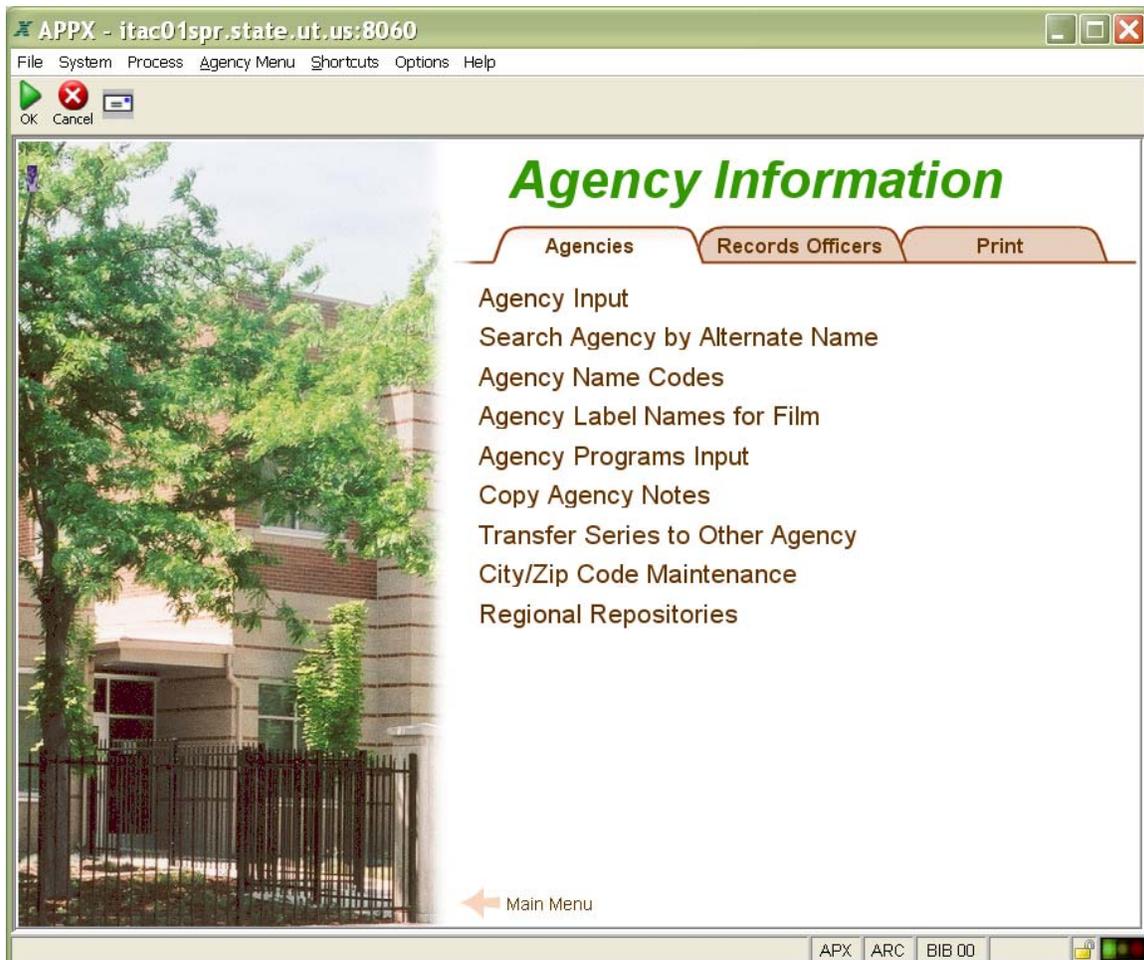


Agencies

May 12, 2010

The Agency Information menu provides a place to identify record creators, find contact information for the people in those offices, and related functions. To access this menu, click Agencies & Records Officers from the main menu.

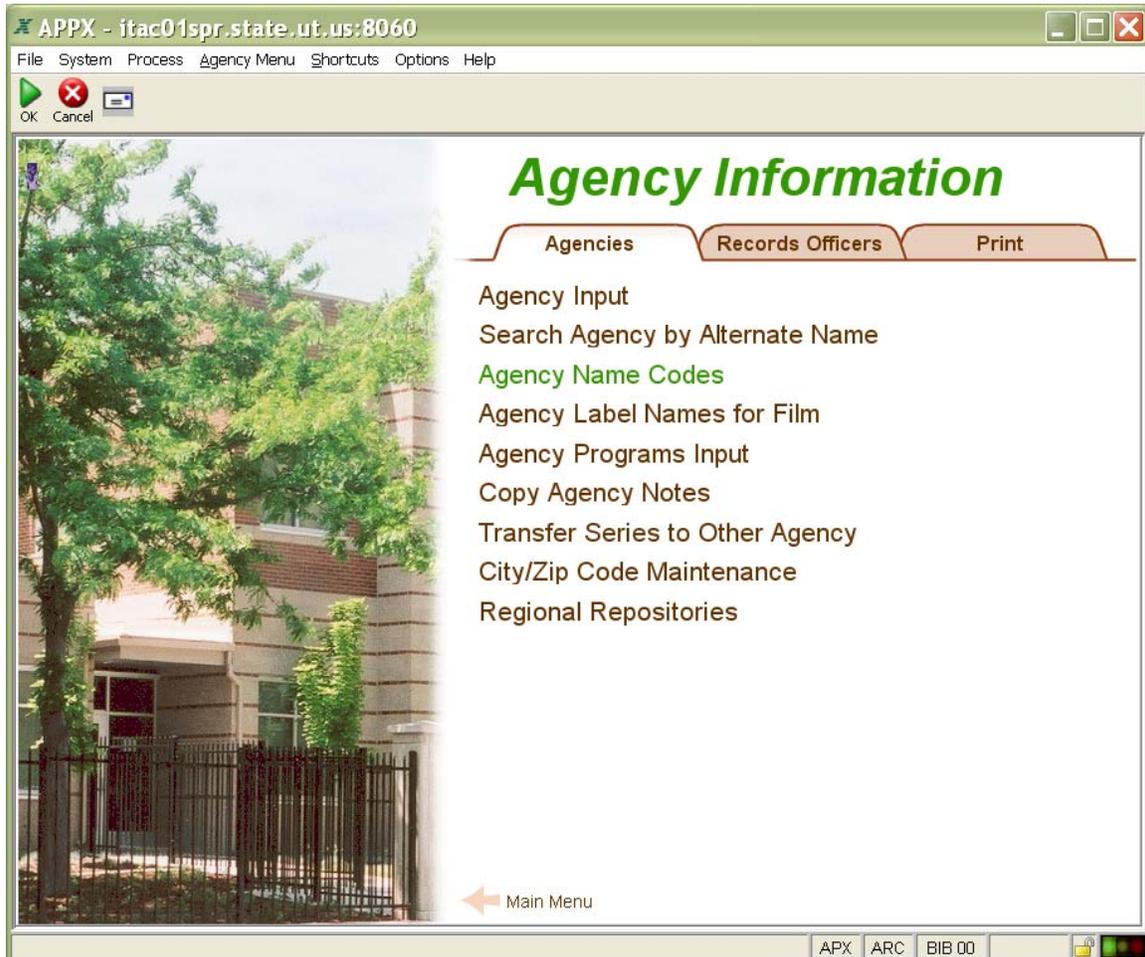


An “agency” is a unit of government that operates relatively independently. It may be part of a larger department or have smaller divisions under it. Program units are not considered separate agencies, but they can be recorded in the database when they exist. Programs are usually small workgroups, but are unique in that they may span several agencies, such as federal grant programs. The way the line is drawn between something being an agency versus a program is its size and purpose, the level of independence, an official name, the existence of a director, and a separate budget from other agency units. If it has all those things, it’s an agency.

Agency Name Codes

Before a new agency can be added, its relationship to other agencies must first be determined. Organizational charts can be helpful in this pursuit. For Executive Branch agencies, the highest level that the system tracks are cabinet-level departments. These agencies can then be broken down into four other sub-levels. For other government types, the top-level agency might be a county, city, court, or school district name.

Click Agency Name Codes:



Type PS and press Enter or click OK:

Code	Description	Hierarchical Level (1-5)
PS	Public Safety Department	1
PS	Public Safety	2
PS	Parowan School District	3
PS	Public Safety	4
PSC	Public Service Commission	1
PSC	Public Service Commission	2
PSD	Provo City School District	1
PSD	Paradise School District	3
PSL	Pioneer Sesquicentennial Council	3
PSO	Peace Society	1
PSO	Peace Society	2
PSS	Public School Survey Commission	1
PSS	Public School Survey Commission	2
PSU	Pete Suazo Utah Athletic Commission	1
PSX	Protective Services	3
PSX	Protective Services	4
PSY	Policy and System	2
PSY	Policy and System	3

Adding an agency to the system first involves establishing a code for each hierarchy level of each agency. This is similar to establishing record groups. Hierarchy codes may be unique or generic. In Utah, we follow the generic model.

The above table has three fields: the 5-character agency code, a description of what that code stands for (which is not the official agency name but might be similar in some instances), and the hierarchy level at which this code may be used, or what the code represents at that level. This table has no knowledge of how these codes are used to identify a specific agency, it is simply a list of codes. When these codes are used to describe an agency, they are put together in groups and identified by level within a process called Agency Input. For a state agency, one set of codes may look like this:

- Level 1: PS
- Level 2: HP
- Level 3: B2
- Level 4: S10

This group of codes is used to indicate the Utah Highway Patrol Section 10. The first code, PS, represents the Department of Public Safety. The second code, HP, is for the

Highway Patrol. The third level, B2, represents Bureau II, and S10 represents Section 10. Before these codes can be used to represent the agency, they need to be added to the Agency Name Codes table, and each piece (code, description, and hierarchy level it appears at) must be entered.

In the above example, all other divisions within Public Safety will always have PS as their top level hierarchy code. The code PS could mean different things if found at other hierarchy levels, however. A city might have a Public Safety department, in which case PS would be used at the second level. At the third level, PS could mean something entirely different, such as the Parowan School District.

What is important here isn't any one hierarchy code or its naming convention. All that these codes need to do is together provide a unique key to the agency file, in a way that represents hierarchical relationships to other entities. If we run reports and tell the system that we want everything tied to a hierarchy level 1 equal to PS, we know that it will print everything for every division and subdivision of the Department of Public Safety. If we tell the query to limit the report to PS as the first level, and HP as the second, then it will just print everything tied to the Highway Patrol.

For another example, the level 1 hierarchy code for Iron County is IC. Each county has a County Clerk, which is the second level of the hierarchy. Instead of trying to come up with a unique hierarchy code every time there is another county or town clerk, we just have one code, in this case LR, which stands for Clerk. Together, the Iron County (Utah) County Clerk has the following hierarchy codes:

Level 1: IC
Level 2: LR

Davis County (Utah) County Clerk looks very similar:

Level 1: DAS
Level 2: LR

Adding New Codes

Before adding new codes, do a search for the code you want to use and see if it is already in use at the hierarchy level that you want to use it.

