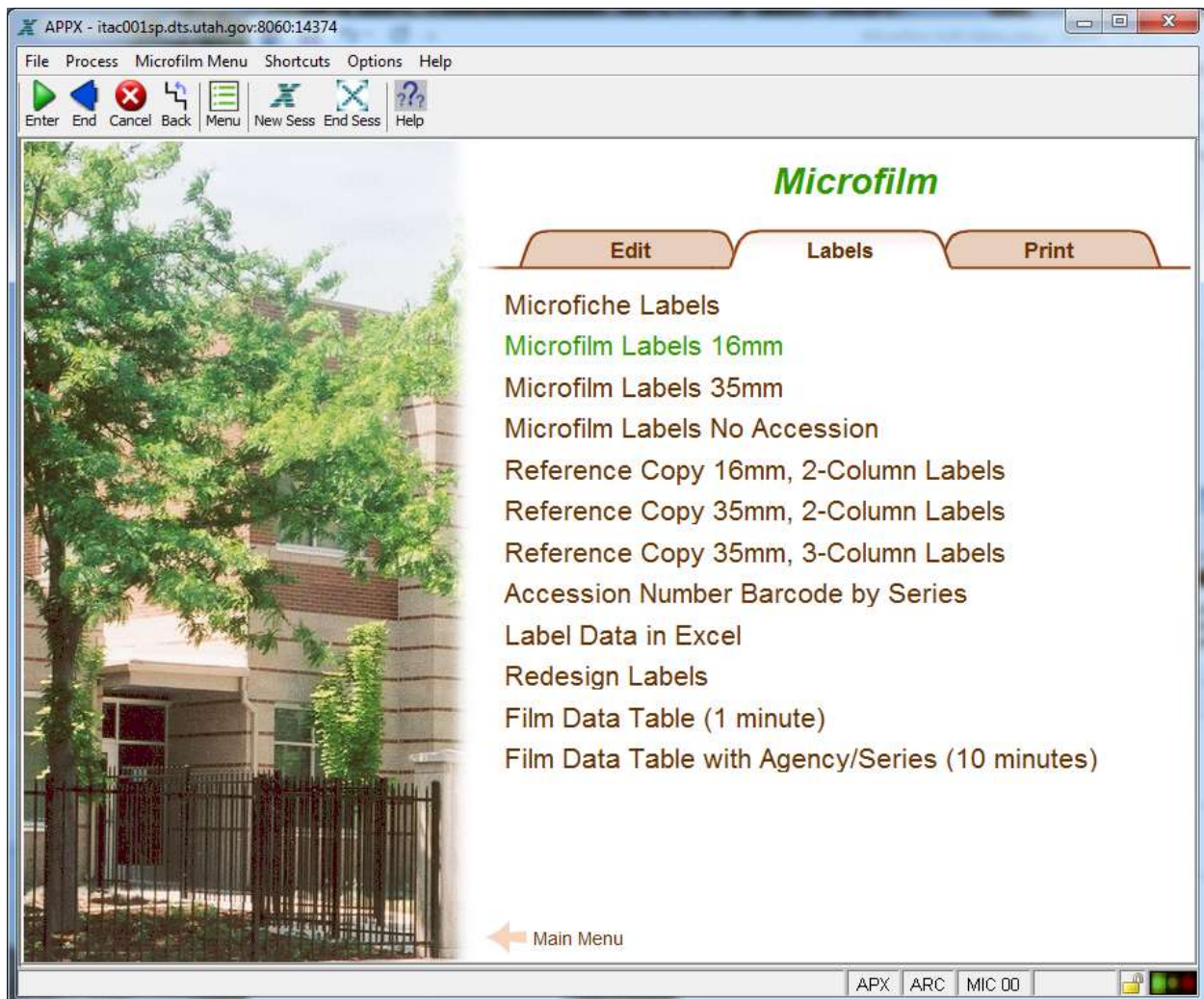
Print Labels
 Print Label: ☒
 2 Master Labels: ☐
 Is This Fiche: ☐

Cataloged Copy
 Digitized Copy

< Exit Go To OK Cancel Next >

APX ARC MIC DD Chg

Once all items have been selected to have their labels printed, click Exit, then click on the Labels tab of the Microfilm Menu, then select the film size (16 mm or 35 mm). Run the report and be sure the proper label stock is in the printer.



