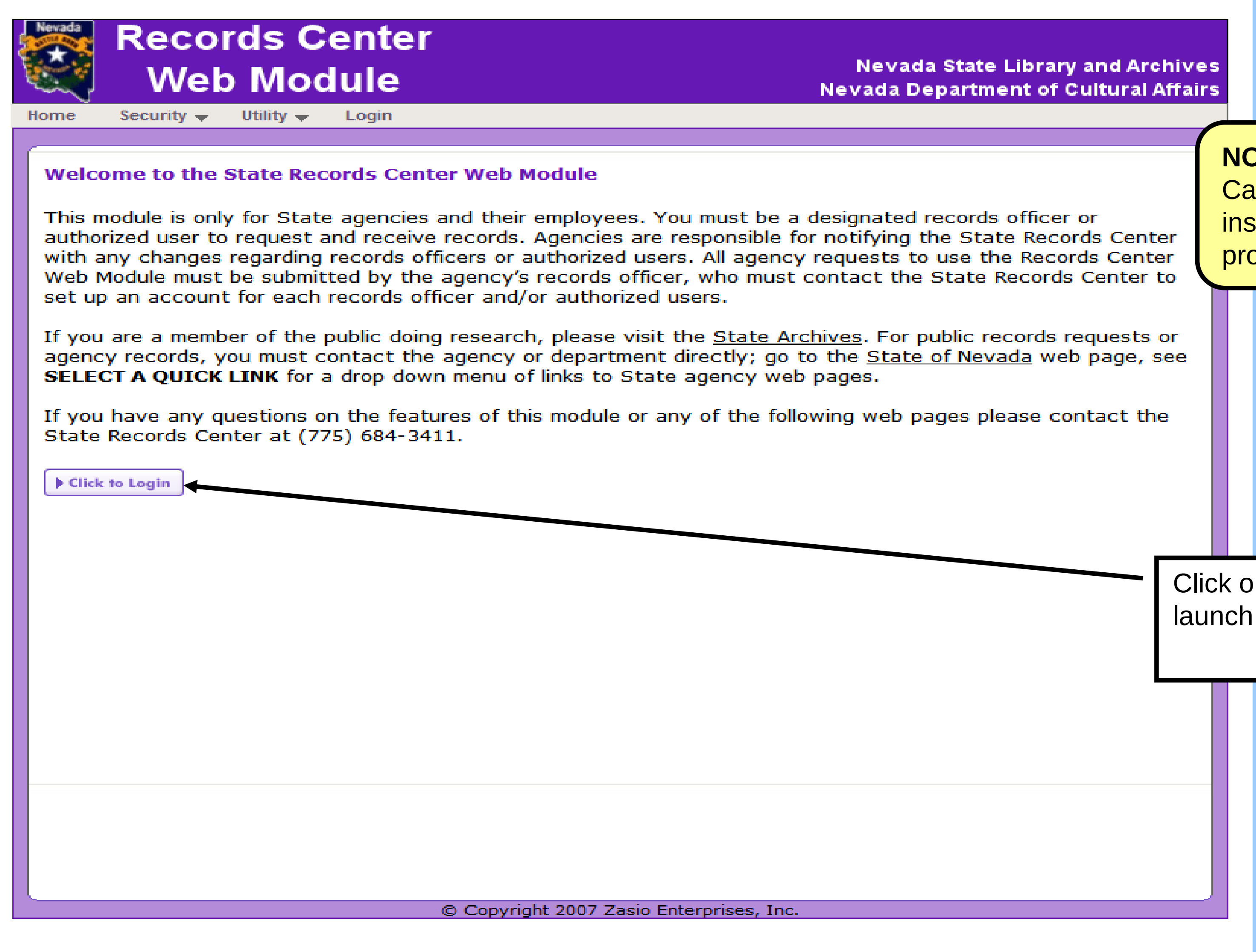
Requesting Boxes or Files



Records Center
Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Welcome to the State Records Center Web Module

This module is only for State agencies and their employees. You must be a designated records officer or authorized user to request and receive records. Agencies are responsible for notifying the State Records Center with any changes regarding records officers or authorized users. All agency requests to use the Records Center Web Module must be submitted by the agency's records officer, who must contact the State Records Center to set up an account for each records officer and/or authorized users.