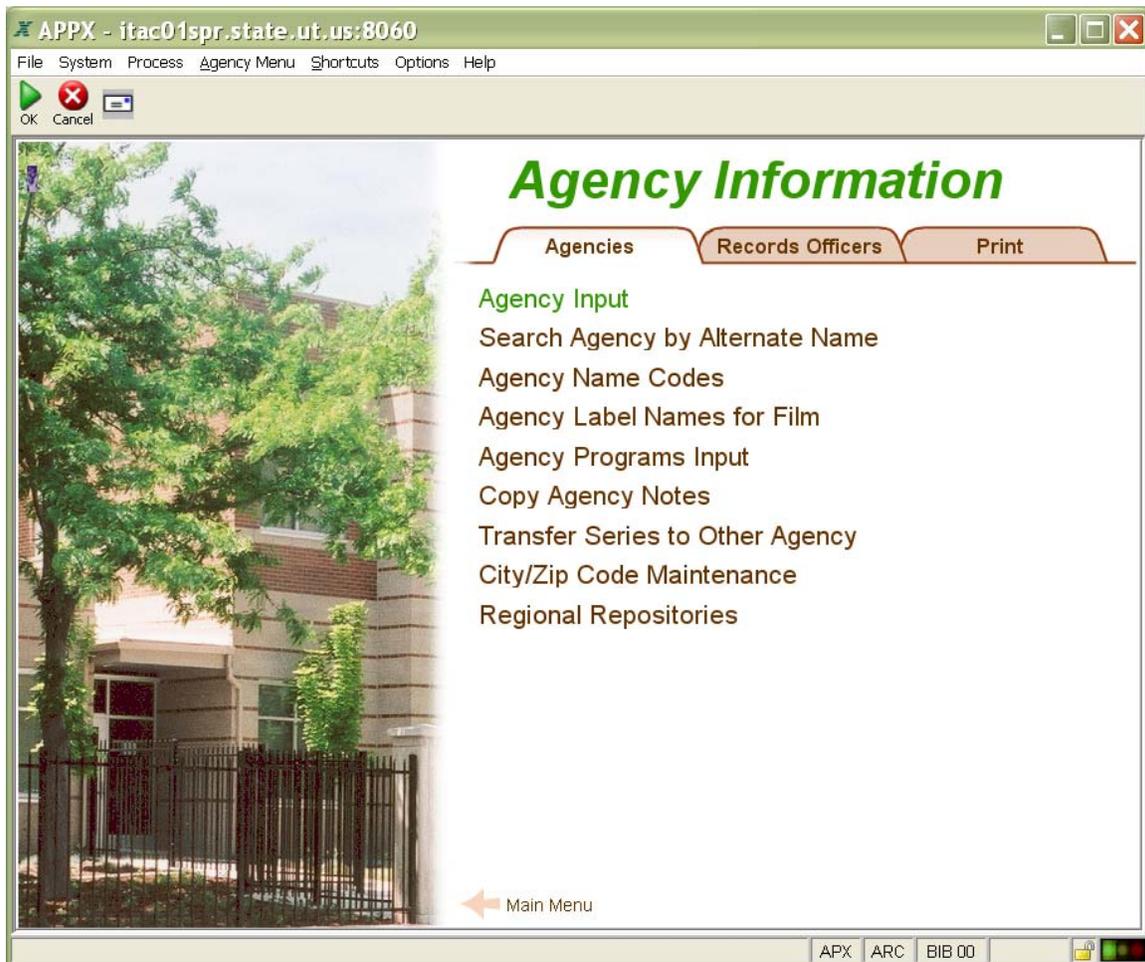
To do a search, click Inquire Mode or press F11. This will bring up a blank screen, called Key Entry Mode. Type the code you want to search and click OK or press Enter. If the code you entered is already in use, do another search until you find a code that is not in use. Remember that the code only needs to not be in use for the hierarchy level that you want to record.

Click Add Mode, or press F9. Type the code, the descriptive name (keep the descriptive name generic if possible), and the hierarchy level the code pertains to. Add the code multiple times if you want to use that code with that name at multiple levels. Press Enter or click OK to save the new record.

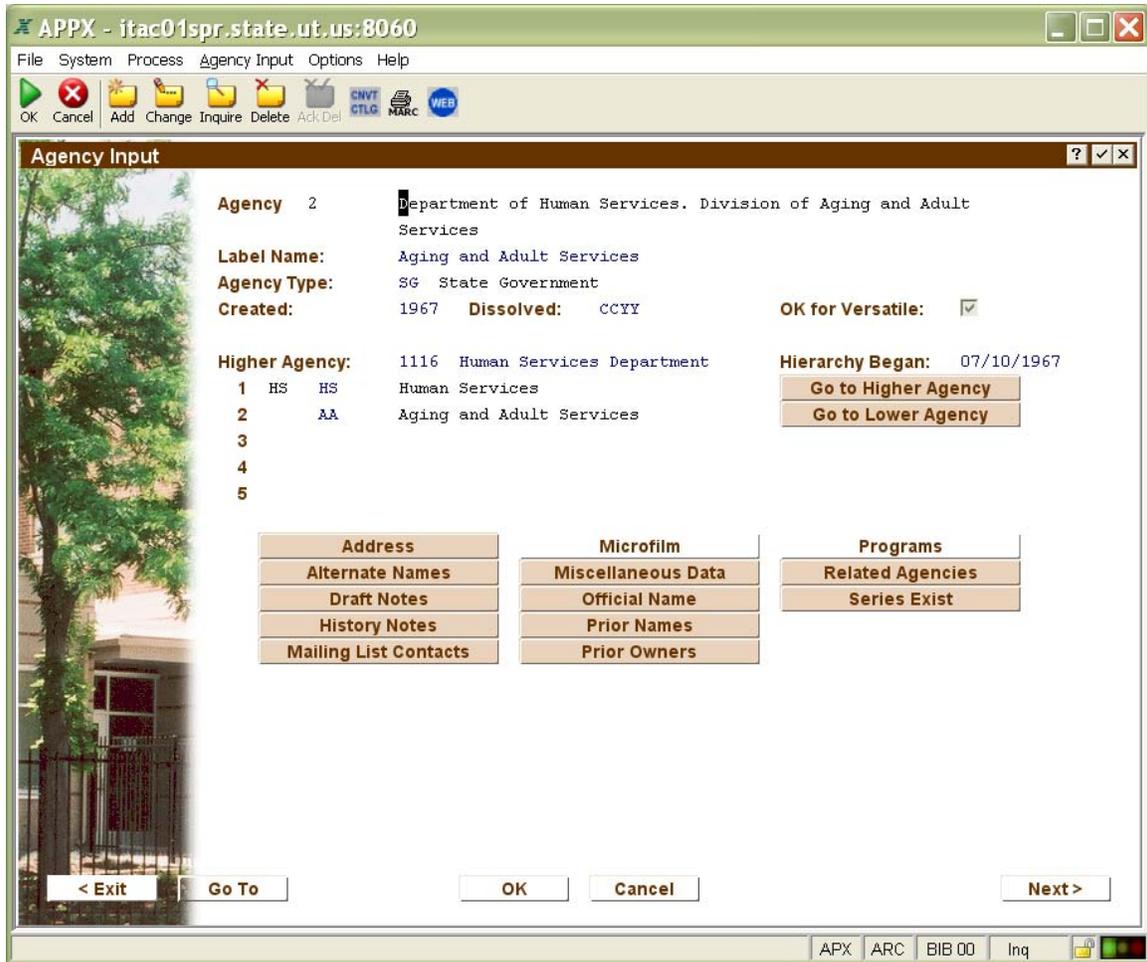
Click Exit or F8 to go back to the Agency Information menu.

Agency Input

Click on Agency Input:



To bring up the first agency, click OK or press Enter:

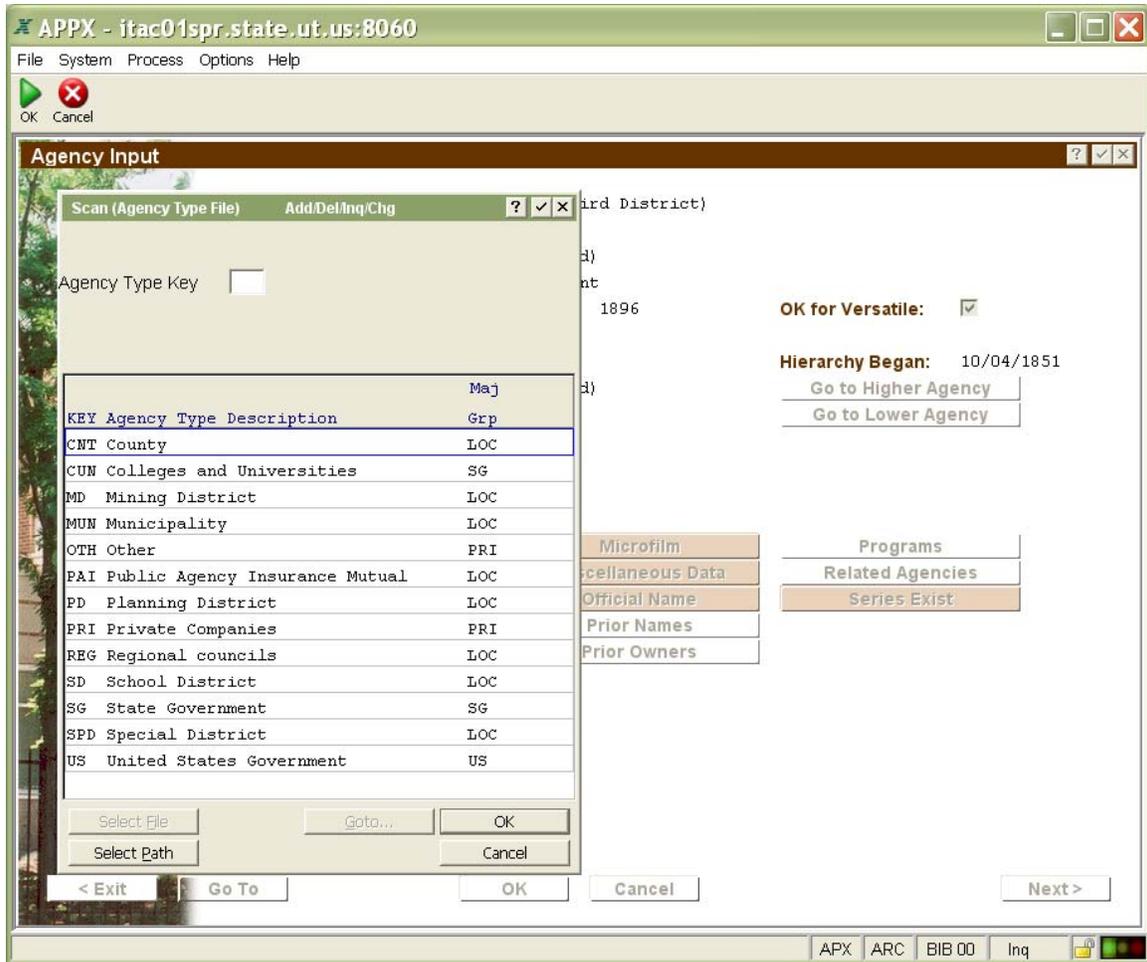


This is the main screen that describes agencies, where we have the name authority file for record creators. On the top line is the agency number and official name. The agency number is the primary key to the agency file, and is just a 5-digit sequence number. The Label Name, or “agency short name,” is a 30-character version of the agency name that is useful when displaying data where real estate is limited, such as on search results screens and columnar reports. It also fits well on labels.