Click back to the Edit menu.

Select the Film Input Deaccessioned option:



Click OK to bring up the first record:

APPX - I:\ac001\pds.utah.gov:8060-14374

File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu 1st Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Film Input Deaccessioned

Series: 17789 Incorporation indexes and transf

Agency: Archives and Records Service

Format: MCR

Accession: 3 Added by: AMS Direct Duplicate Exists: ☐

Camera: 0 Roll: 1 Film Size: Number of Fiche: 0

Received: MM/DD/CCYY Completed: MM/DD/CCYY Retake: ☐

Deaccessioned: ☒ MM/DD/CCYY Why Deaccessioned:

Date Range: 01 / 01 / 0000 - 01 / 01 / 0000

Index Range: 0000000000000000 - 0000000000000000

Comments:

Side Label:

Cataloged Copy

Print Labels

Print Label: ☐

2 Master Labels: ☐

Is This Fiche: ☐

< Exit Go To OK Cancel Next >

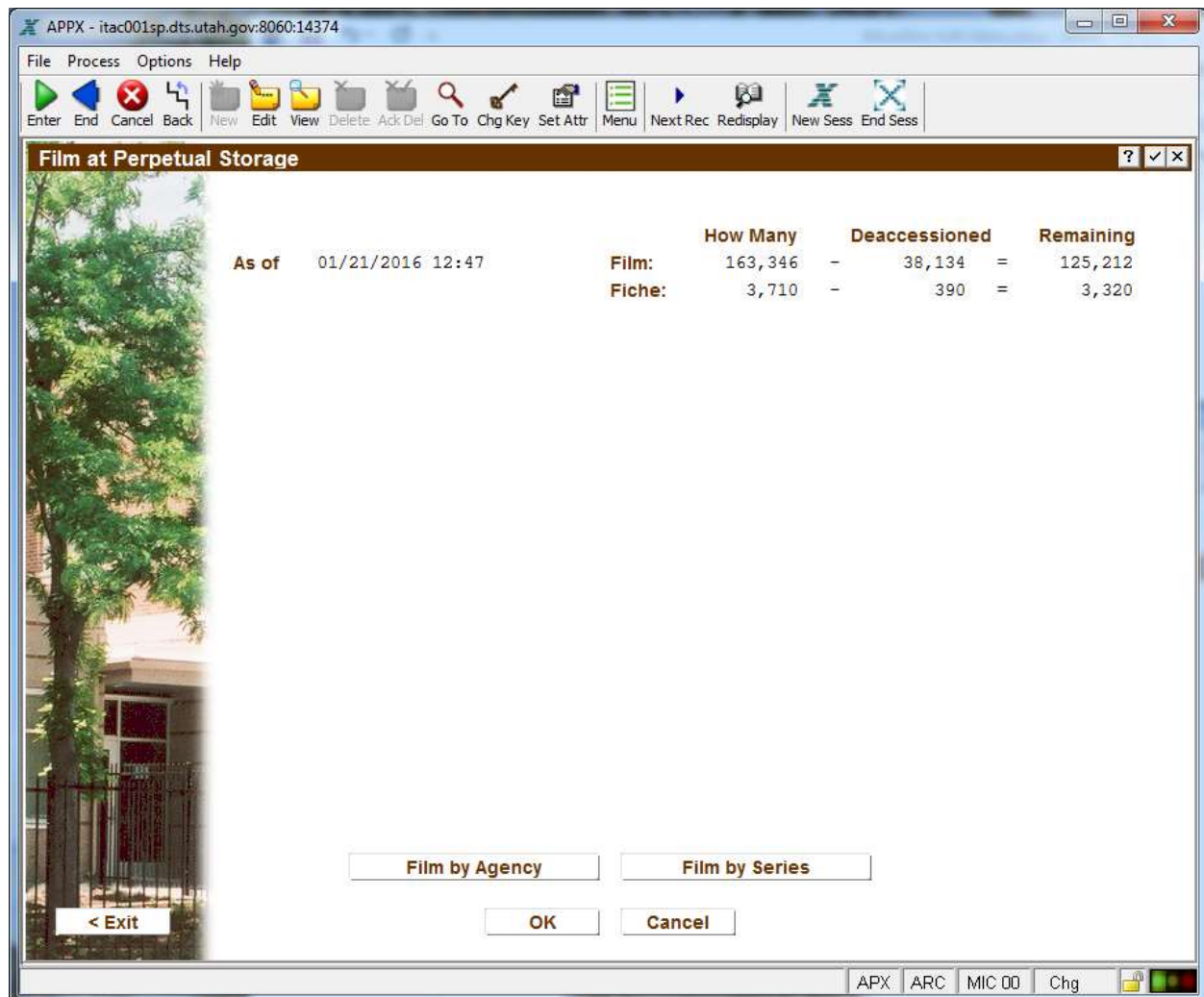
APX ARC MIC DD Inq

If microfilm has been deaccessioned, it will appear on this list. The Film Input Lookup and Film Input Deaccessioned screens both point to the same database table, but the views have been filtered for each so that you don't need to stumble over deaccessioned film on the Lookup screen when you are trying to access existing rolls. However, to make a piece of film become deaccessioned, that data entry does need to happen on the Film Input Lookup side. Click Cancel to exit back to the menu.

Click Film in Storage Totals:

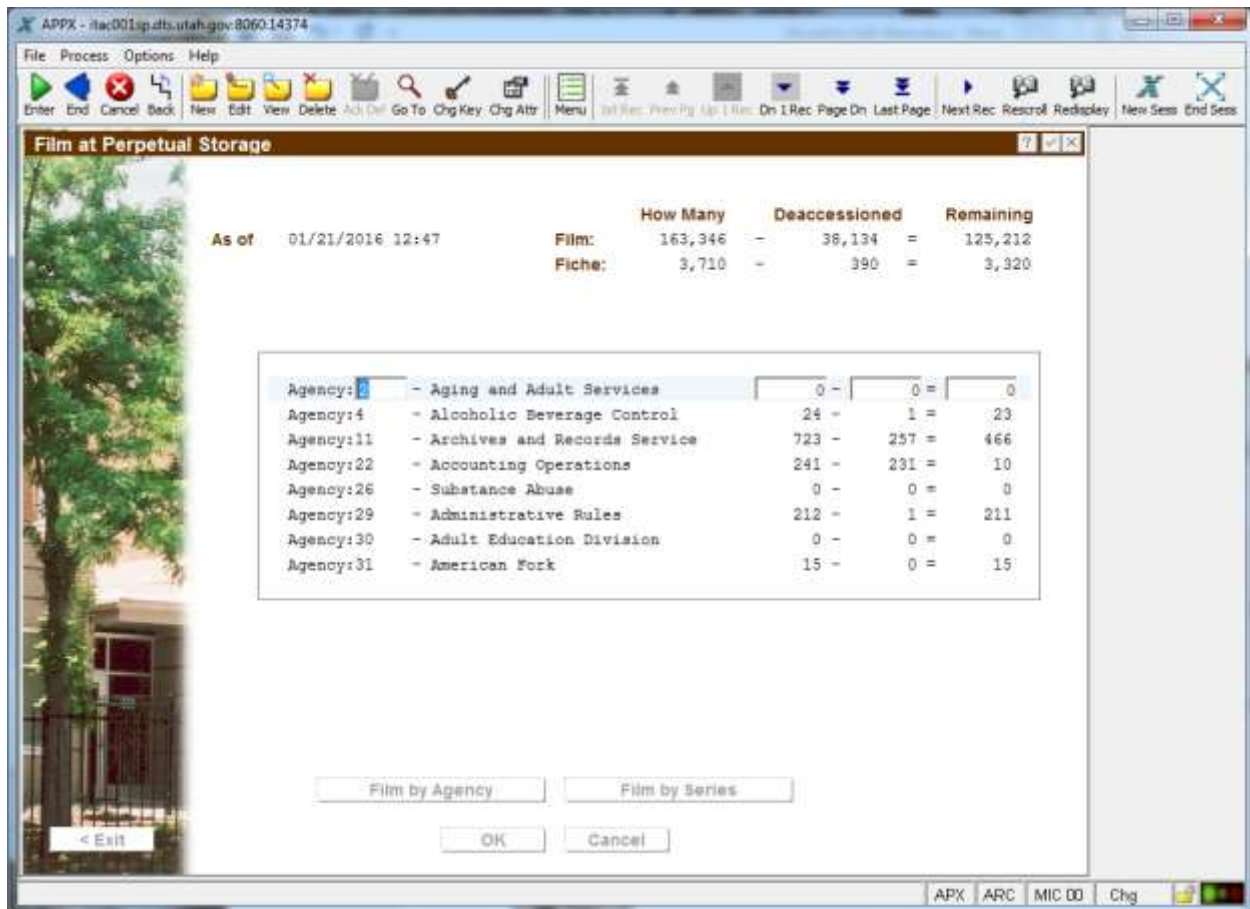


This option provides a summary of all film for each agency. It is a static list that needs an update process run before the totals will be correct for that moment. The update process can be found just below the Film in Storage Totals option, under Film in Storage Reset. The reset takes a few minutes to run, but afterwards, the data in the Totals screen will be correct. Click on the Film in Storage Totals button:



[Bug report: the header at the top of the screen should say Film at Archives, not Film at Perpetual Storage.]

Click the Film by Agency button:



The window inside the box is a scrolling list, so toolbar options such as Go To will work to navigate to a particular agency. [Bug report: fix screen design so that navigation buttons at bottom will work, and the scrolling list appears as a regular scrolling list.] Click End or Cancel on the toolbar to go back to the screen that makes the Film by Agency and Film by Series buttons operational.

Click Film by Series:

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File Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu 1st Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Film at Perpetual Storage

As of 01/21/2016 12:47

	How Many	Deaccessioned	Remaining
Film:	163,346	- 38,134	= 125,212
Fiche:	3,710	- 390	= 3,320

