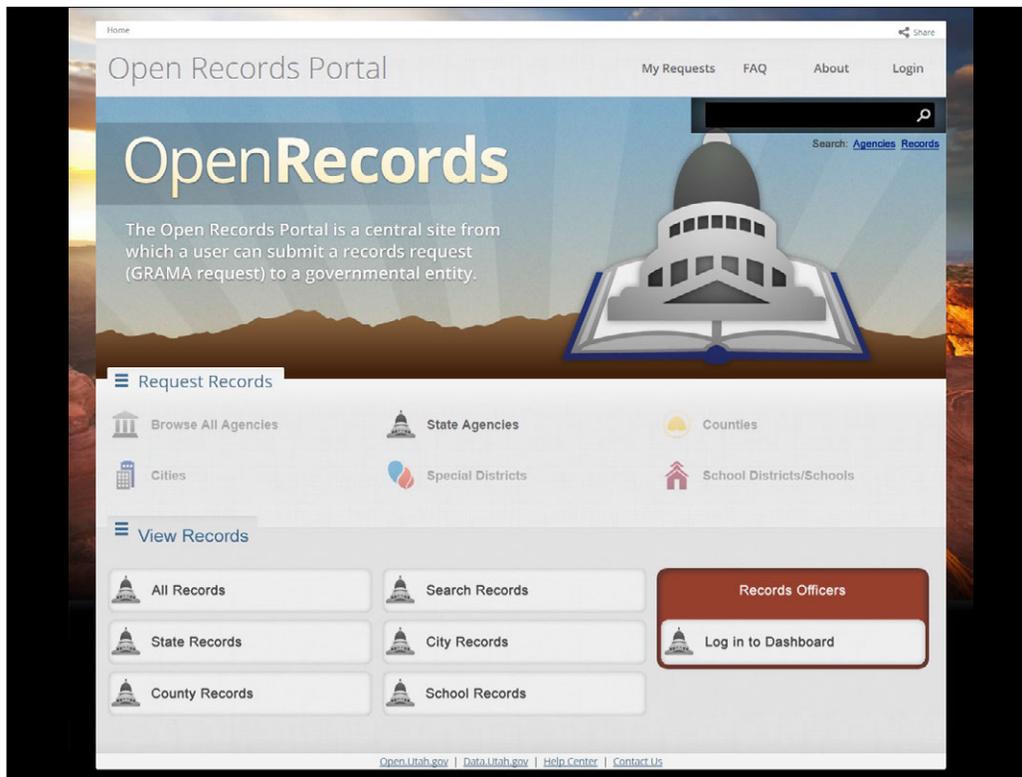


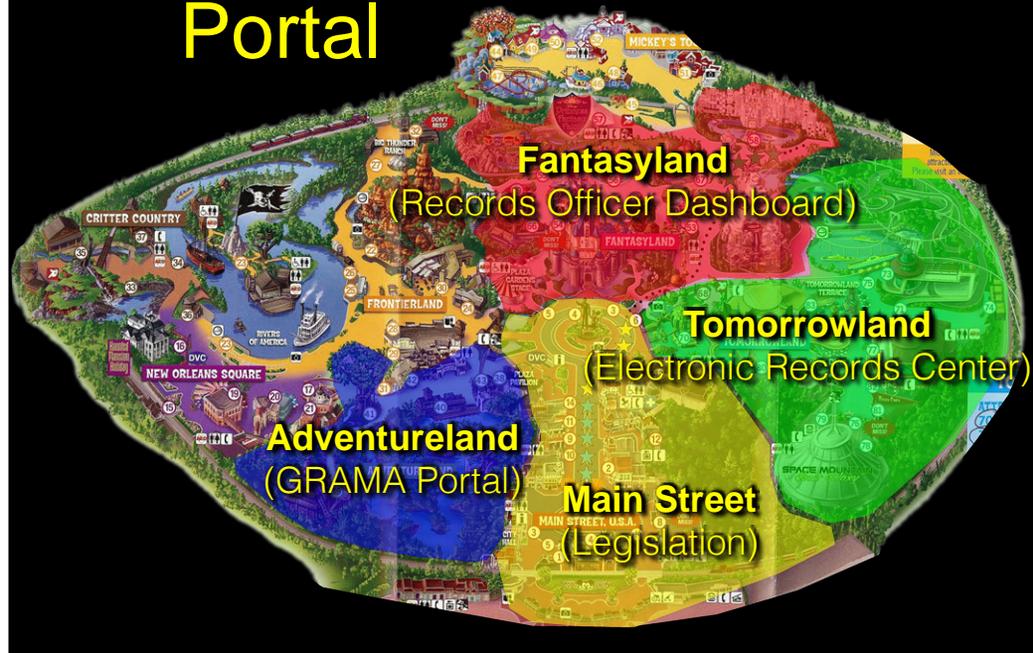


This is the Open Records Portal.



This is what the Open Records Portal will look like eventually, with its three different sections: GRAMA Portal (Records Request), Electronic Records Center, and Records Officer Dashboard.

Open Records Portal



The three sections are like parts of Disneyland, all tied together by legislation.



Main street serves as an introduction to the whole park, and sets up your expectations for the whole rest of your trip: plan to be fascinated, plan to be dazzled, plan to spend too much money, plan to eat too much food, plan to be around way too many people.

Legislation serves as the basis for the Open Records Portal, but in this case, the goal is not to take people's money, but to help people gain access to government records, and to equip records officers with tools to help them accomplish this objective.



Because it's been an adventure getting it up and running!

Open Records Portal

- “...serve as a point of access for Government Records Access and Management requests...”

UC 63A-3-403(11)(a-c)

- Some agencies have websites to submit requests online
- Some agencies have forms online
- Some agencies have no information online about how to submit a GRAMA request
- Some agencies have no website at all!

GRAMA Portal

Timeline:

- 2015
 - State executive agencies
- 2016
 - School districts & charter schools
 - Public transit districts
 - Counties & municipalities
- 2017
 - Local districts & special service districts

So far only state executive agencies have access, but access is coming to other government agencies in the upcoming years.



Before the portal, records requesters had to visit each state agency, searching for the agency's GRAMA form or submission page. This is not an easy task, as each page is different, and some agencies don't even have their forms up on their website.

The screenshot displays the Utah Open Records Portal (ORP) interface. On the left, there are filters for Agency Type, Entity Level, Location, and Date Created. The main content area shows a list of agencies under the heading 'Names of Governmental Entities'. A search bar is at the top, and a 'Request Records' button is next to each agency name. A large green oval labeled 'Search state agencies' points to the search bar. Another green oval labeled 'Submit a records request' points to the 'Request Records' button for the 'Division of Archives and Records Service'. A third green oval labeled 'View agency hierarchy & contact information' points to the expanded view of the 'Division of Archives and Records Service', which shows contact information for Glen Fairclough, including phone number, address, and email. A fourth green oval labeled 'View online records & series information' points to the 'Online Records' and 'Record Series (State Archives)' links. A large 'After' watermark is visible in the top right corner.

Now, records requesters can visit the ORP and find everything they want right there. They can:

- Search state agencies to find the one they want
- Drill down through the hierarchy and see the contact information for the agency's records officer
- Look at the records an agency has online, or see what records series the agency has scheduled with the Archives
- Submit a records request

The screenshot shows the 'My Requests' page on the Utah.gov website. The page features a navigation bar with various service categories and a user profile section. Below the navigation, there is a search bar and a table of requests. Three green callout boxes with red arrows point to specific elements: 'View previous requests' points to the left arrow icon, 'View request status' points to the 'Status' column, and 'View due date' points to the 'Due Date' column.