The Agency Type field is a 3-character field that summarizes what kind of entity is being added. Most record creators fall under one of these categories:

- SG, for State Government
- MUN, for Municipal Government
- CNT, for County Government
- SD, for School Districts
- SPD, for Special Districts

If you place your cursor on the Agency Type field when in Change Mode (F12), then press F3 to scan, the system will bring up the following choices:



Click Cancel to exit out of the pop-up window.

The Created dates for the agency provide a place to record when the entity began and when dissolved (if applicable).

The OK for Versatile checkbox is not editable by the end-user, but does indicate whether this agency has record series eligible to be stored at the Archives or Records Center. Eligibility is based upon the wording of the retention schedule. It is displayed here to help users understand why Versatile will or will not allow an agency to be added to its system. Changes made in Axaem to agency names are automatically sent to the Versatile database so that both Axaem and Versatile are in sync.

The Higher Agency field indicates the agency number assigned to the agency that is one level higher than the one you are looking at. The buttons to the right allow you to navigate to higher or lower agencies. Below the higher agency is the list of five hierarchy codes. This is where the hierarchy codes entered into the Agency Name Codes table are linked to the agency. These codes as a unit provide a unique key to the agency file and are required. The Hierarchy Began date establishes when this agency first existed within the given hierarchy.

The buttons below the main information record specific details about the agency, especially details that are repeatable and can have more than one entry. If data is contained in these fields, the button will be shaded.

Agency Address

The Address button is for just what you would think:

The screenshot shows a web browser window titled "APPX - itac01spr.state.ut.us:8060". The browser's address bar and menu bar are visible. Below the browser window is a form titled "Agency Input". The form contains the following information:

- Agency:** 2 Department of Human Services, Division of Aging and Adult
- Agency Address:**
 - Address:** 120 North 200 West
 - City:** Salt Lake City
 - State:** UT 84110
 - Building Mail:**
 - Phone:** 538-3910
 - County:** SLK Salt Lake

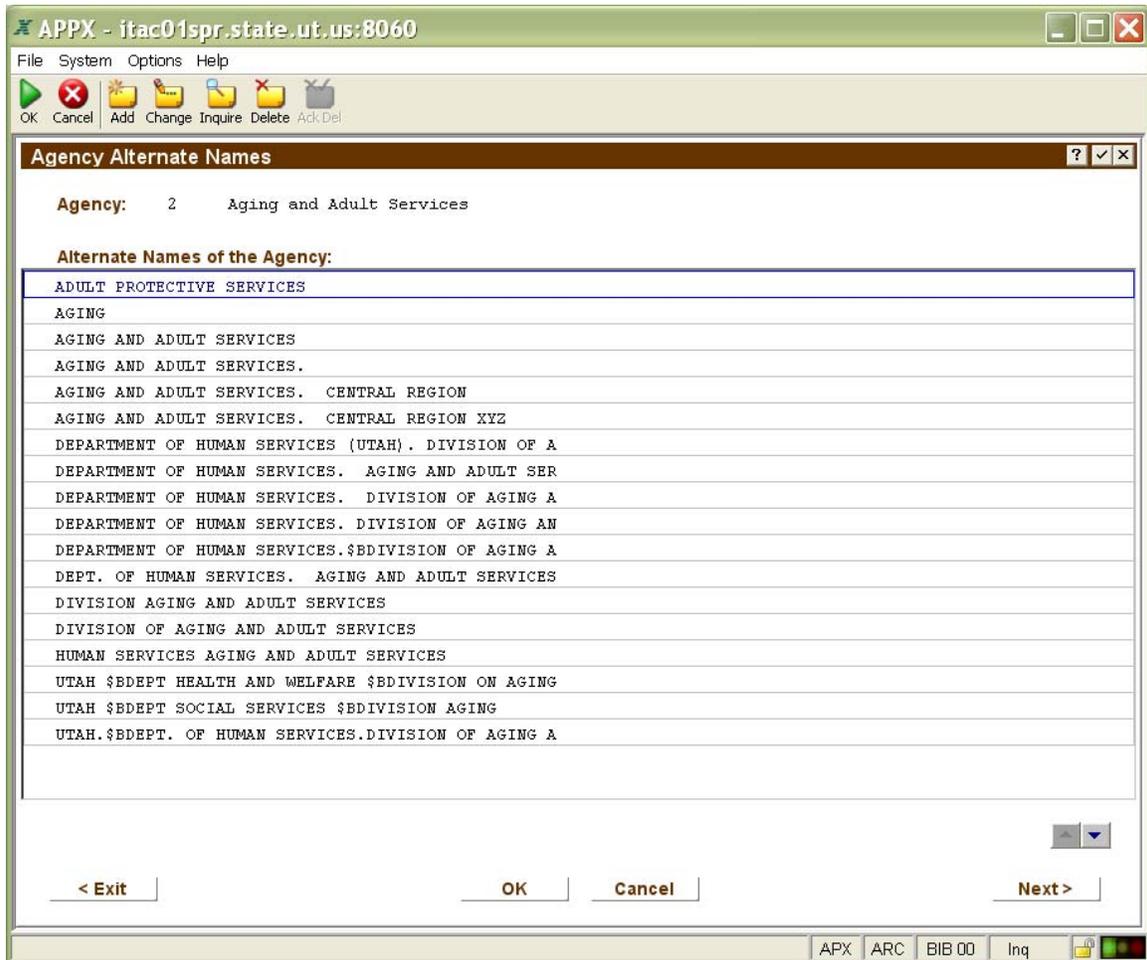
At the bottom of the form, there are three buttons: "< Exit", "OK", and "Cancel". The "OK" button is shaded, indicating it contains data. At the bottom right of the browser window, there are several small icons and labels: "APX", "ARC", "BIB 00", and "Inq".

There is a checkbox for indicating whether this address is available for state building mail delivery. The county code is included so that reports can be run by geographic area.

Click Exit or press F8 to go back to the prior screen.

Alternate Names

Click the Alternate Names button:

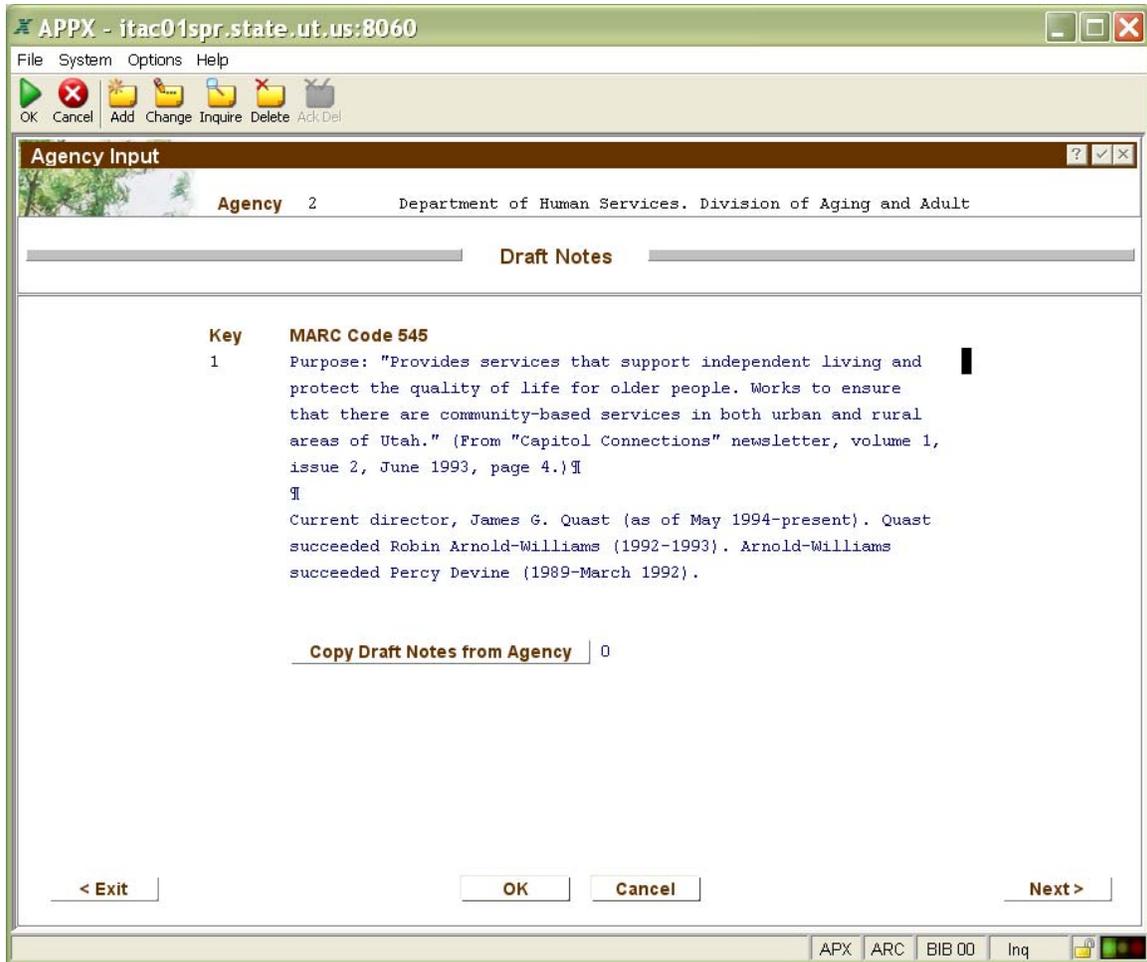


This screen is auto-populated when an agency is added, or when a name is changed. Some versions of the name include MARC coding, and others do not. Users can also add their own entries to make searching by agency name easier. Alternate names are used for searching series by agency name in the Series & Searching menu, as well as on our website to search for retention schedules and finding aids by agency name.

Click Exit or press F8.