Series:	Description	How Many	Deaccessioned	Remaining
Series: 1	Data entry testing files Oracl	0	- 0	= 0
Series: 3	Invoices (test) more	5	- 5	= 0
Series: 4	Accident reports	1	- 1	= 0
Series: 5	Civil case files	26	- 0	= 26
Series: 8	Tax sale records	52	- 0	= 52
Series: 9	Council minutes	4	- 0	= 4
Series: 12	Legal files	2	- 0	= 2
Series: 13	Board of Adjustments minutes	1	- 0	= 1
Series: 14	Planning Commission minutes	1	- 0	= 1
Series: 32	Medicaid information bulletins	0	- 0	= 0
Series: 35	Travel documentation	2	- 0	= 2
Series: 61	Correspondence	1	- 0	= 1

APX ARC MIC 00 Chg

This screen operates the same way as the Film by Agency option. Click Go To on the toolbar to navigate to a specific series. Click End or Cancel to go back, and Cancel again to return to the Microfilm Menu.

Click the Renumber Reels option:



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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

Renumber Reference Copy Reels

BiblgRPC:

Format:

Leave "from" reel blank for first reel and leave "through" reel blank for last reel.

Renumber Reel Numbers From: through

First New Reel Number Will Be:

Examples

Current Reels	Renumbered	New Reel Numbers
1a,2b,3c,4d,5e,6f	from 3 through 6 to 5	1a,2b,5c,6d,7e,8f
1a,2b,5c,6d,7e,8f	from 6 through 7 to 3	1a,2b,3d,4e,5c,8f
1a,2b,3d,4e,5c,8f	from 8 through 8 to 6	1a,2b,3d,4e,5c,6f