Title	Agency	Date Submitted	Status	Due Date
Test Request	Test Agency	04/20/2015 11:01 11	In Progress	05/04/2015
Sent after overnight hiatus	Test Agency	04/07/2015 08:26 47	Approved	04/22/2015
Test Request #2	Aging and Adult Services	04/08/2015 10:09 35	Time	04/17/2015
Test Request to See What Can Be Seen Before the Request Is Received	Test Agency	04/08/2015 11:33 58	Expired/Denied	04/16/2015
Delayed submit of Request	Test Agency	04/03/2015 09:12 58	Time Expired/Denied	04/17/2015
Testing for wait time	Test Agency	04/02/2015 13:47	Approved	04/16/2015

After they've submitted requests, users can see all requests that they've previously made.

← My Requests
Records Requested

Search Agencies

Title: Test Request
Date Due: 05/04/2015
Total Fee for Request: To be determined
Request Status:
Description:
Restrictions:
Record Access:

View information about each portion of the request

Print Request Cancel Request

Response

Title	Status	Date Due
Main Request	Requested	05/04/2015
Request Expedited	Denied	05/04/2015
Request For Waiver	Requested	05/04/2015

See fees associated with each portion

Main Request Requested To be determined 05/04/2015 Kendra Yates

Description:

Contact the records officer

View tasks created by the records officer

Review a log of all actions taken

Fees Contact Records Officer View Tasks Logs

Users can also go into each request to view more details about what's going on or what happened with it.

GRAMA Request Demo

- openrecords.utah.gov

Home Records Officer Dashboard Welcome, Renee Wilson Share

Successfully Logged In

Records Officer Dashboard My Requests FAQ About Logout

← Home Show 10 entries Search: [Advanced Search](#)

Title	Requester	Agency	Records Officer	Date Submitted	Status	Date Due
Murray Police	Tyson Badovinatz	Aging and Adult Services	Stella Martinez	04/23/2015	Requested	Not Yet Received
Contract Request - Bear Lake Marina	Steve Bean	Parks and Recreation	Nathan Schwebach	04/22/2015	Requested	Not Yet Received
Test Request	Renee Wilson	Test Agency	Kendra Yates	04/20/2015	In Progress	05/04/2015
Copy of Case File	Bonnie Holmes	Aging and Adult Services	Stella Martinez	04/14/2015	In Progress	05/01/2015
S J QUINNEY College of Law	David Amidon	Facilities Construction	Cee Cee Niederhauser	04/08/2015	In Progress	04/23/2015

The records officer dashboard is similar to the user's dashboard, but shows additional details.

The screenshot shows the 'openrecords.utah.gov' portal. At the top, there is a navigation bar with the Utah.gov logo and various service icons. Below this is a 'Response' section with a table listing request items:

	Status	Date Due
Main Request	Requested	05/04/2015
Request Expedited	Denied	05/04/2015
Request Fee Waiver		05/04/2015

Below the table, there are fields for 'Title:', 'Status:', 'Total Fee Quoted:', 'Date Due:', and 'Assigned Records Officer:'. A 'Description:' field is also present. A 'Divide Request into Parts' button is visible, along with a 'Save' button. At the bottom, there is a row of action buttons: 'Approve', 'Deny', 'Extraordinary Circumstances', 'Refer', 'Fees', 'Contact Requester', and 'Other'. Red arrows point from green callout boxes to these elements:

- 'Respond to individual request portions separately' points to the table rows.
- 'Break up the request into multiple sub-requests' points to the 'Divide Request into Parts' button.
- 'Apply Extraordinary Circumstances' points to the 'Extraordinary Circumstances' button.
- 'Create fees' points to the 'Fees' button.
- 'Email the requester' points to the 'Contact Requester' button.
- 'Create tasks, make notes, view log' points to the 'Other' button.
- 'Approve/deny' points to the 'Approve' and 'Deny' buttons.
- 'Refer requester to another agency' points to the 'Refer' button.

Fees cannot be paid via the portal, but they can be listed and detailed.

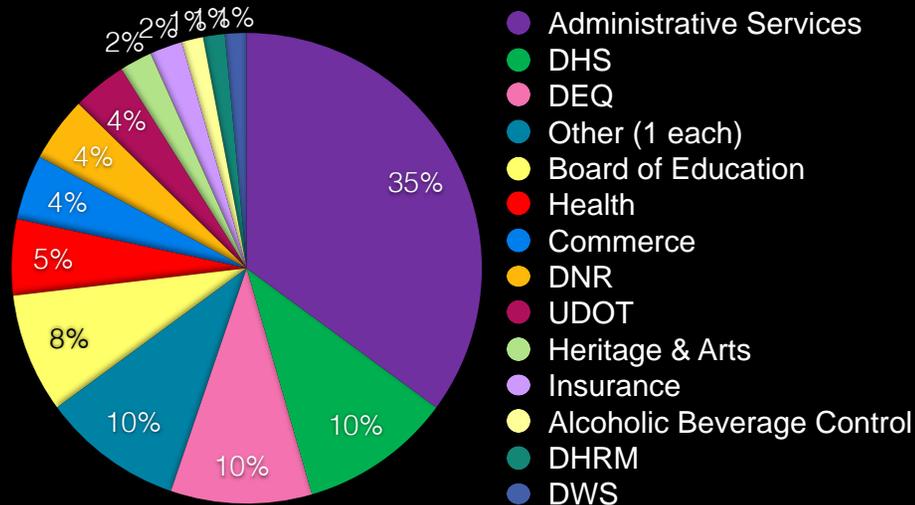
GRAMA Response Demo

- openrecords.utah.gov

GRAMA Portal Challenges

- Hierarchy cleanup
 - Glen, Nova, Hierarchy Committee
- Compliance with the law
 - Time limits, rules, extraordinary circumstances, fees, referrals, etc.
- Notifications
 - Records officer, GRAMA officer, office email
- Tools
 - Tasks, notes, assign others, split up request, etc.
- Design
 - Must be user-friendly!

Requests

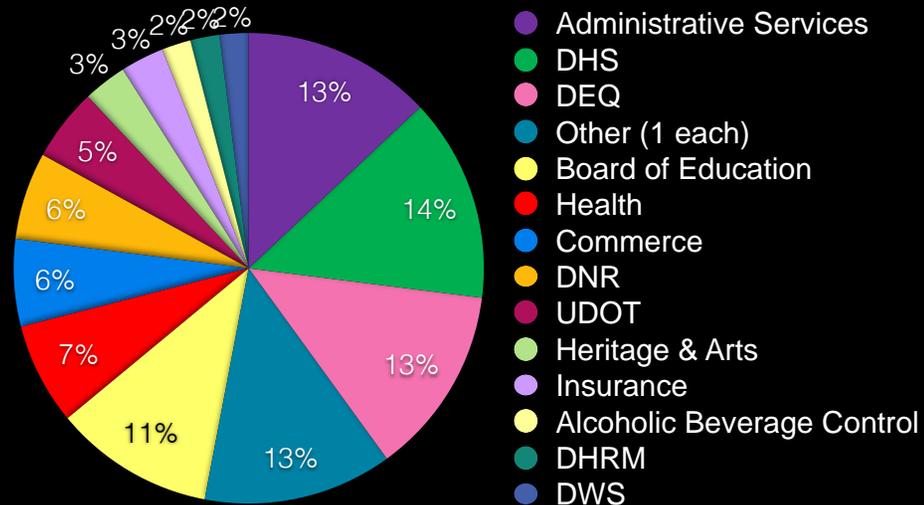


We've had 100 requests through the portal so far. However, a lot of the requests to Administrative Services came from me, since I have to test out the system.