If you are a member of the public doing research, please visit the State Archives. For public records requests or agency records, you must contact the agency or department directly; go to the State of Nevada web page, see **SELECT A QUICK LINK** for a drop down menu of links to State agency web pages.

If you have any questions on the features of this module or any of the following web pages please contact the State Records Center at (775) 684-3411.

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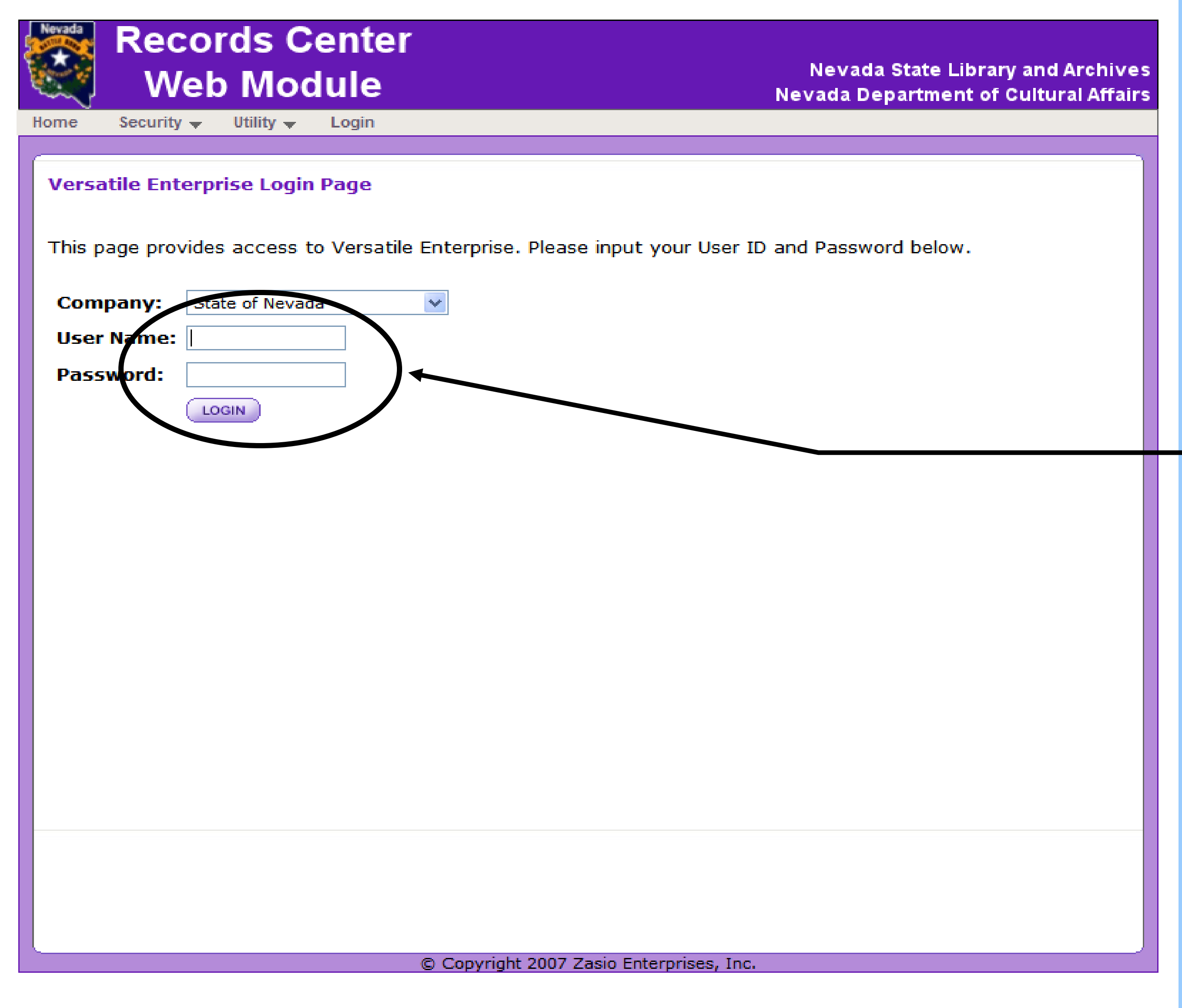
NOTE:
Carefully read these instructions before proceeding.