Draft Notes

Click the Draft Notes button:

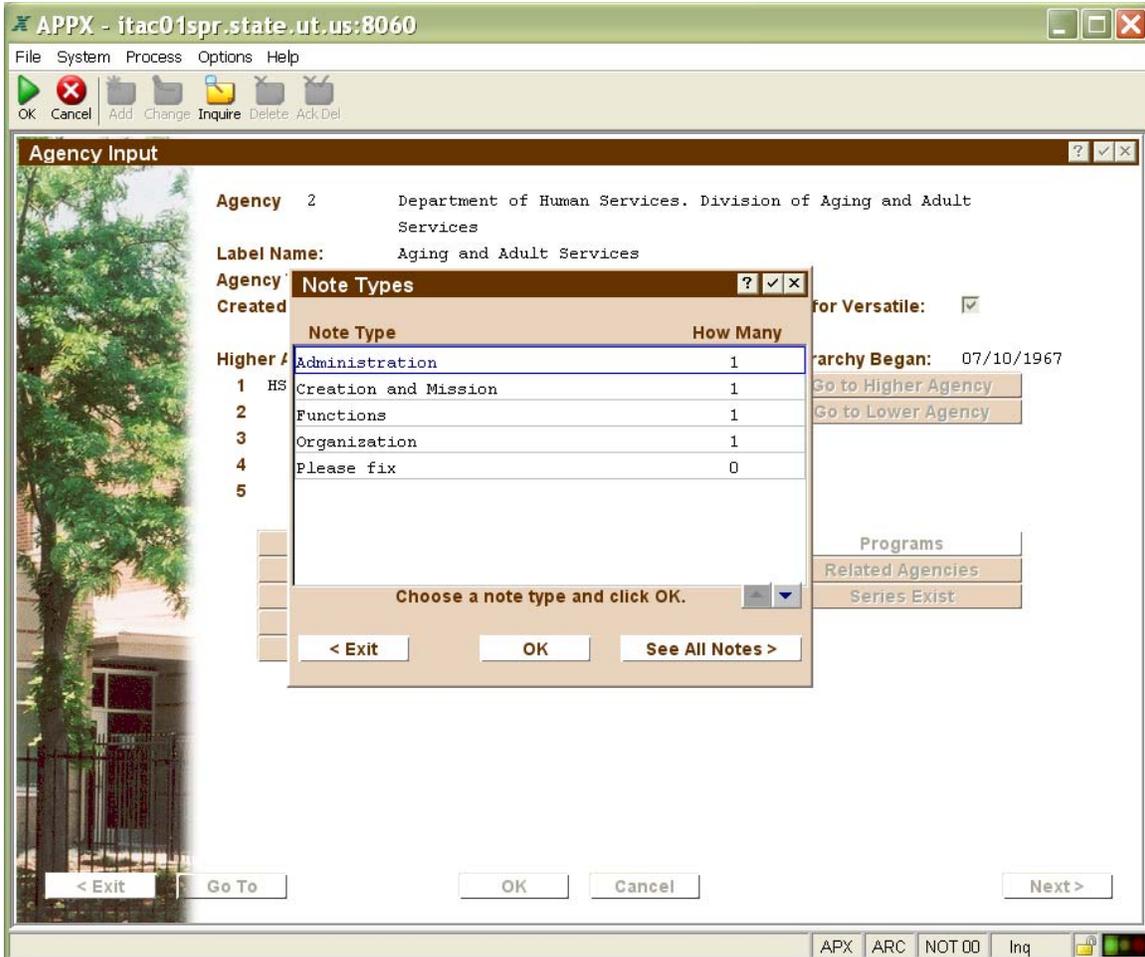


Draft notes are used to record agency history information as it is gathered in the field. Often an official agency history will not be written immediately, but details are good to have here when we find them. Each draft note is tied to a 3-digit key field, so you can record up to 999 notes.

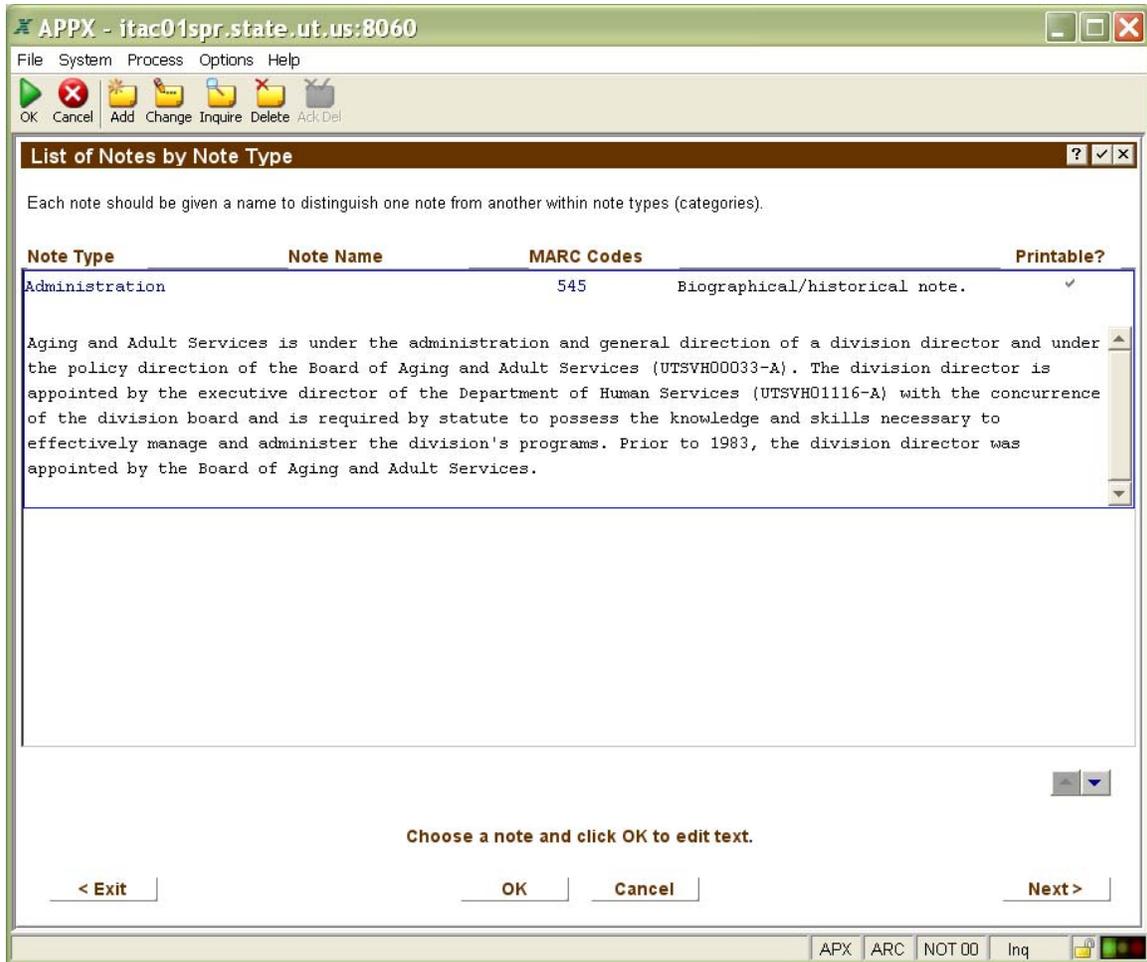
Click Exit or F8 to go back to Agency Input.

History Notes

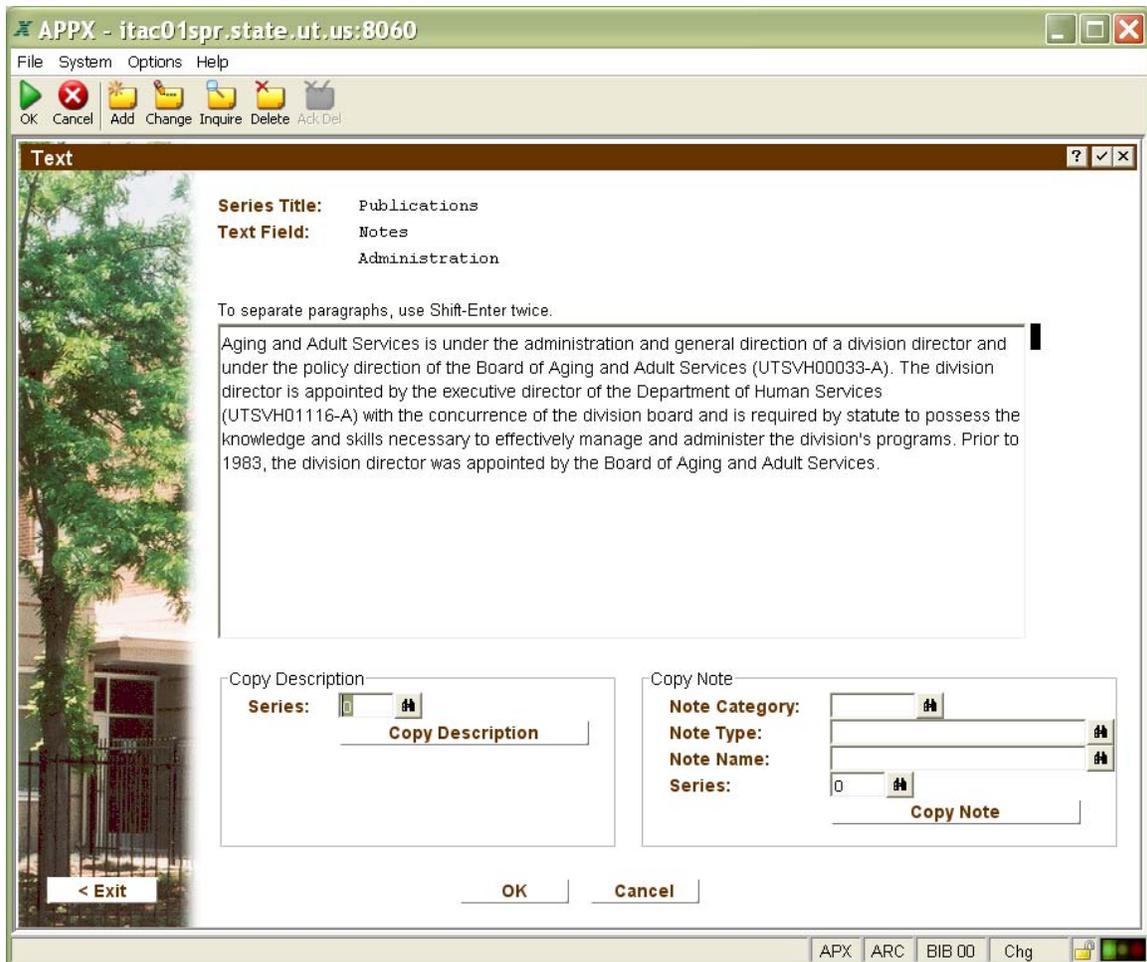
Click History Notes. This is where you enter all official agency history information.



To view the notes, either click See All Notes, or select a line and click OK.



This window is where individual notes receive header information, such as a note name and the MARC code associated with the note. It also has a checkbox to indicate whether or not this note should print out on reports or be included in the catalog. This is a scrolling list, and you may scroll through as many notes as there are for the given category. The text is displayed here but is not entered here. Click OK to go into the screen where the note is entered.