"Other" agencies includes:

- Independent Executive Branch Ethics Commission
- Inspector General
- Finance
- Labor Commission
- National Guard
- Pardons & Parole
- DPS
- Public Service Commission
- Vetern & Military Affairs
- Agriculture & Food
- Capitol Preservation Board
- Career Service Review Office
- DTS

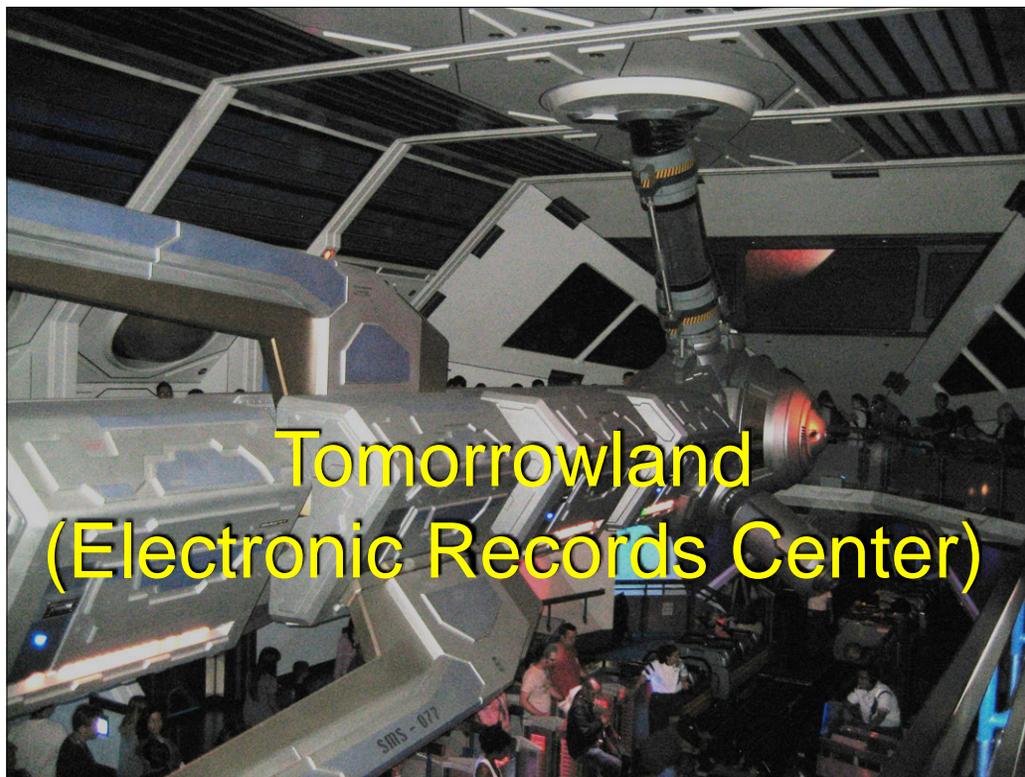
Requests (w/o test agencies)



This chart shows the distribution of requests without my test requests.

“Other” agencies includes:

- Independent Executive Branch Ethics Commission
- Inspector General
- Finance
- Labor Commission
- National Guard
- Pardons & Parole
- DPS
- Public Service Commission
- Vetern & Military Affairs
- Agriculture & Food
- Capitol Preservation Board
- Career Service Review Office
- DTS



Because the ERC is what's coming next!

Electronic Records Center

- “...provide **link capabilities** to other existing repositories of **public information**, including maps, photograph collections, legislatively required reports, election data, statute, rules, regulations, and local ordinances that exist on other agency and political subdivision websites;
- “provide multiple download options in different formats, including nonproprietary, open formats where possible...”

UC 63A-3-403(11)(d-e)

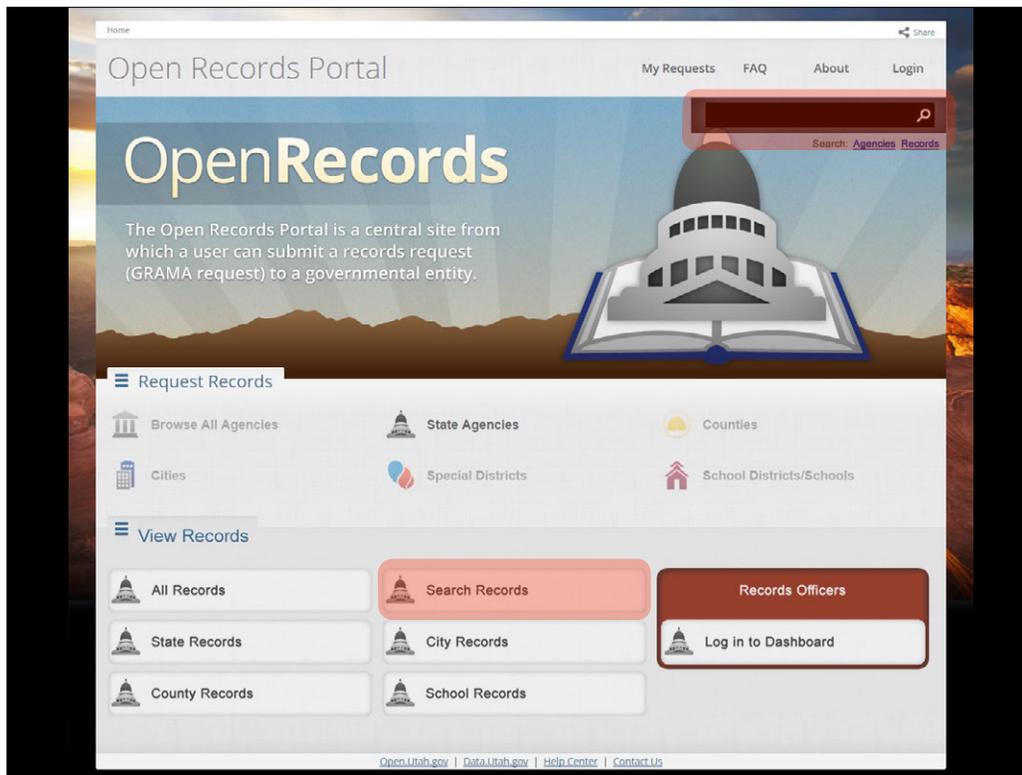
Electronic Records Center

Types of online records:

- Records ingested to Archives
 - These can be made available online
- Records on agency websites
 - Links to agency records hubs

Electronic Records Center

Online records type 1: Ingested records



Ingested records will be fully searchable.

Search records for: Administration Or search agencies instead

Records Search

Narrow Results

Agency Type

- State (198)
- County (53)
- City (10)
- School (1)
- Special District (1)

Date of Records

2002 to 2012

Agency Name

- Department of Administrative Services (198)
- Department of Agriculture and Food (3)
- Department of Commerce (10)
- Division of Archives and Records Service (1)
- Department of Public Safety (1)
- [More](#)

Location - County

- Salt Lake (235)
- Davis (10)
- Utah (1)
- Washington (1)
- Morgan (1)
- Kane (1)
- [More](#)

Location - City

- Salt Lake (220)
- Ogden (25)
- West Jordan (2)
- Sandy (1)
- Provo (1)
- Beaver (1)
- [More](#)

Record Type

- Administrative (230)
- Finance (1)
- Human Resource (1)
- Medical (1)
- Personnel (1)
- Property (1)
- [More](#)

Format

- PDF (203)
- Image (20)
- Spreadsheet (1)
- Text (1)
- [More](#)

Viewing 1-25 of 263 results for "Administration" Agency Type: state x Format: PDF x

Years: 2002-2012 x

<< < 1 2 3 4 ... 10 > >> Detailed View Agency A-Z 25 per page

 **Administrative Files**
Department of Administrative Services (DAS)
2002-2005

Record details View records

These files document the activities of the Department of Administrative Services regarding Worker's Compensation, User Advisory Committee, Division Directors' Meeting, and other miscellaneous meetings.

Online records: 1,325
Classification: Public (UC 63G-2-301)
General Schedule: State 1-59: Open Meeting Minutes and Public Materials
Retention: Permanent
Series Number: 13438

 **Administrative Correspondence**
Division of Archives and Records Service
2010

Record details View records

 **Administrative Correspondence**
Department of Agriculture and Food
2008-2009

Record details View records

 **Administrative Correspondence**
Department of Environmental Quality (DEQ)
2009-2012

Record details View records

 **Administrative Correspondence**
Department of Human Resource Management (DHRM)
2004-2012

Record details View records

Search results will include standard digital library / database sorting and filter features.