< Exit OK Cancel

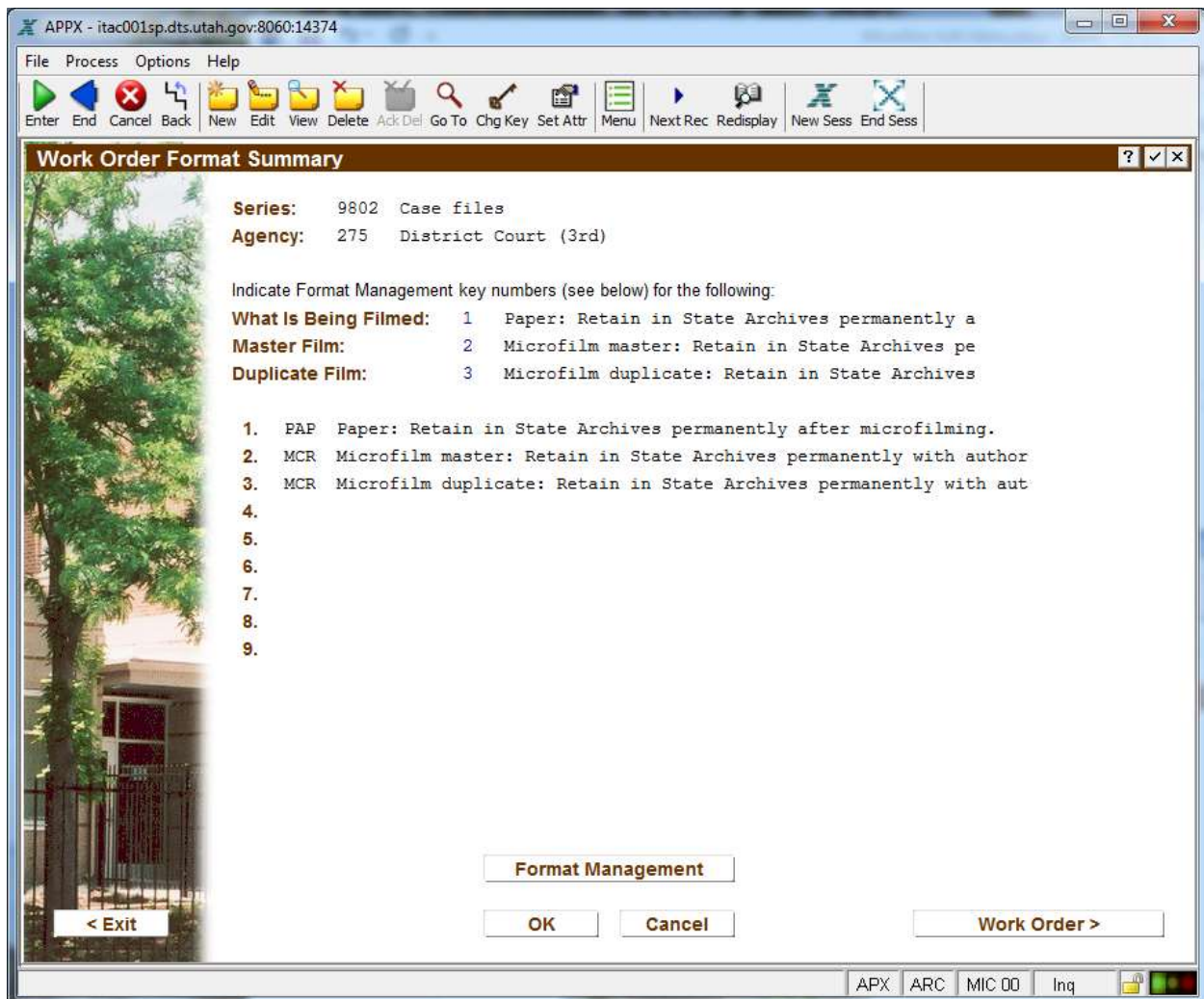
APX ARC BIB 00 Add

If reel numbers need to be moved around for a series, instead of doing that manually, it can be automated through this screen. Provide the series and format information at the top, then indicate the existing reel numbers that are to be changed. Lastly, provide the new reel number that should be assigned to the first item in the selected range. Click OK to renumber the reels. The examples below show a series of steps to move reel numbers around, where existing reels 6 and 7 need to be moved up to the number 3 and 4 spots, and everything else needs to be moved down. Click Cancel to return to the Microfilm Menu.

Click on the Workorder Input option:



This is a quick way to access film workorder information without going into Series Input. Select a series and then click OK:



Click the Work Order button to view details:

APPX - itac001sp.dts.utah.gov:8060:4968

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

Work Order

Series: 9802 Case files
Agency: 275 District Court (Third District)
Series Dates: 1851-1896.
Arrangement: Numerical by consecutive case number.
Arrangement of Records Filmed: Numerical by consecutive case number.