Click on **Click to Login** to launch the login screen.



Records Center Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Versatile Enterprise Login Page

This page provides access to Versatile Enterprise. Please input your User ID and Password below.

Company: State of Nevada
User Name:
Password:

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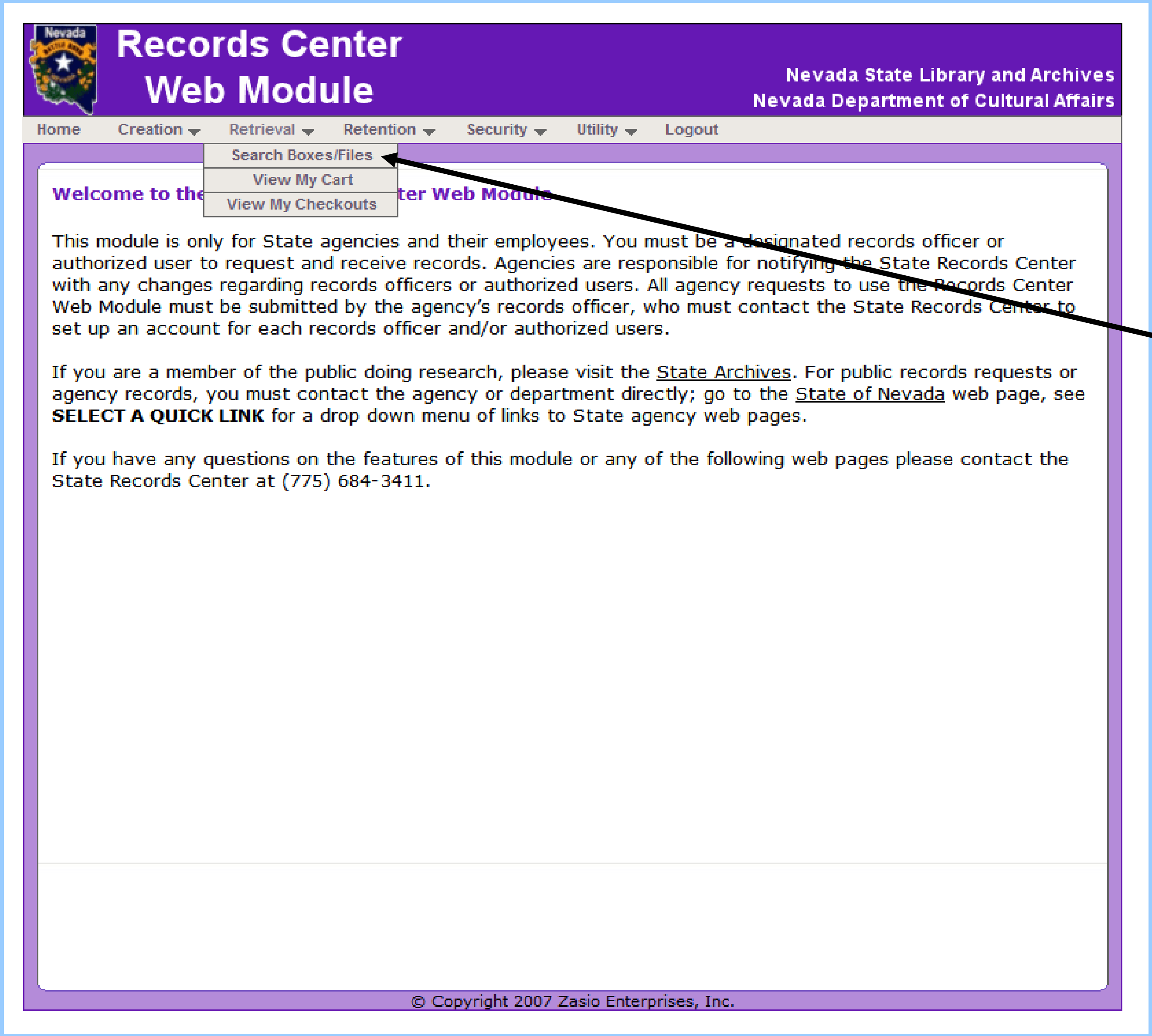
Key in your assigned user name and password, then Click the **LOGIN** button.