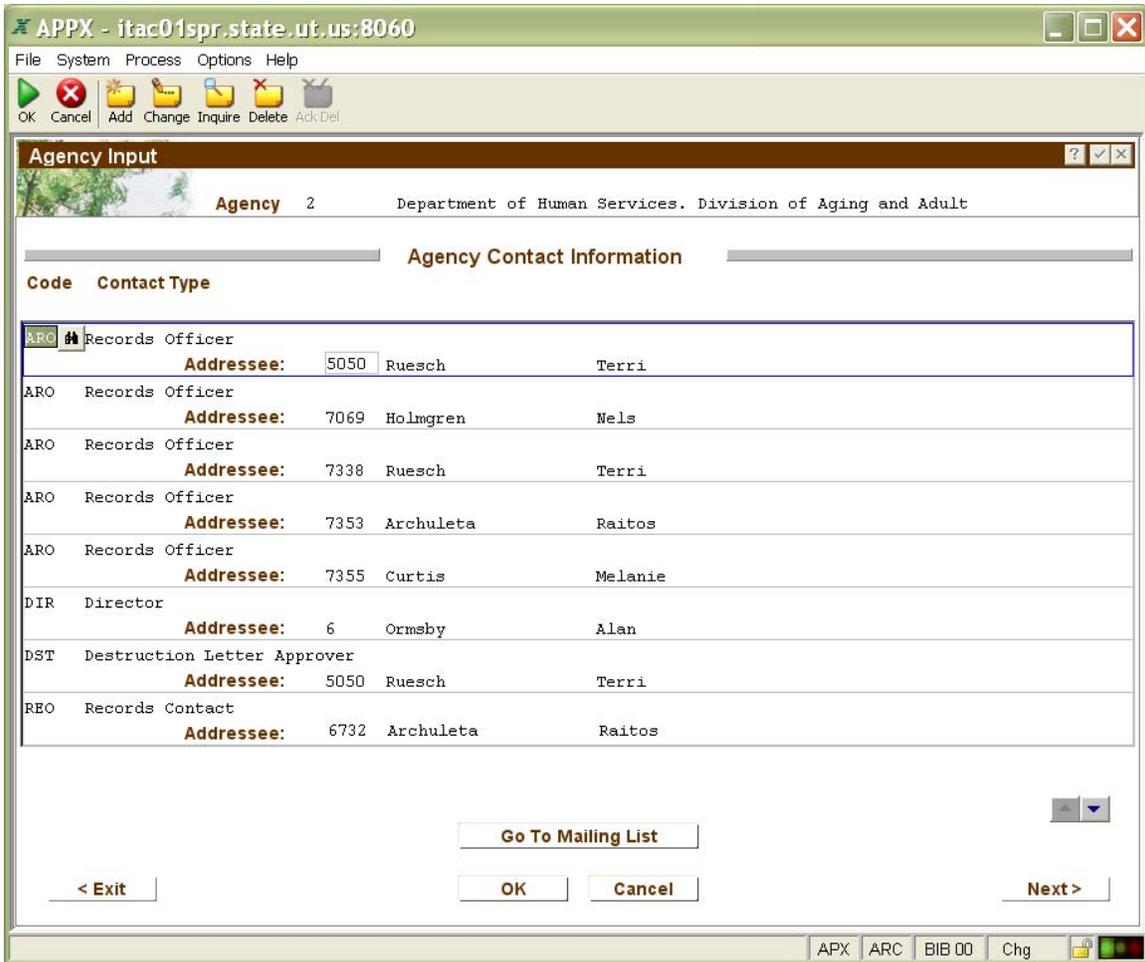


Notes may be copied from one part of the system to another. Here are options to copy series data. Or you can just copy/paste using standard keyboard functions.

Click Exit or press F8 to go back to Agency Input.

Mailing List Contacts

Click Mailing List Contacts. This screen summarizes all of the contact people who are tied to this agency.



From this screen you can drill down into the mailing list itself, where contact information is recorded. Choose a name and click Go To Mailing List. This view into agency contact information via the Agency Input screen is for convenience, not for adding. To add new contact people, you would go into the mailing list directly through another menu option.

APPX - itac01spr.state.ut.us:8060

File System Process Options Help

OK Cancel Add Change Inquire Delete Ack/Del

Mailing List ? ✓ X

Key	Prefix	Last Name	First Name	Familiar Name	Suffix
5050		Ruesch	Terri	Terri	

Title: _____

Address: Aging and Adult Services

Street: 120 North 200 West

City: Salt Lake City UT 84145

Phone: 801 538 - 3919 Ext: _____

Fax: 801 - _____

Email: terriruesch@utah.gov **Send Email**

Building Mail:

Agency to Appear on Label if Building Mail is Used: 2 Aging and Adult Services

Versatile User ID: _____ If ID is filled in, then Versatile will use address information from APPX.

Comments:

Track the training sessions this individual has attended.

Training

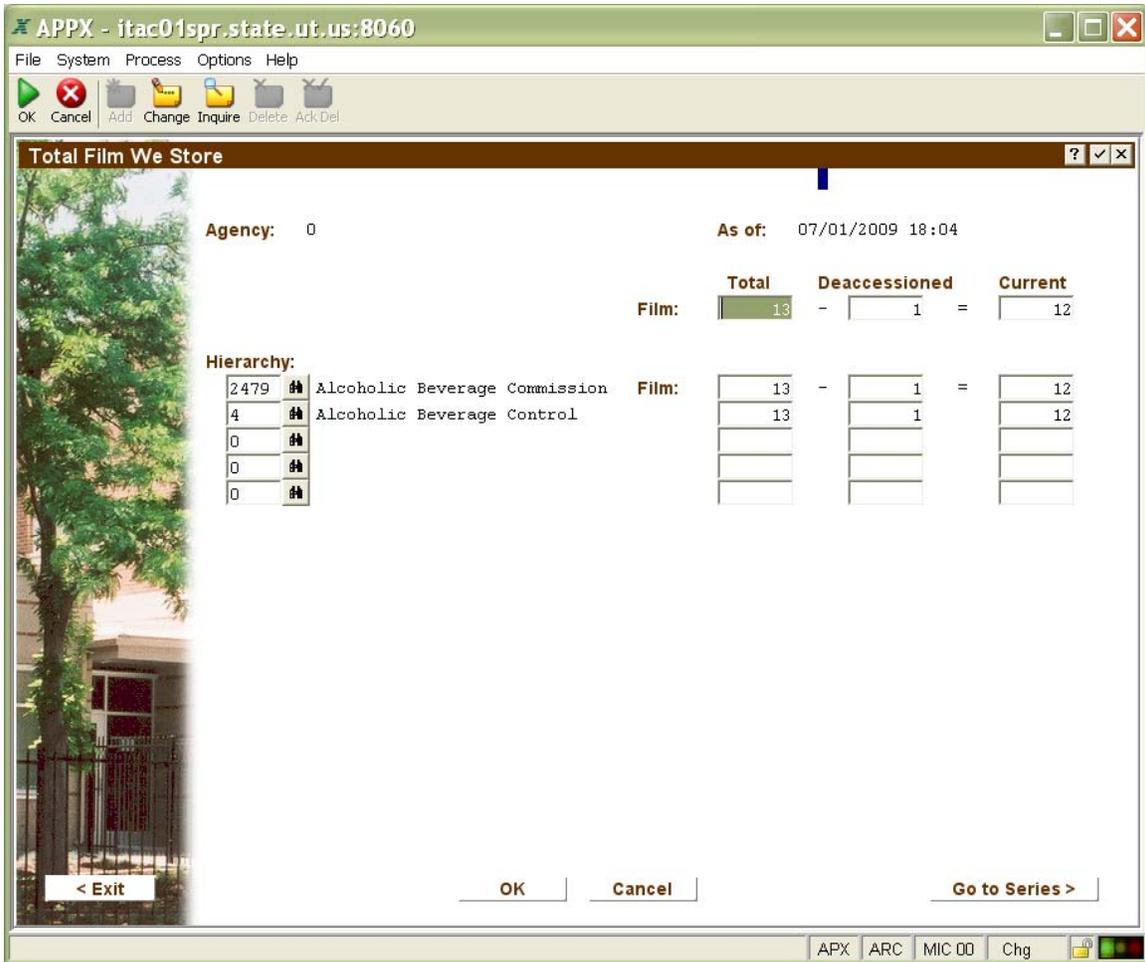
< Exit Go To OK Cancel Contact Type Next >

APX ARC BIB 00 Chg

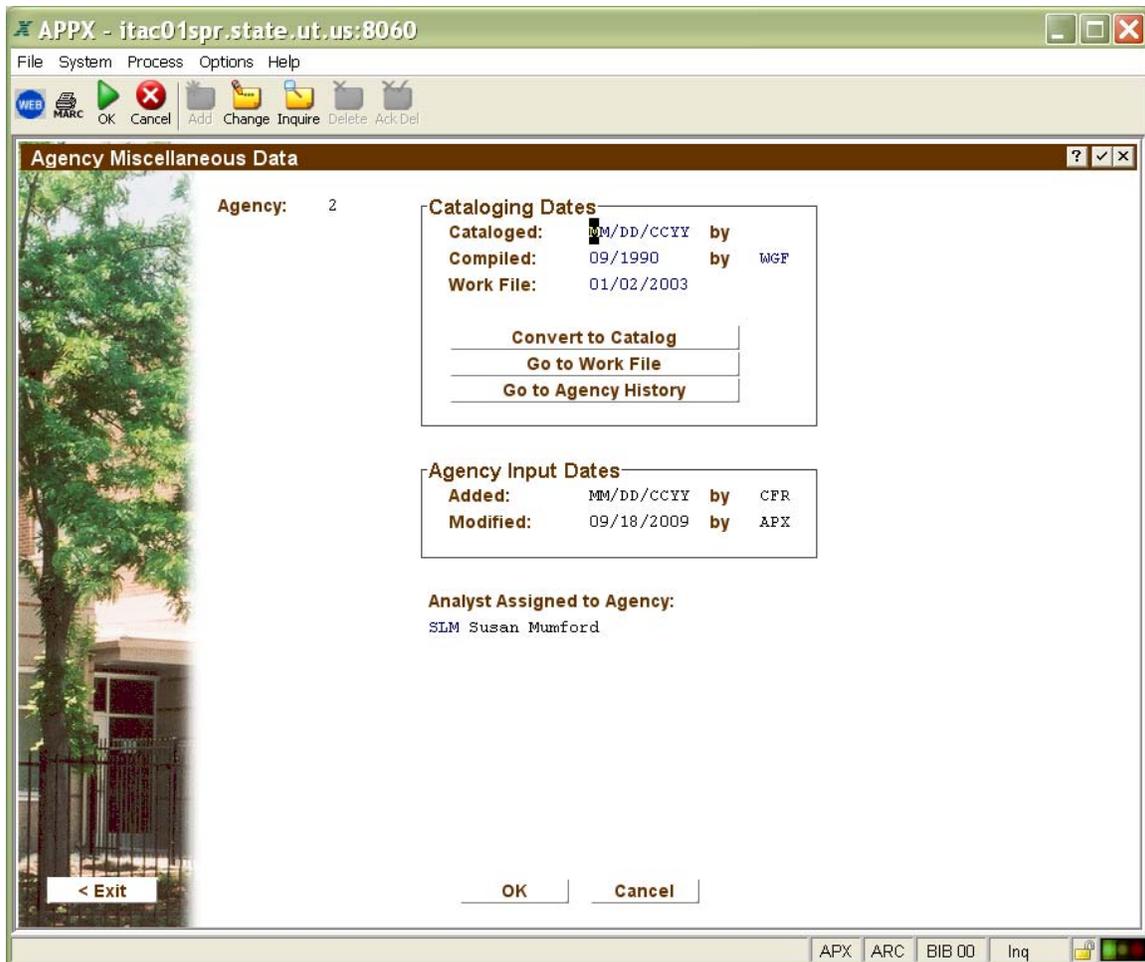
Click Exit or press F8 to go back to Agency Input.