Records Search Administration Or search agencies instead

Administrative Files Search Results

Agency
Department of Administrative Services (DAS)

Dates
2002-2005

Series Number
13438

Classification
Public

See more -

Administrative Files

Department of Administrative Services (DAS)
2002-2005

These files document the activities of the Department of Administrative Services regarding Worker's Compensation, User Advisory Committee, Division Directors' Meeting, and other miscellaneous meetings.

Online records: 1,325
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General Schedule: **State 1-59: Open Meeting Minutes and Public Materials**
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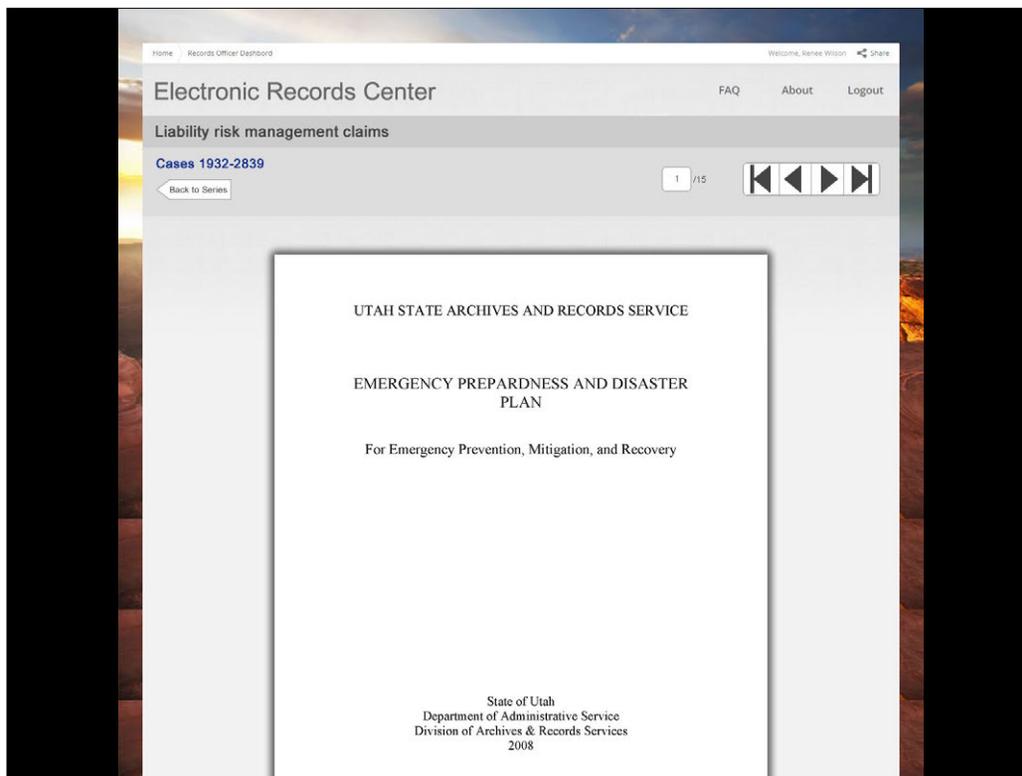









More information will be shown at the series level, as well as a preview of the records.



Individual records will be viewable and downloadable.

Electronic Records Center

Online records type 2: Links to records

Active Filters
 Agency Type: "State Government" [Remove](#)

Entity Level
 Top Level (29)

Location (County)
 Salt Lake (246)
 Utah (10)
 Weber (8)
 Davis (5)
 Box Elder (3)
[More...](#)

Location (City)
 Salt Lake City (227)
 Draper (11)
 Ogden (7)
 Provo (5)
 Taylorsville (4)
[More...](#)

Date Created
 1850s (1)
 1880s (1)
 1890s (10)
 1900s (6)
 1910s (3)
[More...](#)

| Entity | Agency Type: "State Government"
Names of Governmental Entities
[Alphabetic Browse](#)
 Find:

Results Per Page: ...

25

540 results Sort:

- [+] [Alcoholic Beverage Control Commission](#) ↓
- [+] [Board of Education](#) ↓
- [Board of Pardons and Parole](#) ↓
- [+] [Capitol Preservation Board](#) ↓
- [Career Service Review Office](#) ↓
- [-] [Department of Administrative Services](#) ↓
 - [Division of Administrative Rules](#) ↓
 - [-] [Division of Archives and Records Service](#) ↑

[Department of Administrative Services](#) > [Division of Archives and Records Service](#)

Division of Archives and Records Service
<http://archives.utah.gov/>

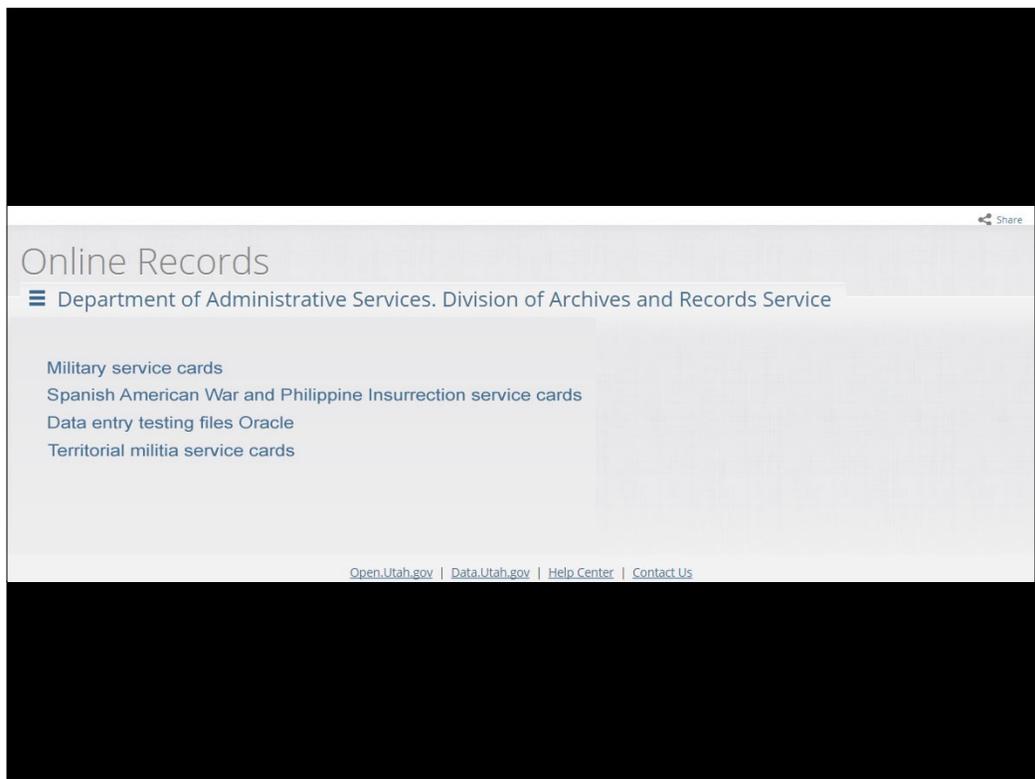
Records Officer: [Glen Fairclough](#)
 801-531-3841
 346 South Rio Grande Street
 PO Box 141021
 Salt Lake City, UT 84114-1021

[Online Records](#)
[Record Series \(State Archives\)](#)



346 S Rio Grande P.O. Box
 141021
 Salt Lake City, Utah 84114-1021
- [State Records Committee](#) ↓
- [Test Agency](#) ↓
- [Utah State Historical Records Advisory Board](#) ↓

Agency search page currently looks like this. If you click on the “Online Records” link, you get...



...a list of links to online records.