Records Center Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Welcome to the … ter Web Module

This module is only for State agencies and their employees. You must be a designated records officer or authorized user to request and receive records. Agencies are responsible for notifying the State Records Center with any changes regarding records officers or authorized users. All agency requests to use the Records Center Web Module must be submitted by the agency's records officer, who must contact the State Records Center to set up an account for each records officer and/or authorized users.

If you are a member of the public doing research, please visit the State Archives. For public records requests or agency records, you must contact the agency or department directly; go to the State of Nevada web page, see **SELECT A QUICK LINK** for a drop down menu of links to State agency web pages.

If you have any questions on the features of this module or any of the following web pages please contact the State Records Center at (775) 684-3411.

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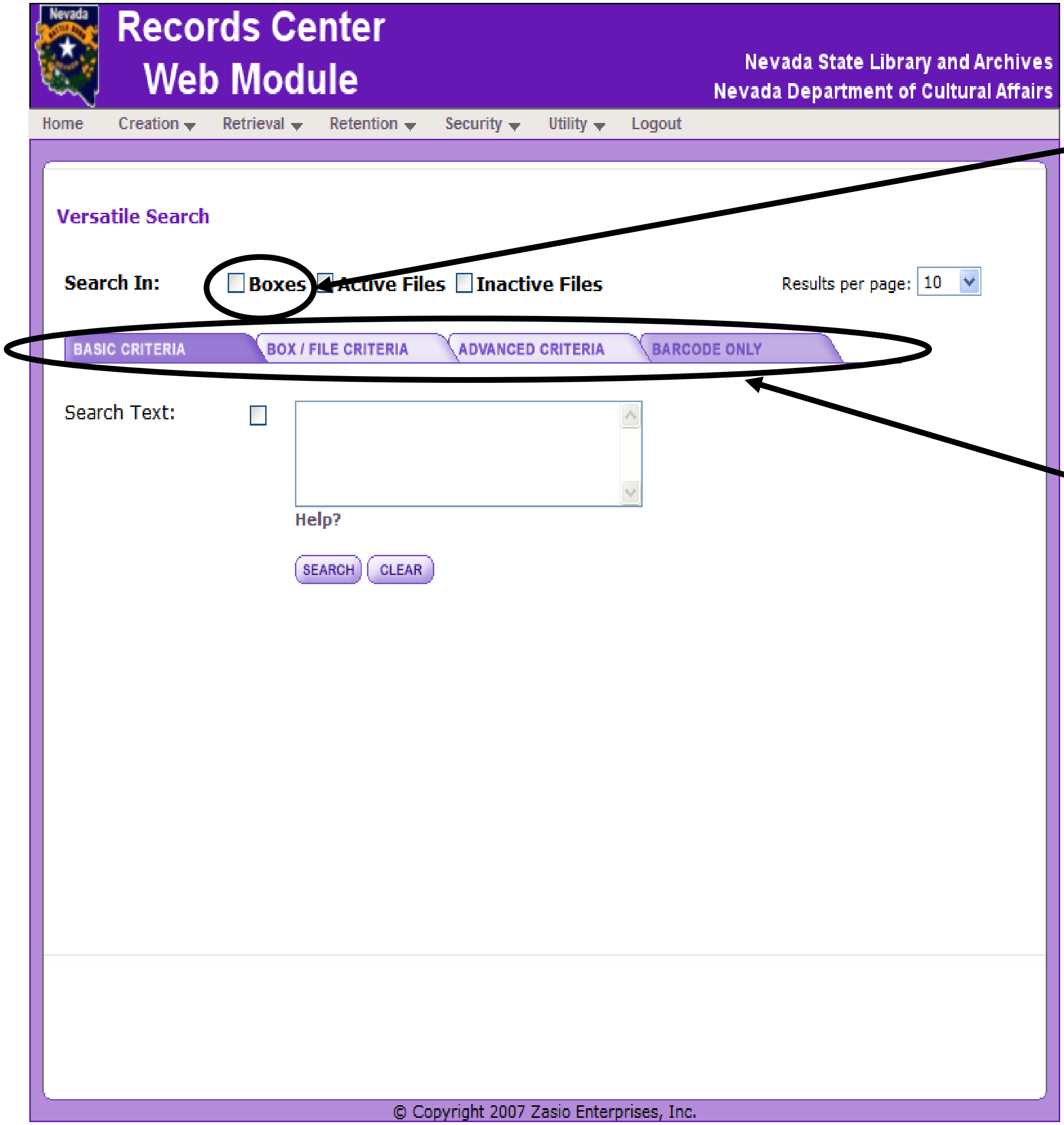
From the main menu ribbon, click on **Retrieval**. From the drop-down menu, click on **Search Boxes/Files**.