Order Date: 03/21/2001 **Changed:** 05/18/2012 by APX
Dates Being Filmed: 1850-1896
Filming Agency: 11 Department of Administrative **Address**
Nonstandard Address: ☒
Cameras Used: 202 6 0 0 0 0 0 0 0
Film Size: 35 35
Paper Size: 11 x 14" plus **Image:** Comic **Double Roll:** ☐ **Cartridge:** ☐
Agency Copies: Diazo: 0 DD: 0 **Positive:** 0 **Digital Master:** 0 **Digital Copy:** 0
Reference Copies: Diazo: 1 DD: 0 **Positive:** 0 **Digital Master:** 0 **Digital Copy:** 0
 - Obsolete, please update digi specs -

Agency Media:
Reference Media:

Special Instructions:
 Oversized items removed from cases, bulk are between 11 x 14" and 24 x 36" in size: film in case number order: do not film

< Exit OK Cancel

APX ARC MIC 00 Inq

Click Exit or Cancel to return to previous screen. Enter a series number and click OK. Then click Format Management to drill down to retention instructions for this format:

APPX - itac001sp.dts.utah.gov:8060:4968

File Process Format Management 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

Format Management

Series: 9802 Case files Format Record: 1 WGF 04/24/2001

Identify the format (media) being retained: Record Copy: **Audit Trail**
Format: PAP **Copy, Master, Duplicate:** **Date Range:** CCYY - CCYY **Accruals**

First Location: Where and how long will the records be retained? Then what happens?

Retain in: ARC for how long: PER (YER=years, MON=months, UNT=until, PER=permanently)

after/until: filmed? ☒ other:
or until: filmed? ☐ other:
and then: film? ☐ other:
destroy? ☐ transfer to: (Finish retention under Second Location below unless ARC)
provided:

Second Location: After records are transferred, how long will they be retained? Then what happens?

Retain for:
after/until: filmed? ☐ other:
or until: filmed? ☐ other:
and then: film? ☐ other: N
destroy? ☐ transfer to Archives? ☐ weed? ☒
provided:

Summary: Paper: Retain in State Archives permanently after microfilming.

Versatile: ☒ Disposition: CUSTODY will occur 000/000 years/months from box: ADDED DATE

< Exit OK Cancel Next >

APX ARC BIB 00 Inq

Notice that the instructions include an indication that these records will be microfilmed. Click Cancel to return to the previous screen, and Cancel again to return to the menu.

Click on Export Film to Excel:



Determine the set of records you want by filling out the query screen (the example below is asking for all film belonging to series 1471):

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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	Camera used to film with	EQ		EQ = Equal To
2	Date Film Completed	GE	MM/DD/CCYY	GE = Greater Than or Equal To
3	Date Film Completed	LE	MM/DD/CCYY	GT = Greater Than
4	Film Format	EQ	MCR	LE = Less Than or Equal To
5	Accession Number	EQ		LT = Less Than
6	Series Number	EQ	1471	NE = Not Equal To

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 OK to run the export. The resulting spreadsheet includes the roll number and the accession number for the film:

Accession	Microfilm
1	65708
171	124971
172	125025
173	125026
174	125038
175	125046
176	125076
177	125094
178	125254
179	125205
1811	137098
1812	137099
1813	137154
1814	137144
1815	137145
186	125499
187	125544
188	125552
189	125628
190	125629
191	125658
192	125725
193	125726
194	125796
195	125940
196	125953
197	126004
198	126030
2	65705

On the Microfilm Menu, click on Pending List:



This provides a list of microfilming projects in process:

APXX - I:\ac001\pdtb.utah.gov\80604968

File Process Options Help

Enter End Cancel Back New Edit View Delete Adj Del Go To Chg Key Chg Attr Menu 1st Rec Prev Pg Up 1 Rec On 1 Rec Page On Last Page Next Rec Rescrol Redisplay New Sess End Sess