Agency Search Or search records instead

Search agencies for:

Viewing 1--25 of 250 results for "Office" Agency Type: state x Date Created: 1897--2012 x

<< < 1 2 3 4 ... 10 > >> Detailed View Agency A-Z 25 per page

Narrow Results

Agency Type

- State (158)
- County (53)
- City (10)
- School (1)
- Special District (1)

Location - County

- Salt Lake (235)
- Davis (10)
- Utah (1)
- Washington (1)
- Morgan (1)
- Kane (1)
-

Location - City

- Salt Lake (220)
- Ogden (25)
- West Jordan (2)
- Sandy (1)
- Provo (1)
- Beaver (1)
-

Date Created

1897 to 2012

Has Records Online

- Yes (230)

Office of Education
Board of Education

[Request Records](#)

<p>Contact Information</p> <p>www.schools.utah.gov/main/ 801-538-7500</p> <p>250 East 500 South P.O. Box 144200 Salt Lake City UT 84114-4200</p> <p>Map It</p> <p>Records Officer(s)</p> <p>Benjamin Rasmussen <input type="checkbox"/></p> <p>Jane Doe <input type="checkbox"/></p> <p>John Brown <input type="checkbox"/></p>	<p>Online Records</p> <p>School building construction project, 2004</p> <p>School building specifications, 2000-2007 <input type="checkbox"/></p> <p>School bus program reports, 2010- Scrapbooks, 2009- <input type="checkbox"/></p> <p>View All Records</p> <p>Other</p> <p>Open Records Portal statistics</p> <p>Utah State Archives Records Series Information</p> <p>Update agency information</p>
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- Advisory Council to the Division of Services to the Blind and Visually Impaired [Request Records](#)
- Career and Technical Education [Request Records](#)
- Charter School Revolving Account Committee [Request Records](#)
- Disability Determination Services Advisory Council [Request Records](#)
- Interstate Commission on Educational Opportunity for Military Children [Request Records](#)
- Nominating and Recruiting Committee [Request Records](#)
- Public Relations Section [Request Records](#)
- Division of School Food Services [Request Records](#)

Office of Rehabilitation
Board of Education [Request Records](#)

Payroll Office
Division of Finance, Department of Administrative Services [Request Records](#)

Office of Finance
Department of Health [Request Records](#)

Beaver Office
Division of Child and Family Services, Department of Human Services [Request Records](#)

Office of the Comptroller
Department of Transportation [Request Records](#)

Office of State Debt Collection
Division of Finance, Department of Administrative Services [Request Records](#)

The agency search page will eventually include links directly to records hubs and/or records series.



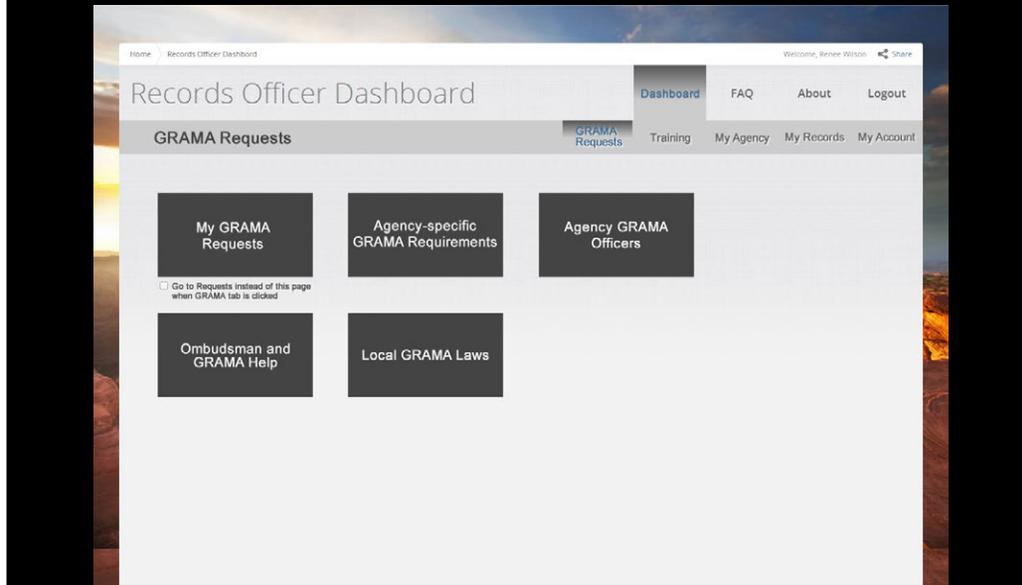
Because the Dashboard is a lofty goal, and will require a lot of work to make it a reality.
Photo copyright Tours Departing Daily, taken from toursdepartingdaily.com

Records Officer Dashboard

- Necessary to allow records officers to accomplish what is mandated for us and them
- Necessary for best customer service and usability
- Incorporates a centralized Archives interface for all Archives services

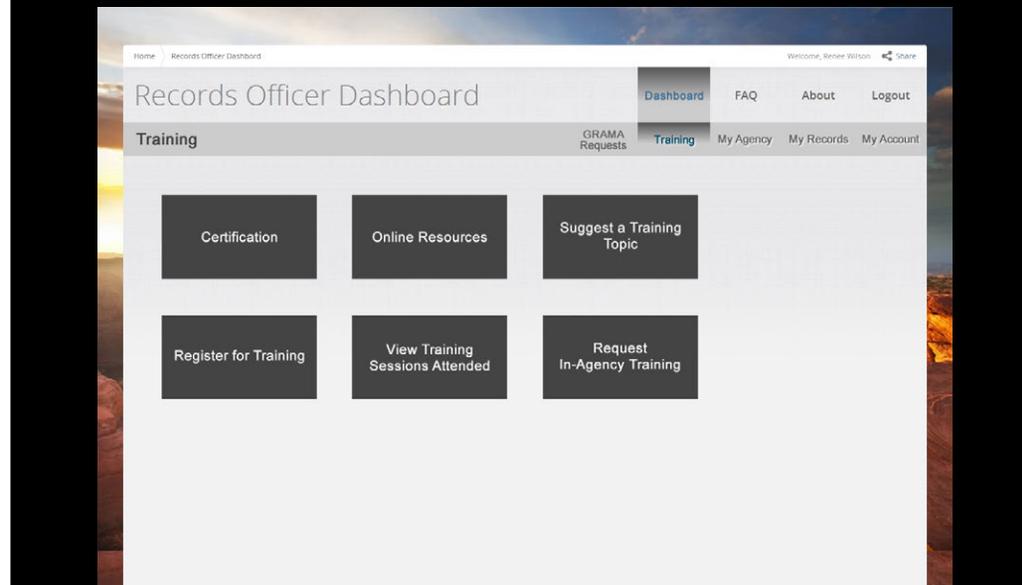
There is not legislation specifically for the dashboard, but the dashboard is needed to fulfill existing legislation in the most convenient and user-friendly way.