Nevada
Home
Creation
Retrieval
Retention
Security
Utility
Logout
BASIC CRITERIA
BOX / FILE CRITERIA
ADVANCED CRITERIA
BARCODE ONLY
SEARCH
CLEAR

Records Center Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Versatile Search

Search In: ☐ **Boxes** ☑ **Active Files** ☐ **Inactive Files**

Results per page: 10

Search Text: ☐

Help?

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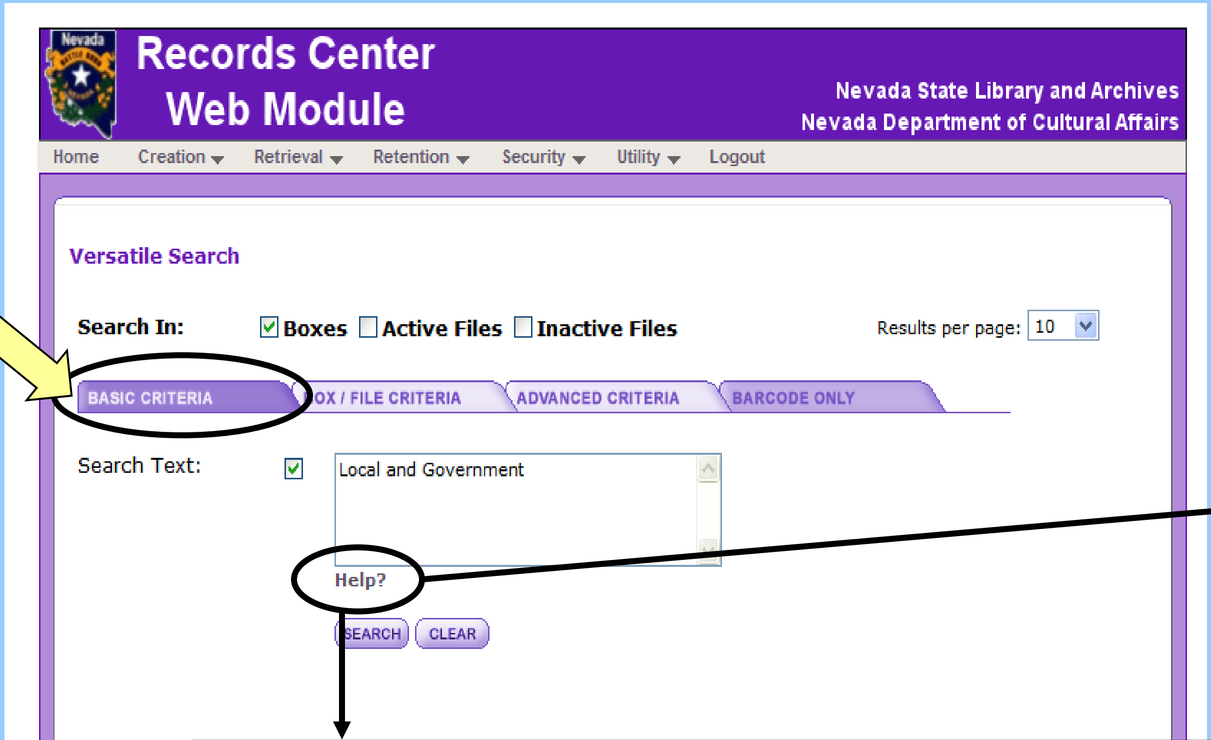
First, place your curser in the check box next to **Boxes** and click. This will activate your box search.