Pending List Input

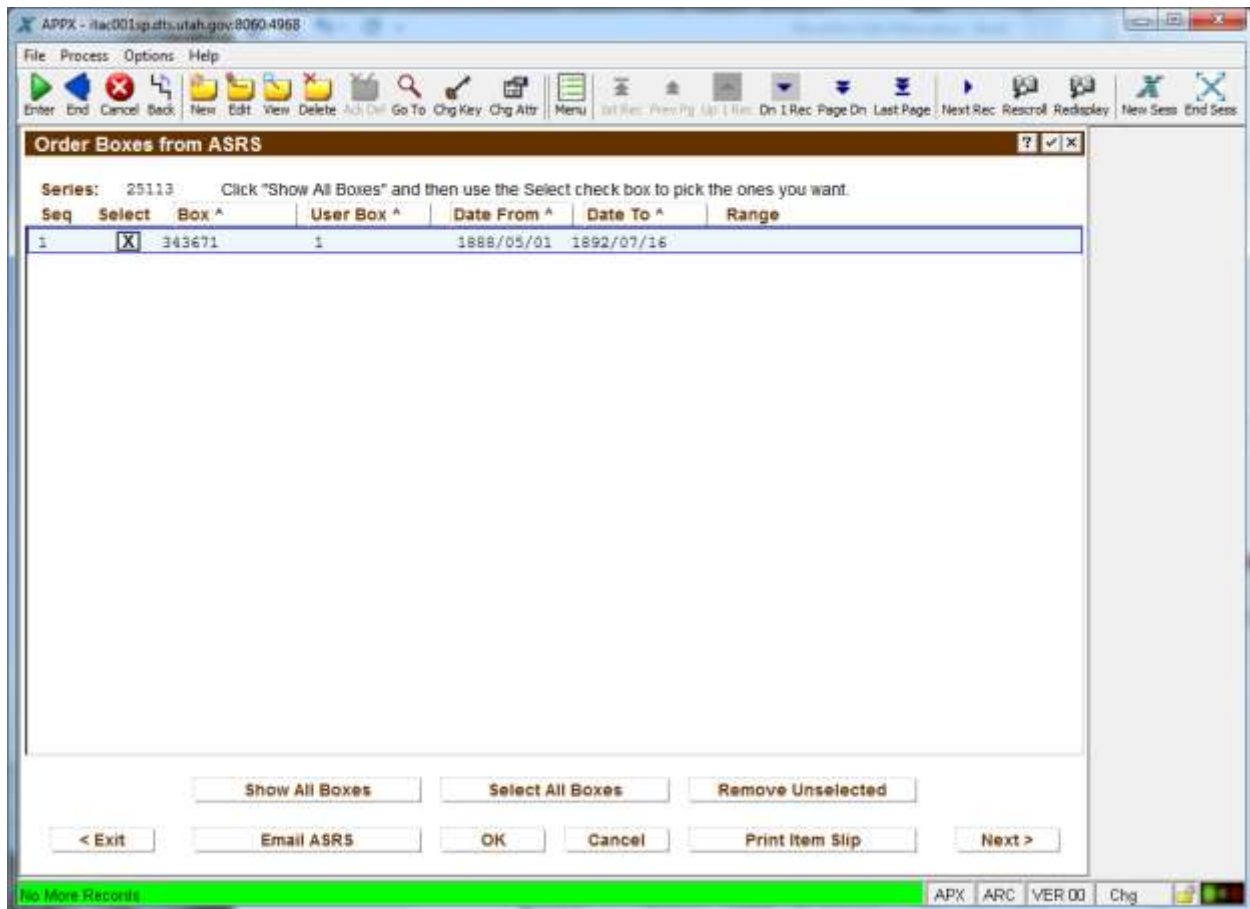
Series:	43212	Proof of publication records	
		Salt Lake City Recorder	
Priority:	3		# of Boxes: 0
Finish By:	MM/DD/CCYY	Added By: ABB 04/23/2015	Status:
Series:	25950	Southern Division criminal registers of actions	
		District Court (1st)	
Priority:	2		# of Boxes: 0
Finish By:	MM/DD/CCYY	Added By: ABB 04/12/2016	Status:
Series:	26261	Naturalization certificate books	
		Dist. Court 3rd Tooele Co.	
Priority:	1		# of Boxes: 0
Finish By:	MM/DD/CCYY	Added By: ABB 04/25/2014	Status: Filming Complete
Series:	26616	Probate register index	
		Dist. Court 3rd Summit Co	
Priority:	2		# of Boxes: 1
Finish By:	MM/DD/CCYY	Added By: ABB 03/25/2010	Status: Filming Complete
Series:	26691	Civil registers of action	
		Dist. Court 6th Sanpete Co.	
Priority:	2		# of Boxes: 7
Finish By:	12/31/2011	Added By: ERW 10/25/2010	Status: Filming in Progress