Dashboard: GRAMA Requests

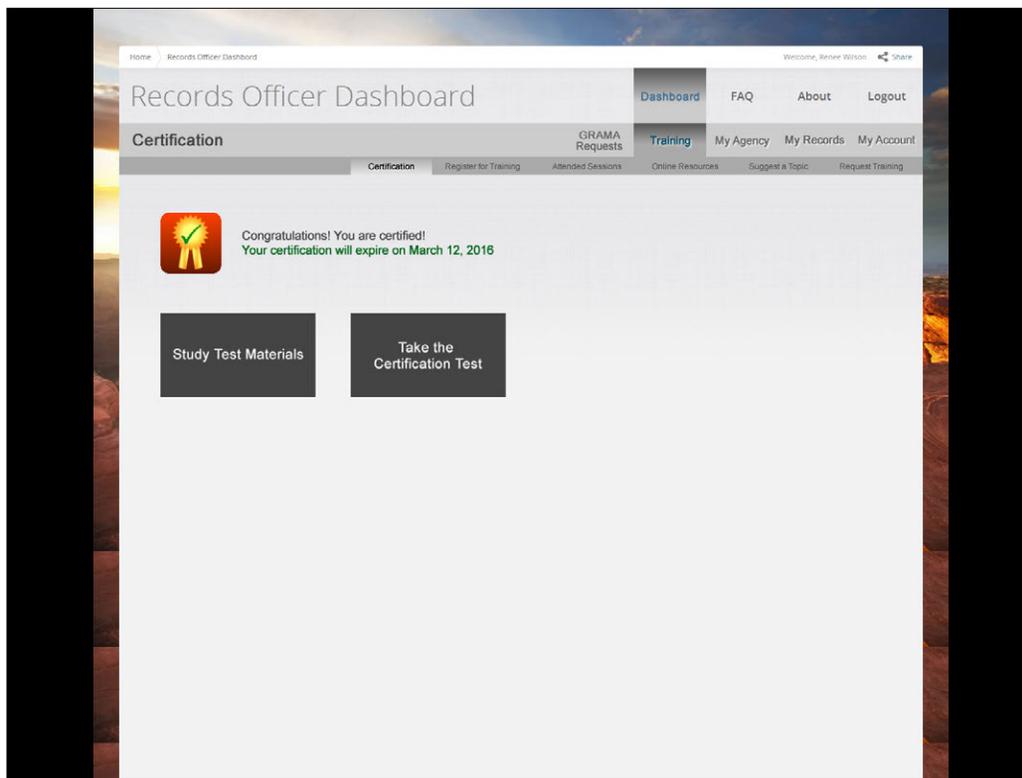


Dashboard will include 5 areas, the first of which revolves around GRAMA requests. Here you can access the GRAMA Portal, detail agency-specific GRAMA requirements such as forms or permissions, designate which records officers are GRAMA responders, and upload local ordinances, if applicable.

Dashboard: Training

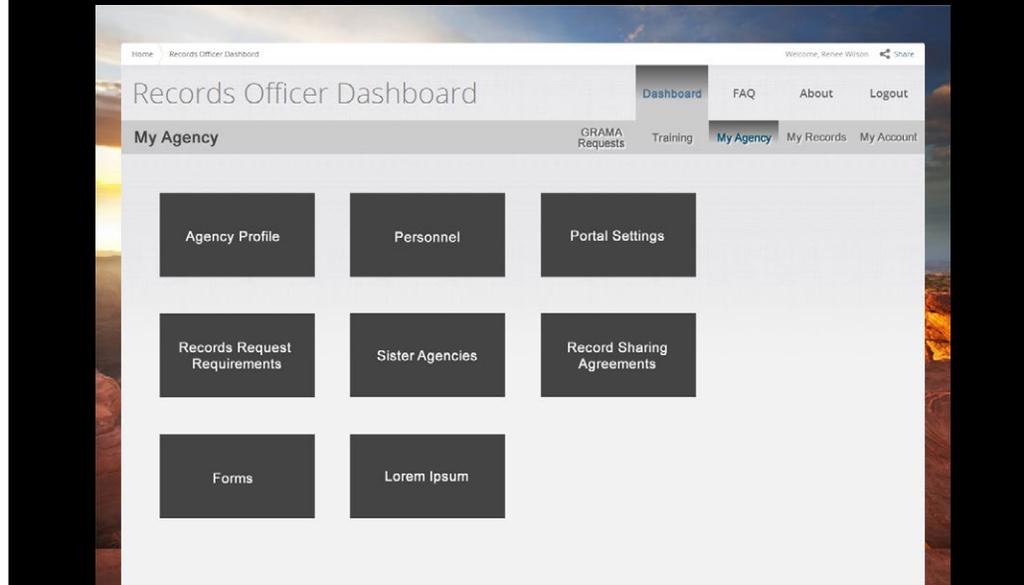


The second area of the dashboard is all about training and certification. Records officers will be able to sign up for training, view previous training sessions attended, suggest training topics, request a personal training session for the agency, and study for and take the certification test.

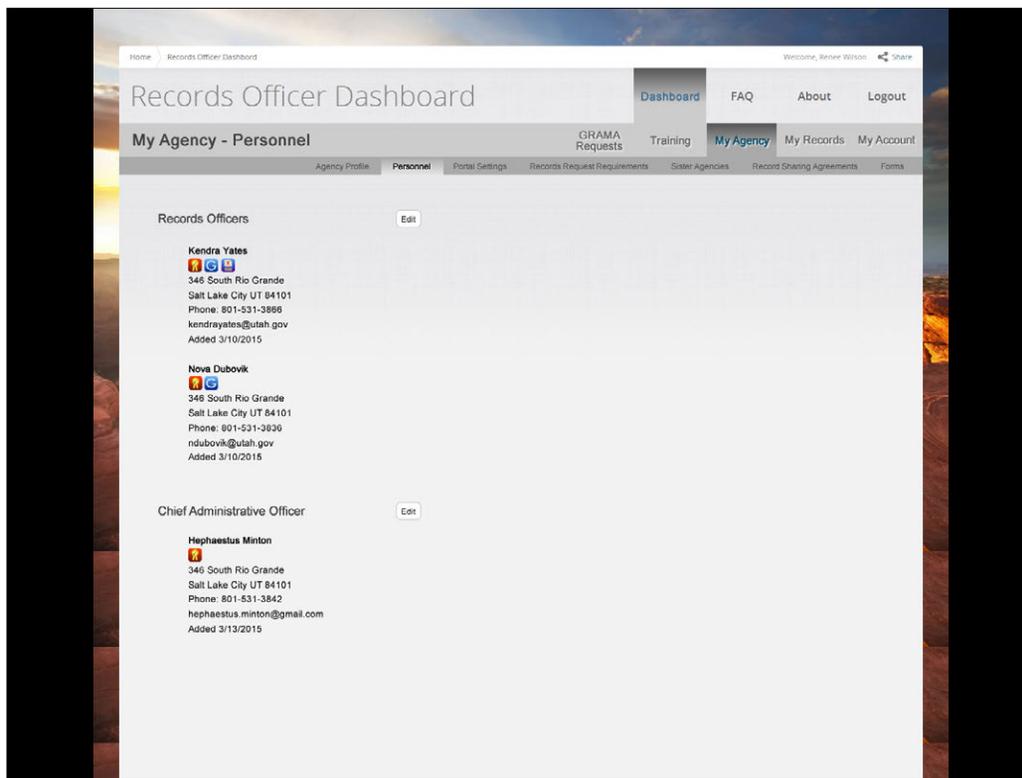


The certification page will include study materials, a link to take the test, a nifty icon so you can see that you've accomplished something, and the date upon which your certification will expire.

Dashboard: My Agency

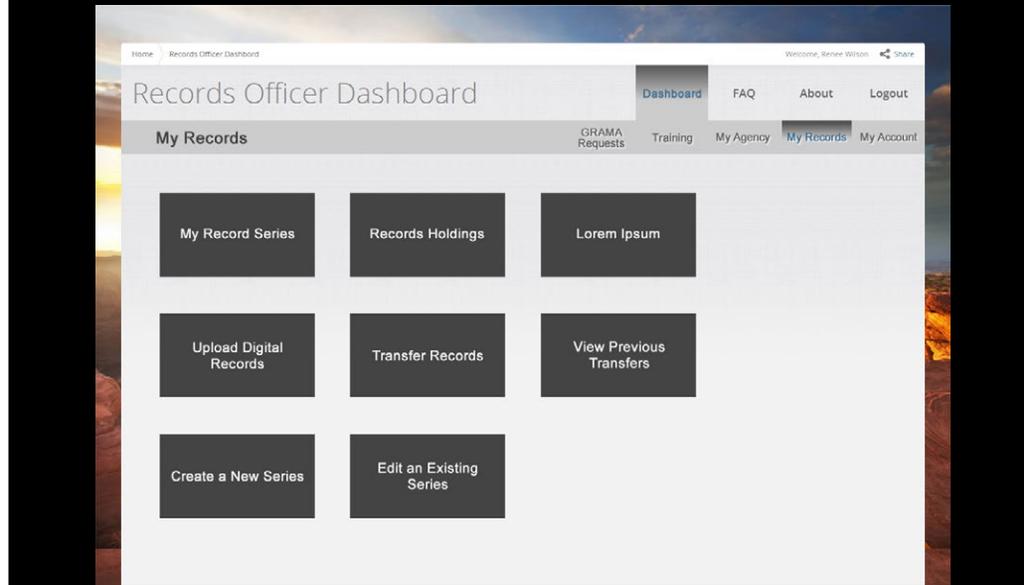


The third area of the dashboard is all about the agency. Here the records officer can update agency contact information, including personnel; designate record-sharing agreements and sister agencies; upload forms specific to their agency; and configure Portal notification settings.