The tabs represent the four different searches:

- **Basic Criteria:** Keyword and Boolean searches. Use this to search for specific words within the Box Description field. Slide 5
- **Box/File Criteria:** To find a specific box. Use this search if you know the Records Center ID or Box Number. Slide 7
- **Advanced Criteria:** To identify ranges of boxes. Use this search to identify all of the boxes within a specific range, such as agency, retention code, dates, etc. Slide 8
- **Barcode Only:** *Search not active. Reserved for future use.*



Nevada
Records Center Web Module
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BASIC CRITERIA
BOX / FILE CRITERIA
ADVANCED CRITERIA
BARCODE ONLY
Help?
SEARCH
CLEAR

Versatile Search

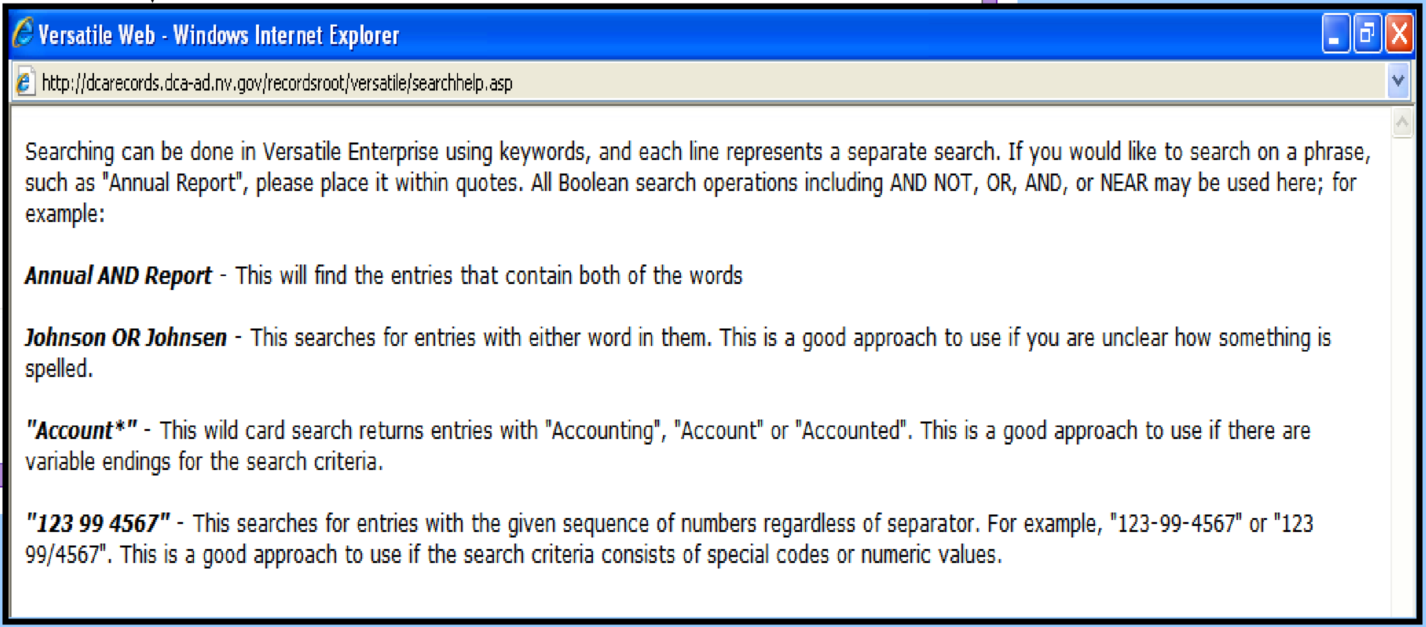
Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

Search Text: ☑ Local and Government

Basic Criteria: *Keyword and Boolean searches. Use this to search for specific words within the box description field.*

Click on **Help?** to bring up keyword help page. This page explains the Keyword and Boolean search phrases.