Microfilm

The Microfilm button provides a quick glance at the amount of film we have for a given agency. When film exists, the data appears like this:



Note how film totals are rolled up by agency hierarchy. In the above example, film only exists at the Alcoholic Beverage Control (ABC) level, so the number 13 reflects everything at ABC as well as under the Commission. In the example below, each level has its own film, and together they show how much any hierarchy level has. That means that the Finance Division has 609 microfilm reels, 230 of which come from the Accounting Operations section. To produce these film totals, an update function on the Microfilm menu called Film in Storage Reset is run. The numbers do not automatically change as film is added or deaccessioned. The process is used to facilitate year-end status reports.



Click Exit or press F8 to go back to the Agency Input screen.

Official Name

Click the Official Name button. This screen is where the agency's current official name is recorded. It is encoded by following MARC 21 rules. A separate version of the official name, with the MARC code stripped out, is also recorded. The agency long name is used in reports, whereas the official name is used in the MARC catalog. Instead of having to type the name of our state for each official name, the checkboxes will allow the system to do that for you. The difference between "Utah" and "Utah.\$b" may be found in AACR2 or other cataloging rulebooks. The agency hierarchy is displayed at the top of the screen as a reminder of where this agency fits.

Record when the official name began, and whether or not it has been registered with the Library of Congress as part of their name authority file.

APPX - itac01spr.state.ut.us:8060

File System Options Help

OK Cancel Add Change Inquire Delete Ack-Del

Agency Input ? ✓ ✕

Agency 2 Department of Human Services. Division of Aging and Adult

		Agency Official Name
MARC Code 110		
1	HS	Utah.\$bDepartment of Human Services
2	AA	
3		
4		

Official Name: (With MARC coding. Field is required.)
 Department of Human Services.\$bDivision of Aging and Adult Services

Precede by Utah **Precede by Utah.\$b** **MARC Code Indicators:** 1--

Agency Long Name: (Without MARC coding. Field is required.)
 Department of Human Services. Division of Aging and Adult Services

Official Name Began: 01/01/1967

Registered with the Library of Congress: 08/06/1998

< Exit OK Cancel

APX ARC BIB 00 Inq

Click Exit or press F8 to return to Agency Input.

Prior Names

Click the Prior Names button. This screen is used to record when an agency's name was active, for those names that are no longer in use. The decision to record a prior name rather than to create a separate agency for the new name and close the dates of the old one is based upon the functions of the agency and how it was created. Often new agencies are created by statute and have specific functions, which may be a blending of functions formerly belonging to other agencies, or brand new functions never needed before. If either of those conditions is the case, then create a new agency. If an agency retains the same functions but just updates its name, this is when the prior names field is used.

Indicate the date span of the prior name, the official MARC-encoded version of the name, and the un-coded version of the name. Date spans for the prior name are used when displaying series information, in that if a series was created during the period of the prior name, the beginning and ending dates of the series will be compared to the beginning and

ending dates of the agency, and the agency's prior name will be used to identify the entity that created the records.

Some agencies go through many name changes over the years. You may click Next to scroll through them. This information is used in MARC code 710.

APPX - itac01spr.state.ut.us:8060

File System Options Help

OK Cancel Add Change Inquire Delete Ack Del

Agency Input

Agency 2 Department of Human Services. Division of Aging and Adult

MARC Code 710

Prior name used from 1967 to 1983

Prior Name:
Division of Aging

Precede by Utah **Precede by Utah.\$b** **MARC Code Indicators:** 1-

Prior Name Uncoded:
Utah. Division of Aging

Label Name: Aging

Registered with Library of Congress: MM/DD/CCYY

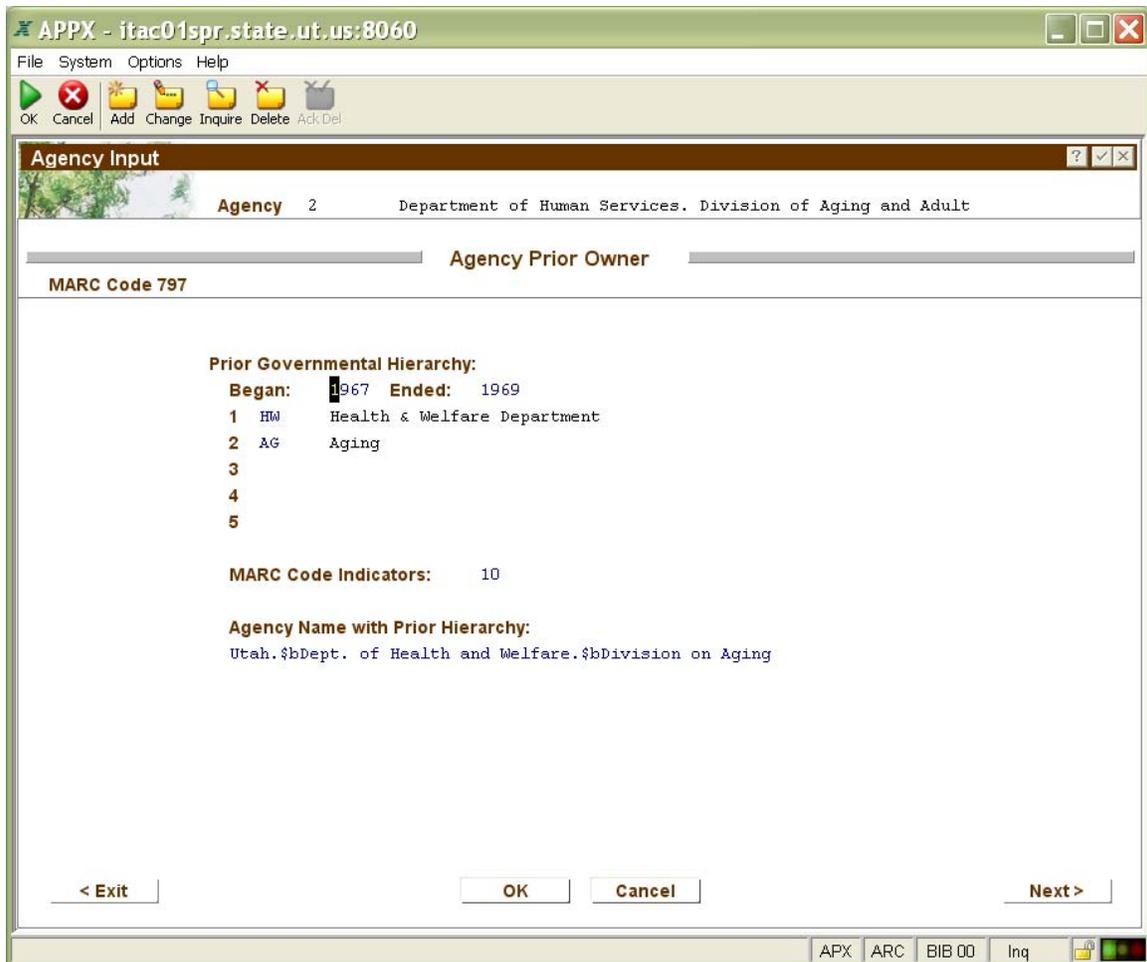
< Exit OK Cancel Next >

APX ARC BIB 00 Inq

Click Exit or press F8 to return to Agency Input.

Prior Owners

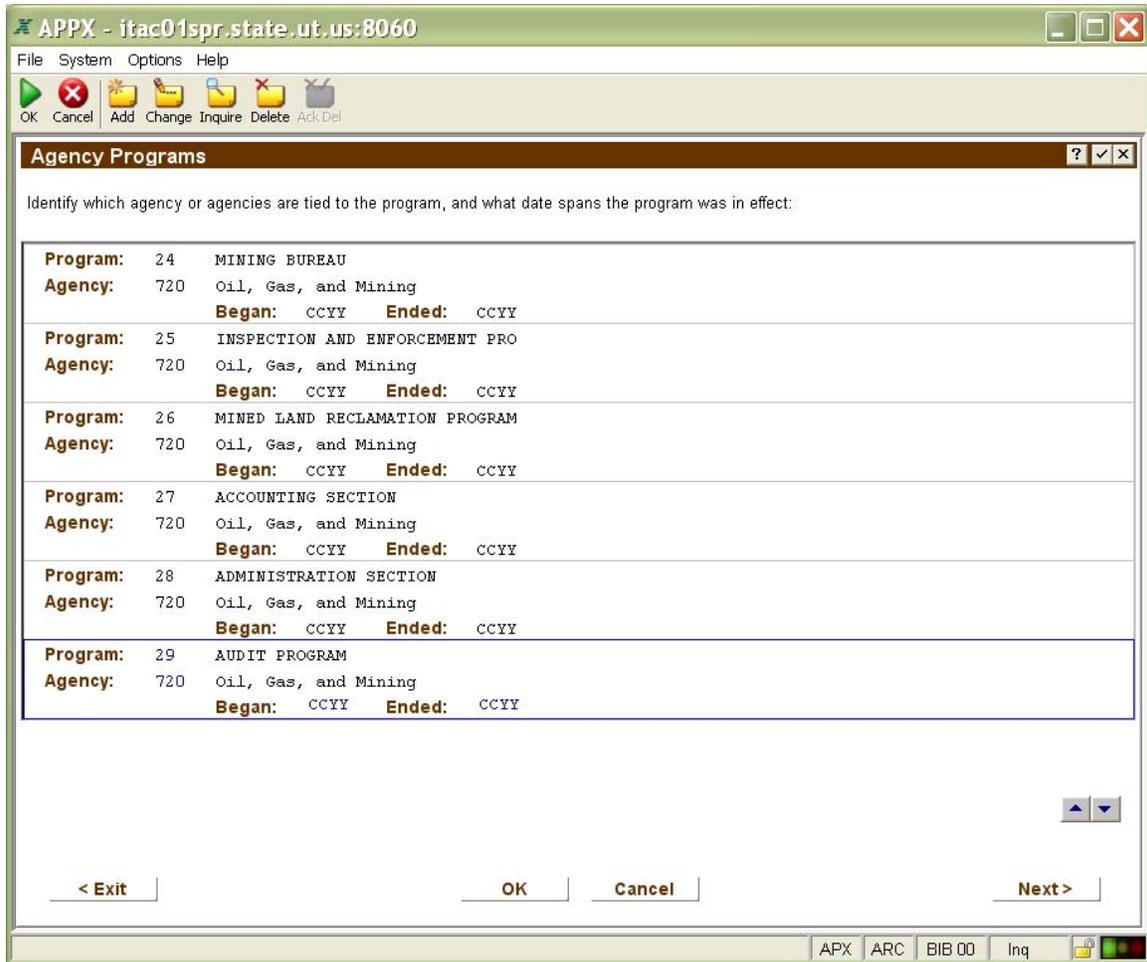
Click the Prior Owners button. This screen records changes to agency hierarchy over time. Indicate the date span when the hierarchy was active, and the agency codes that reflect how it was situated. The official name at the time of the hierarchy is also recorded. This information is used in MARC code 797.