Order Boxes Print Summary Print Detail

< Exit OK Cancel Next >

APX ARC BIB 00 Chg

Click on the Order Boxes button to order the boxes from storage. Then click the Show All Boxes button and select the ones wanted:



Click the Email ASRS button to communicate with the automated storage handlers your desire for the box. A screen will come up, where you can send an email using the shared email account of History Research. [Bug note: The Gmail API used to allow individual users to use their own email accounts, but that API has since been discontinued. A new functionality to connect to Gmail accounts has been added to the Gmail harvesting feature, but not implemented in the Order Box screens throughout the system.]

APPX - itac001sp.dts.utah.gov:8060:4968

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

Order Boxes through Gmail

Sending Email Account: **Use HistoryResearch**

Password:

Subject:

Separate multiple recipients with a comma

To:

cc:

bcc:

Staff Name:

Patron Name:

When Needed:

Hold Until:

Comments:

APX ARC UTC 00 Chg

After entering the required information, click OK to send the email or Cancel to exit. Click Cancel again to return to the Pending List screen.

Click the Print Summary button.

Archives					Page: 1
Pending List Summary					06/06/16 10:43
					APX
Level	SeriesShort	NumberTitle		! Finish By	
series	776	Professional licenses and certifi	Registration Department	3	
series	1052	Utah code unannotated	Legislature	2	
series	1797	Ordinances and resolutions	Tooele Co. Commission	1	DONE
series	1801	Oath Record	Tooele Co. Clerk	1	DONE
series	2429	Minute books	Equalization Board	3	
series	3363	Road precinct book	Tooele County Clerk	1	DONE
series	3364	Register of Officers	Tooele Co. Clerk	1	DONE
series	4611	Register of arrests	Salt Lake City Police Dept.	2	DONE
series	4612	Police blotters	Salt Lake City Police Dept.	2	DONE
series	4617	Books of drunks	Salt Lake City Police Dept.	2	DONE
series	4658	Criminal register	Salt Lake City Police Dept.	2	DONE
series	5010	Minutes	Tooele City Council	1	DONE
series	5456	Orphan's Home record book	Juvenile Court Commission	2	DONE
series	8690	Building permit registers	Salt Lake City Building S	1	DONE
series	9400	State candidate and office holder	Lieutenant Governor	2	
series	9669	Council minutes	Levan	1	DONE
series	11183	City Council minutes	Mona	1	DONE
series	14031	Board of Education minutes	Odgen School District	2	
series	14695	Criminal case files	Dist. Court 6th Sanpete Co.	212/31/2009	DONE
series	16381	Record book	Mt. Carmel School District	112/31/2014	DONE

This report identifies series in the Pending List, and includes a priority ranking, date completed, and whether or not done. Click Continue to return to the Pending List screen:

The Print Detail button provides a list of actual containers to be microfilmed:

Archives					Page: 1
Pending List Detail					06/06/16 10:45
					APX
Level	Series	Short		! Finish By	
Number	Title				
series	776	Professional licenses and certifica	Registration Department	3	
	Paper: For records beginning in 1893 through 1991. Retain in State Archives permanently with authority to weed.				
series	1052	Utah code unannotated	Legislature	2	
	Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.				
	%00260001	1.00 cubic foot	CUBIC FOOT BOX		
	%00260002	1.00 cubic foot	CUBIC FOOT BOX		
	%00272668	1.00 cubic foot	CUBIC FOOT BOX		
	%00291447	1.00 cubic foot	CUBIC FOOT BOX		
	%00306091	1.00 cubic foot	CUBIC FOOT BOX		
	%00318206	1.00 cubic foot	CUBIC FOOT BOX		
	%00329634	1.00 cubic foot	CUBIC FOOT BOX		
	%00350371	1.00 cubic foot	CUBIC FOOT BOX		
series	1797	Ordinances and resolutions	Tooele Co. Commission	1	
	Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives				