This is an example of the information that a Personnel page might include. The icons associated with each name indicate certification, Grama responder, and destruction officer.

Dashboard: My Records



The fourth section of the dashboard is the most ambitious portion of the dashboard, and is all about records. Records officers will be able to view records series and record holdings, create records management plans, schedule new series, revise existing series, schedule records transfers, transfer digital records (small loads), and view previous transfers.

The screenshot shows the 'Records Officer Dashboard' with a navigation menu at the top. The main section is titled 'My Agency's Records Series'. Below this, there are several tabs: 'My Record Series', 'Create Series', 'Edit Series', 'Transfer Records', 'Upload Records', 'Previous Transfers', and 'Records Holdings'. A sub-menu includes 'GRAMA Requests', 'Training', 'My Agency', 'My Records', and 'My Account'. The 'My Records' tab is active, displaying a table of records series.

See records for: or [View All](#)

View active series View pending series View closed series

Series	Title	Retention	Disposition	Designation
83683	State employee newsletter	Permanent	Never destroy	Public
85065	Executive correspondence, 1984-	5 years	Destroy	Public
80078	Mail authorization forms, 1984-	3 years	Destroy	Public
59928	Liability risk management claims	50 years after case closes	Destroy	Protected Controlled Private
99999	Series Title	Permanent	Never destroy	Private
99999	Series Title	Permanent	Never destroy	Private

Recent Activity

This is an example of what information the series page might include.

The screenshot displays the 'Records Officer Dashboard' with a navigation menu at the top including 'Home', 'Records Officer Dashboard', 'Welcome, Renée Wilson', and 'Share'. The main header contains 'Records Officer Dashboard' and a secondary menu with 'Dashboard', 'FAQ', 'About', and 'Logout'. Below this is a 'Series Detail' section with a sub-menu: 'My Record Series', 'Create Series', 'Edit Series', 'Transfer Records', 'Upload Records', 'Previous Transfers', and 'Records Holdings'. The 'My Record Series' sub-menu is active.

The main content area shows the details for a series titled 'Liability risk management claims' with a status of 'Active'. The details include:

- Agency:** Risk Management, DAS
- Description:** These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, judges and arbitrators, and school districts. These files include investigation notes regarding the incident(s); conversations with affected parties; summons, complaints, interrogatories, depositions, financial records, and subpoenas for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, previous psychiatric history, property ownership, and number of dependents of claimant.
- Series #:** 19926
- Designation:** Protected (JC 630-2-305)(2,15,16,22,23,32,33)
Controlled (JC 630-2-2007.2.6)
Private (JC 630-2-352)(1)(a)(v)
- Retention:** 50 years
- Disposition:** Destroy

Below the details is a 'Records Management Plans' section with tabs for 'Electronic Records', 'Holdings', and 'Log/History'. The 'Electronic Records' tab is selected, showing a 'Record Copy: Proprietary database' with an 'Edit' link. The record copy details are:

- Format:** Digital: Proprietary database
- Dates:** 2000 -
- Migration Plan:** Update with software
Export yearly to CSV format
- In-office & Offsite Storage:** Maintain in office 50 years or until backed up to archives
- Record Sharing & Permissions:** Database shared with Department of Whatever, Department of Something, and Risk Management
Risk Management maintains the records
All agencies have permission to access, edit, and distribute the records according to law
- Essential Records Risk Management Plan:** Files backed up in real time to database cloud server
Archival backups burned to disc weekly
Other agencies' copies provide redundancy

At the bottom, there is a 'Disc backup' section with an 'Edit this copy' link. The footer shows 'Record Copy Format: Digital: Proprietary database'.

The record officer would be able to see all information about a series in one place, and be able to edit the information as needed. ROs could create records management plans, which would replace our current format management system.

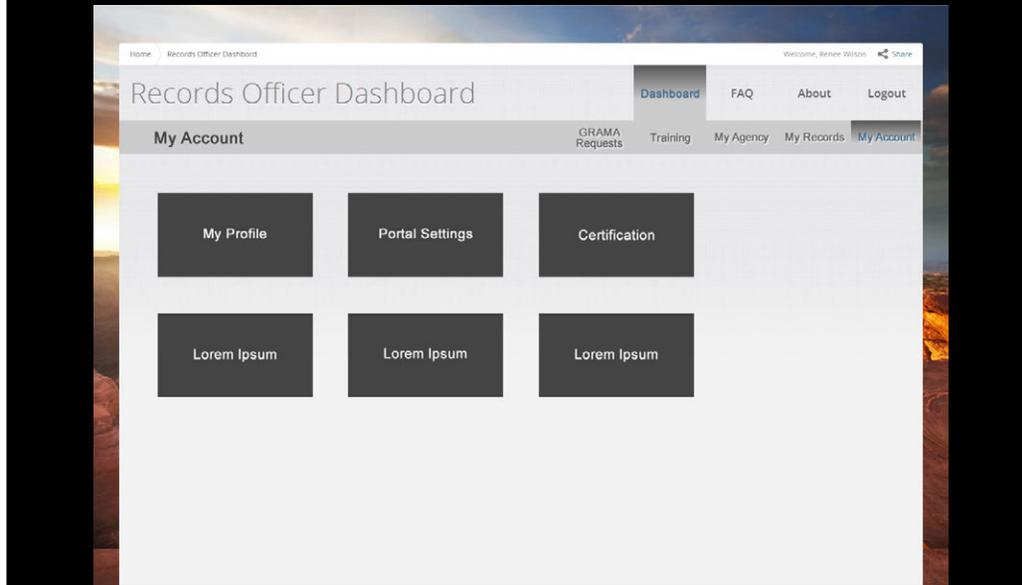
The screenshot displays the 'Records Officer Dashboard' with a navigation menu at the top including 'Home', 'Records Officer Dashboard', 'Welcome, Renee Wilson', and 'Share'. The main header contains 'Records Officer Dashboard' and a sub-menu with 'Dashboard', 'FAQ', 'About', and 'Logout'. Below this is a 'Series Detail' section with a sub-menu: 'My Record Series', 'Create Series', 'Edit Series', 'Transfer Records', 'Upload Records', 'Previous Transfers', and 'Records Holdings'. The selected series is 'Liability risk management claims', which is marked as 'Active'. The details for this series include: Agency: Risk Management, DAS; Description: These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/filing, conversations with affected parties, summons, complaints, interrogatories, depositions, financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependants of claimant; Series #: 99928; Designation: Protected (GC 63G-2-305)(1,15,16,22,23,32,33) Controlled (GC 63G-2-2031(2,8) Private (GC 63G-2-302)(b)(4)); Retention: 50 years; Disposition: Destroy. Below the details are tabs for 'Records Management Plans', 'Electronic Records', 'Holdings', and 'Log/History'. The 'Electronic Records' tab is active, showing a list of records for 'Cases 1932-2639' with metadata such as Dates (1-3-1999 - 4-3-2002), Location (https://openrecords.utah.gov/849/59628/1a2b), Disposition Date (4-3-2002), Records Added (4-20-2015), By (Rhone Renee Wilson), and Last Updated (11-29-2015). A row of record thumbnails is visible with a right-pointing arrow. Below this are sections for 'Cases 8493-11932' (Dates: 5-4-2005 - 12-12-2009, Location: https://storerecords.com/13925) and 'Cases 8493-11932'.