Click Exit or press F8 to return to Agency Input.

Programs

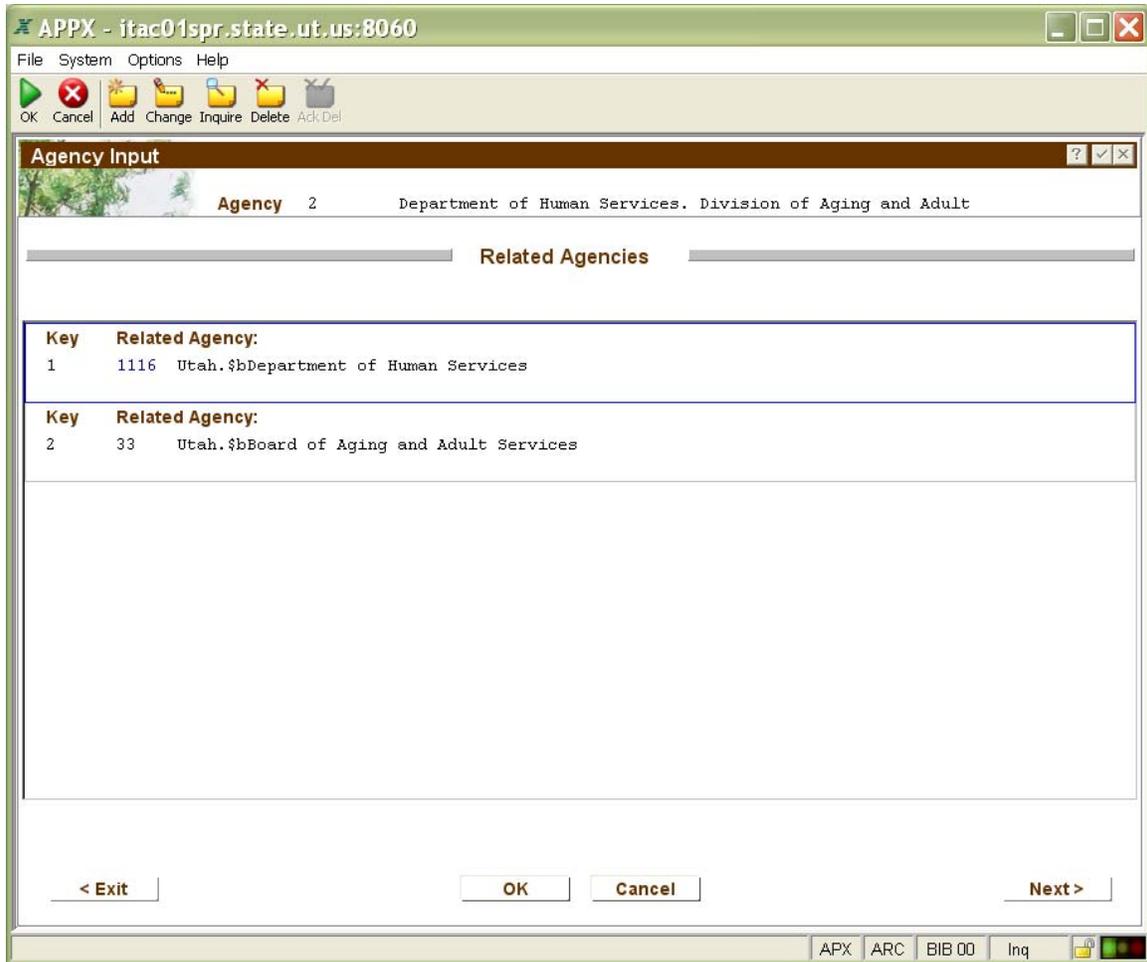
Click on Programs. A program is a subunit of an agency that does not rise to the level of an agency, such as a work group. A program may also be a function shared across more than one agency, such as participation in federal program. Programs are identified in order to print retention schedules by these work groups, and they are first added in the Agency Programs Input process on the Agency Information menu. If an agency is tied to any programs, they will display in a list here:



Click Exit or press F8 to return to Agency Input.

Related Agencies

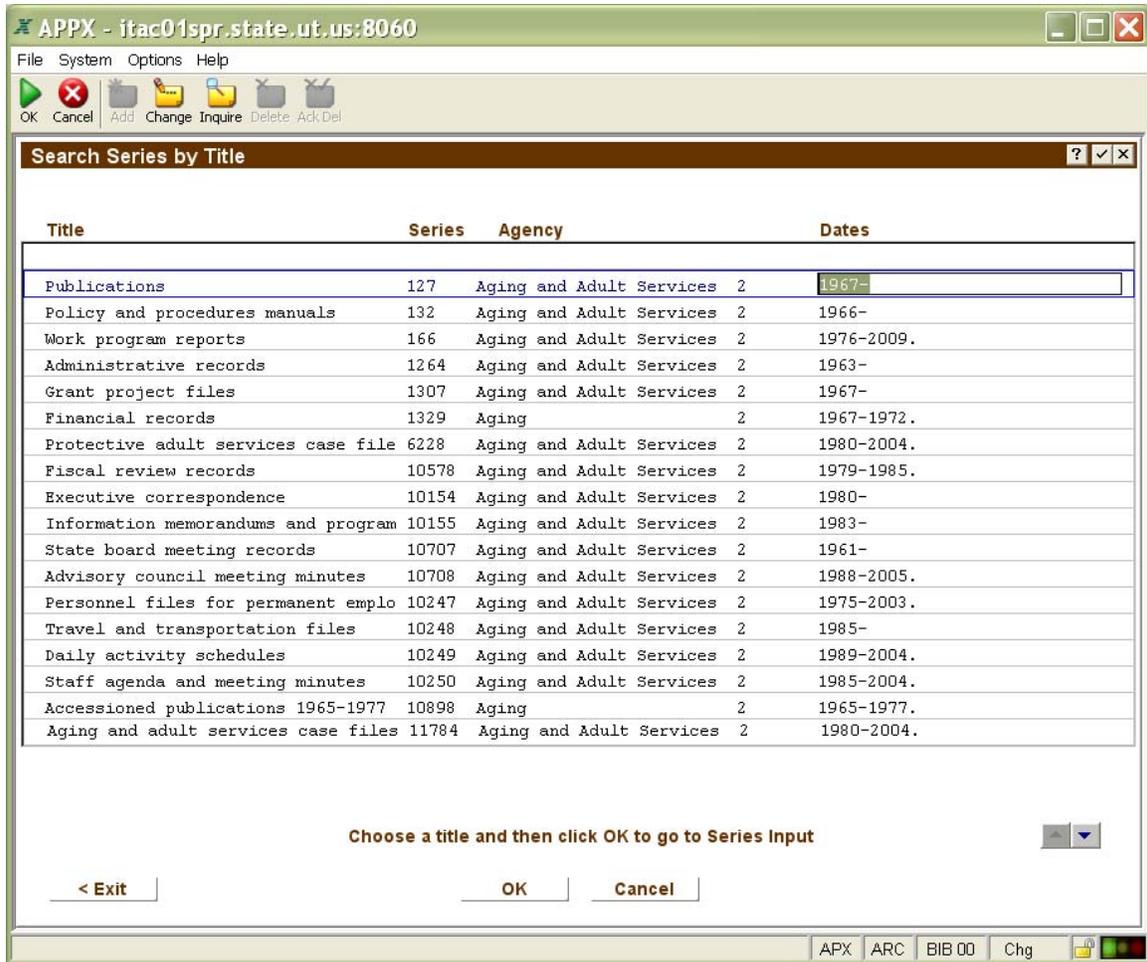
If an agency has a relationship with another agency, and that relationship should be recorded in the name authority file and the agency catalog record, it is added here. Related agencies may or may not share a hierarchical relationship:



Click Exit or press F8 to return to Agency Input.

Series Exist

The Series Exist button will only be visible if there are series records tied to the agency. If there are, clicking on the button allows you to drill down to the series record:



Click Exit or press F8 to return to Agency Input.

Adding a New Agency

To add a new agency, first make sure that all of the agency name codes you will need for this agency have been added prior. Then in Agency Input, click Add Mode or press F9. A blank agency screen will appear:

APPX - itac01spr.state.ut.us:8060

File System Process Agency Input Options Help

OK Cancel Add Change Inquire Delete Ack-Del CNVT CTLG MARC

Agency Input

Agency 3559

Label Name:

Agency Type:

Created: CCYY Dissolved: CCYY OK for Versatile: ?