Versatile Web - Windows Internet Explorer

http://dcarecords.dca-ad.nv.gov/recordsroot/versatile/searchhelp.asp

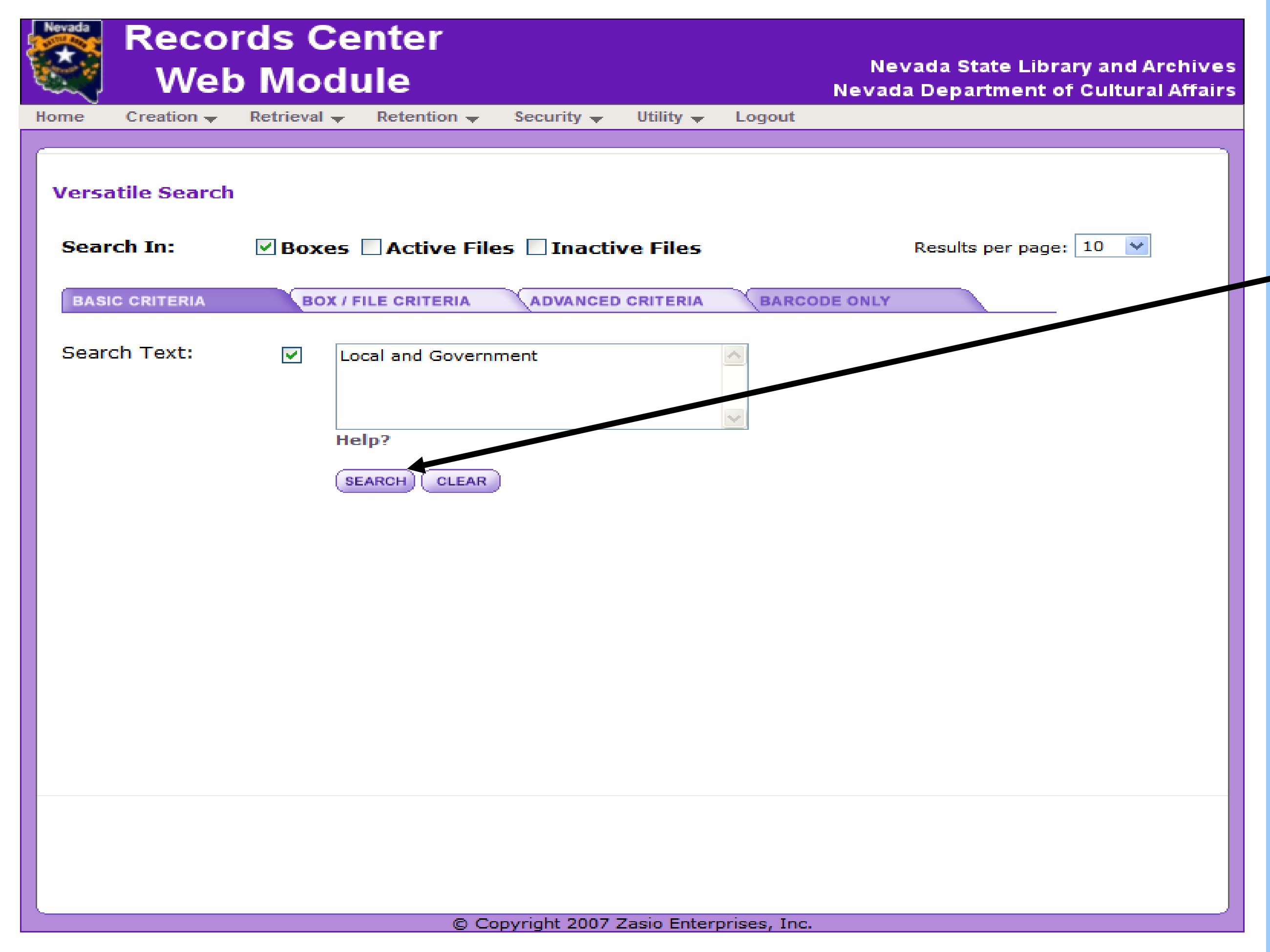
Searching can be done in Versatile Enterprise using keywords, and each line represents a separate search. If you would like to search on a phrase, such as "Annual Report", please place it within quotes. All Boolean search operations including AND NOT, OR, AND, or NEAR may be used here; for example:

Annual AND Report - This will find the entries that contain both of the words

Johnson OR Johnsen - This searches for entries with either word in them. This is a good approach to use if you are unclear how something is spelled.

"Account*" - This wild card search returns entries with "Accounting", "Account" or "Accounted". This is a good approach to use if there are variable endings for the search criteria.

"123 99 4567" - This searches for entries with the given sequence of numbers regardless of separator. For example, "123-99-4567" or "123 99/4567". This is a good approach to use if the search criteria consists of special codes or numeric values.