If a series contains records that have been ingested to the Archives, those records could show up within that series information.

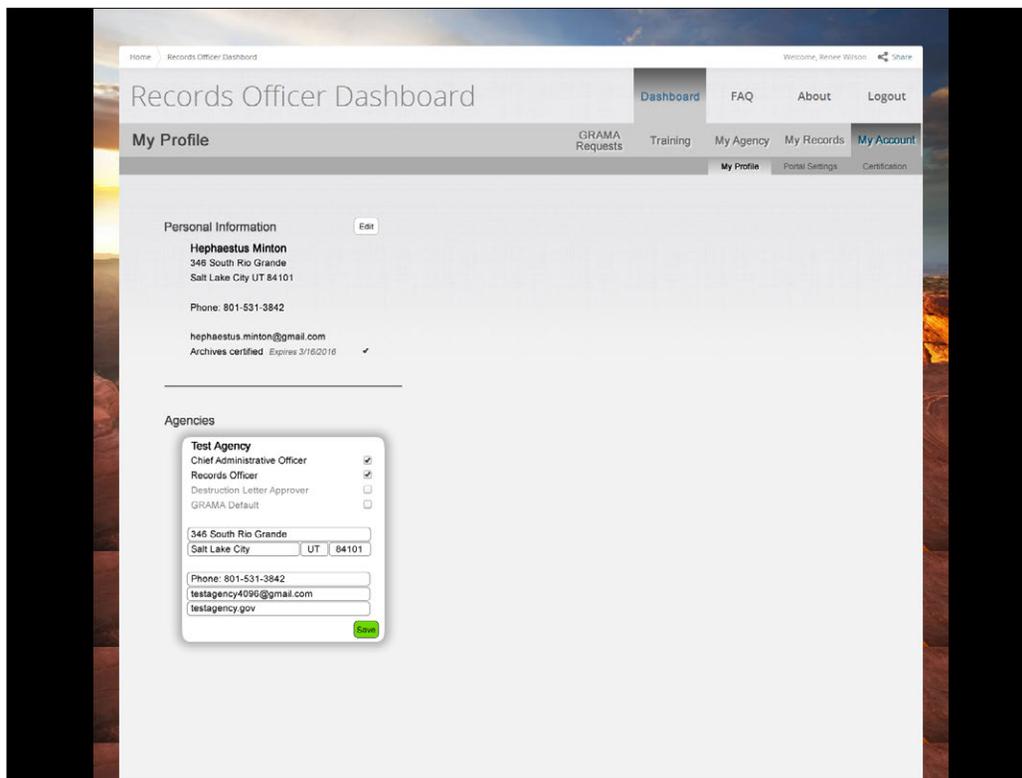
The screenshot displays the 'Records Officer Dashboard' interface. At the top, there is a navigation bar with 'Home', 'Records Officer Dashboard', and a user profile 'Welcome, Renee Wilson' with a 'Share' icon. Below this is a main header with 'Records Officer Dashboard' and a secondary navigation bar with 'Dashboard', 'FAQ', 'About', and 'Logout'. A 'Series Detail' section contains sub-navigation for 'GRAMA Requests', 'Training', 'My Agency', 'My Records', and 'My Account'. Under 'My Records', there are links for 'My Record Series', 'Create Series', 'Edit Series', 'Transfer Records', 'Upload Records', 'Previous Transfers', and 'Records Holdings'. A 'Back to Series' button is located on the left. The main content area is titled 'Liability risk management claims' with a green 'Active' status. It lists the following details: Agency: Risk Management, DAS; Description: These case files are used to manage the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities, and school districts. These files include investigative notes regarding the incident/filing, conversations with affected parties, surveys, complaints, interrogatories, depositions, financial records, and authorizations for settlement. Personal identifying information includes: name, address, telephone number, date of birth, medical history, possible psychiatric history, property ownership, and number of dependents of claimant; Series #: 59928; Designation: Protected (UC 63G-2-305(12,15,16,22,23,32,33)) Controlled (UC 63G-2-20(1,2,8)) Private (UC 63G-2-302(8)(a)); Retention: 50 years; Disposition: Destroy. Below this, there are tabs for 'Records Management Plans', 'Electronic Records', 'Holdings', and 'Log/History'. 'View Previous' and 'View Next' buttons are present. The 'Cases 1932-2839' section lists: Dates: 1-9-1999 - 4-3-2002; Location: https://openrecords.utah.gov/846/59928/1a2b; Disposition Date: 4-3-2002; Records Added: 4-20-2015; By Whom: Renee Wilson; Last Updated: 11-29-2015. At the bottom, there are links for 'Add records' and 'Delete Records', followed by a grid of document thumbnails.

More detail of ingested digital records, as viewed from within a series.

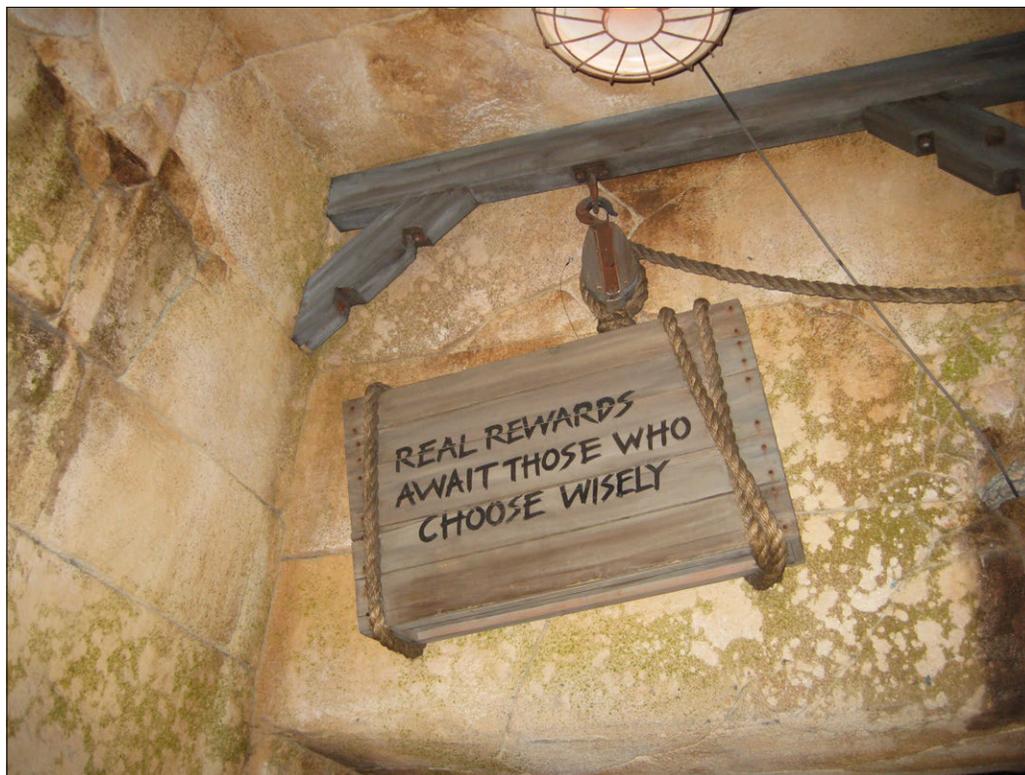
Dashboard: My Account



The last portion of the dashboard would be the user's personal account page. Here the record officer could view and update their own contact information, study for and take the certification test (which is linked to from this screen as well as the Training screen), and update portal notification settings.



This is an example of what a personal contact information page might look like while being edited.



A good quote from the Indiana Jones ride. :o)

Contact Information

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