Higher Agency: 0 Hierarchy Began: MM/DD/CCYY

1

2

3

4

5

Go to Higher Agency

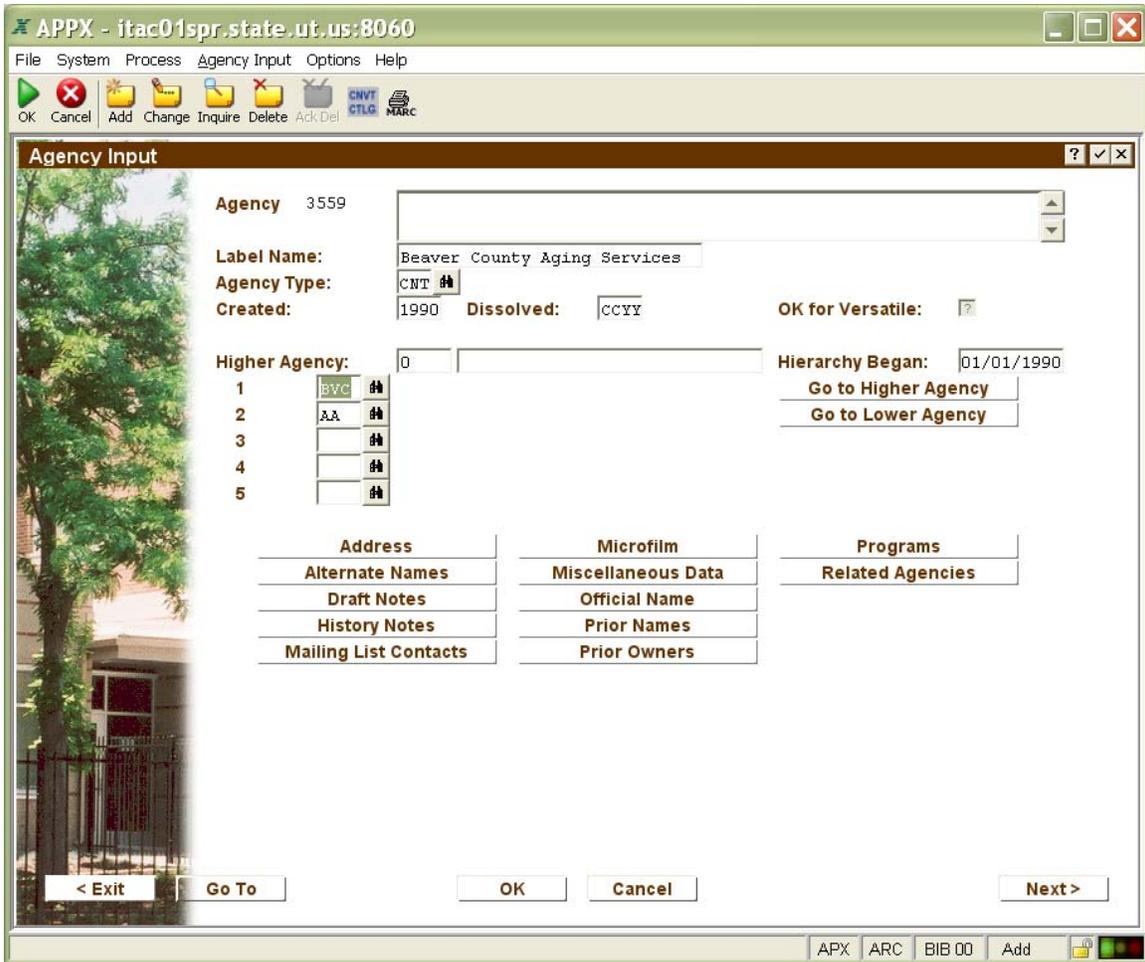
Go to Lower Agency

Address	Microfilm	Programs
Alternate Names	Miscellaneous Data	Related Agencies
Draft Notes	Official Name	
History Notes	Prior Names	
Mailing List Contacts	Prior Owners	

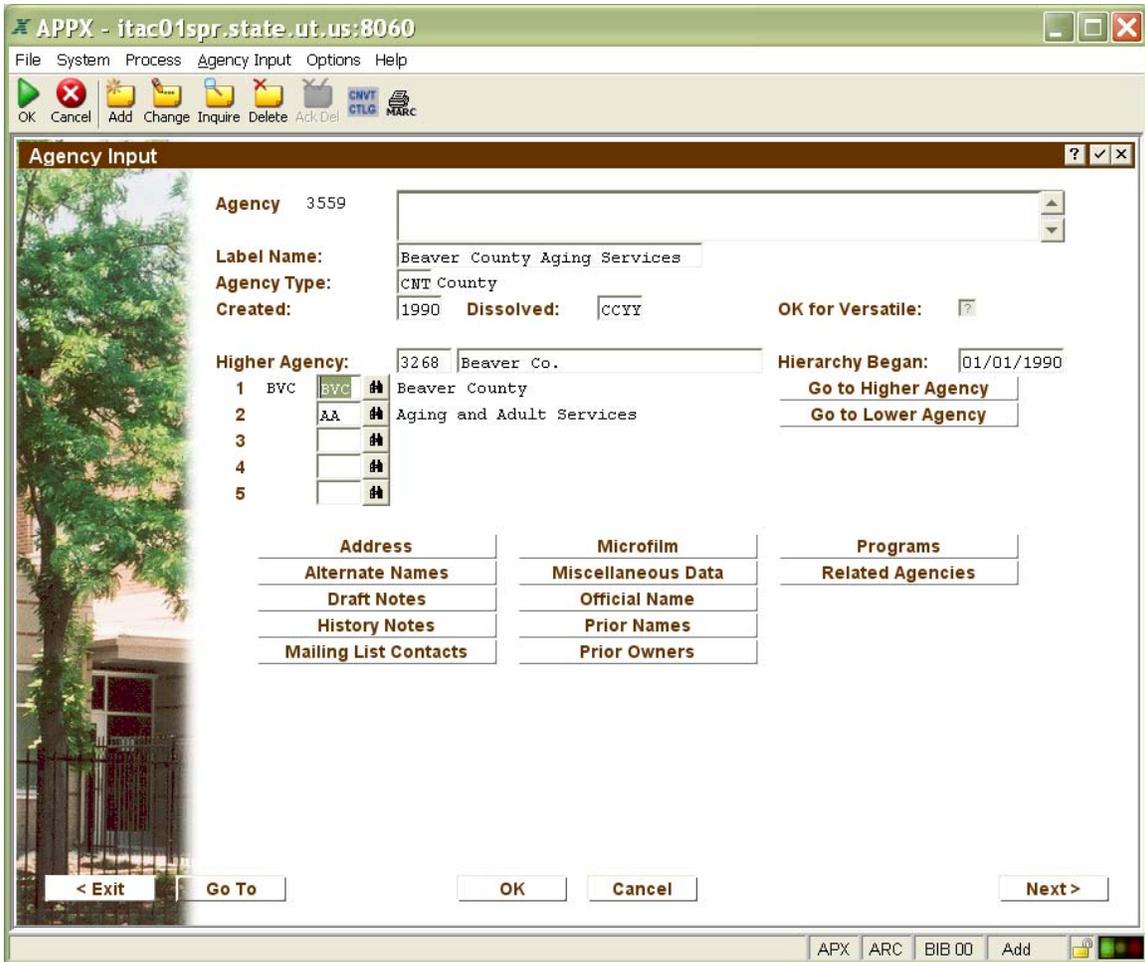
< Exit Go To OK Cancel Next >

APX ARC BIB 00 Add

Skip the first field (it will auto-populate later) and place your cursor on the Label Name field. Type a label name. Then indicate the agency type that this organization should be linked to. Add a creation date. Type the first hierarchy level code and as many thereunder as you will need to describe this entity. Add the Hierarchy Began date.



Instead of clicking OK at this point to save the record, go directly into the Official Name screen. The first time you click this button, the data lookup information first appears:



The second time you click Official Name, it will take you into the official name screen and also save the new agency record with its new agency number.

APPX - itac01spr.state.ut.us:8060

File System Options Help

OK Cancel Add Change Inquire Delete Ack-Del

Agency Input ? ✓ ✕

Agency 3559

MARC Code 110

1 BVC Beaver County (Utah)

2 AA

3

4

Official Name: (With MARC coding. Field is required.)
 Beaver County (Utah).\$bAging and Adult Services

Precede by Utah **Precede by Utah.\$b** **MARC Code Indicators:** 1--

Agency Long Name: (Without MARC coding. Field is required.)
 Beaver County (Utah). Aging and Adult Services

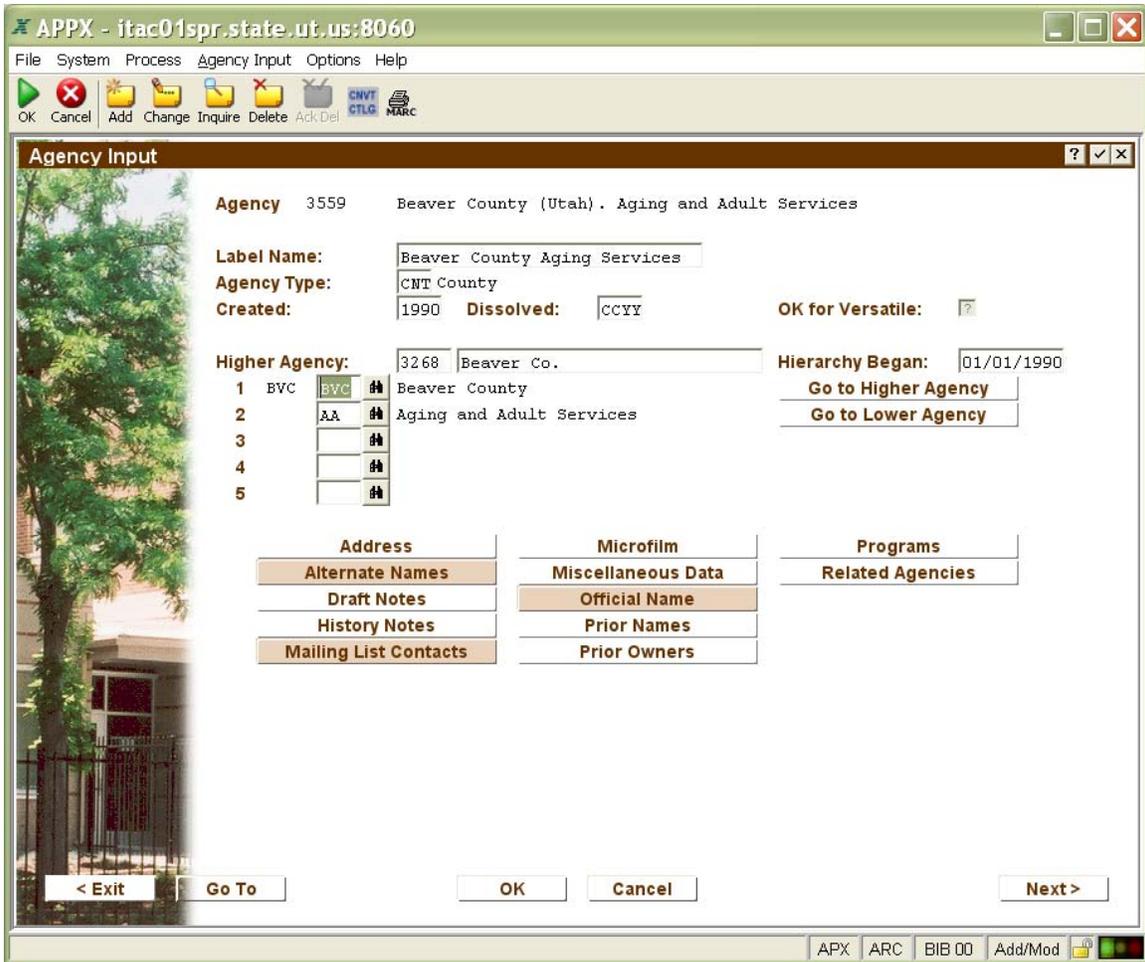
Official Name Began: 01/01/1990

Registered with the Library of Congress: MM/DD/YYYY

< Exit OK Cancel

APX ARC BIB 00 Chg

Add the official name (with MARC codes), the agency long name (without MARC codes), and indicate whether or not the name has been registered with the Library of Congress. Click OK and the system will return you to the Agency Input screen, and display the official name at the top of the record.



Click OK again to be presented with another blank screen so you can add the next agency. If you do not need to add another agency, click Exit.

Remember to add other pertinent details such as address and staff member assigned to the agency, so that all needed information will print out on retention schedules.