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ADVANCED CRITERIA
BARCODE ONLY
Help?
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Records Center Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Versatile Search

Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

Search Text: ☑ Local and Government

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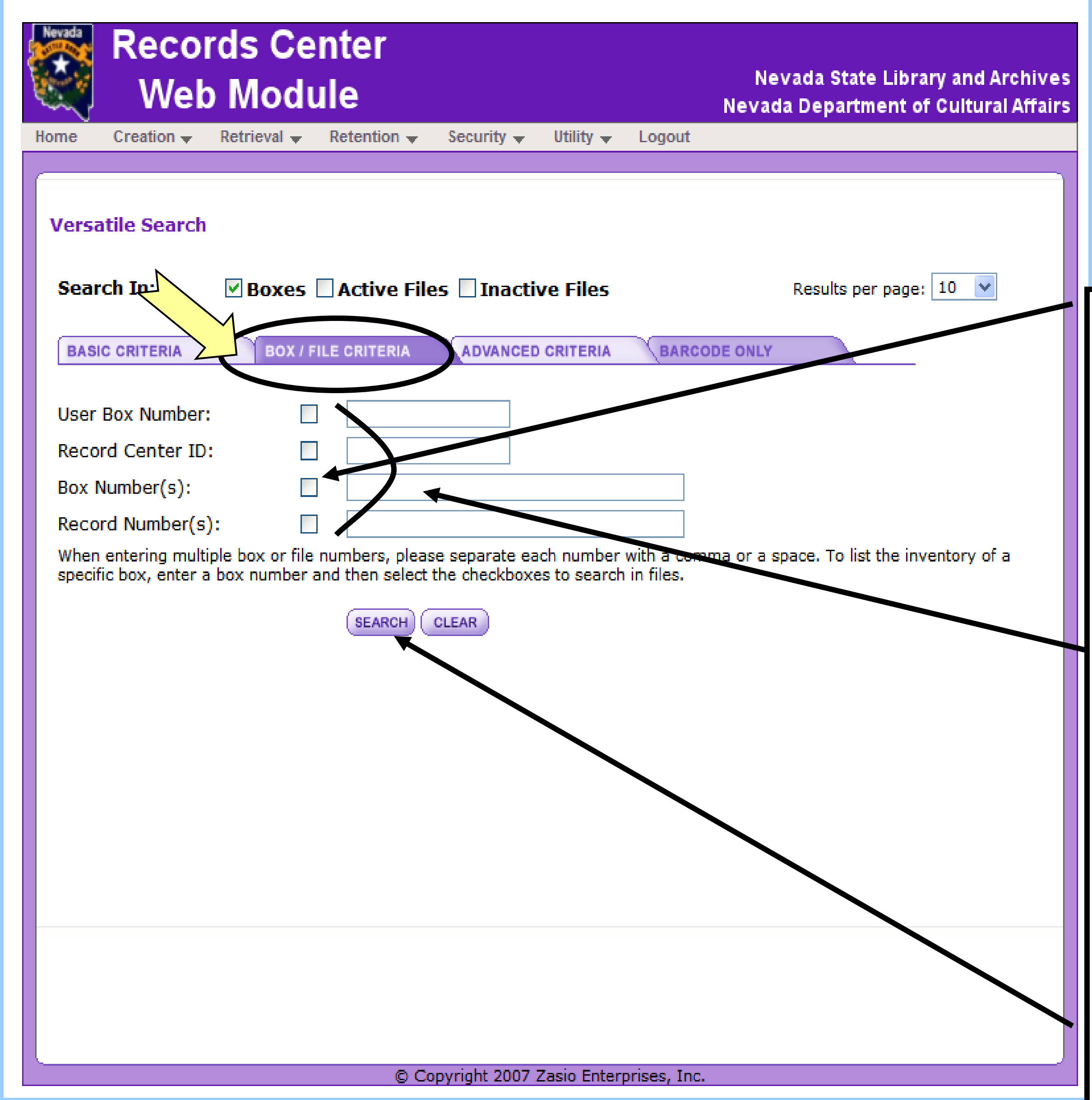
Click **Search** button.
Jump to Slide 9 for
Entries Found page.


Nevada
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Records Center Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Versatile Search

Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

User Box Number: ☐

Record Center ID: ☐

Box Number(s): ☐

Record Number(s): ☐

When entering multiple box or file numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkboxes to search in files.

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Box/File Criteria: To find a specific box. Use this search if you know the Records Center ID or box number(s).

Click on the **Box/File Criteria** tab.

Click on the small box to select the search field:

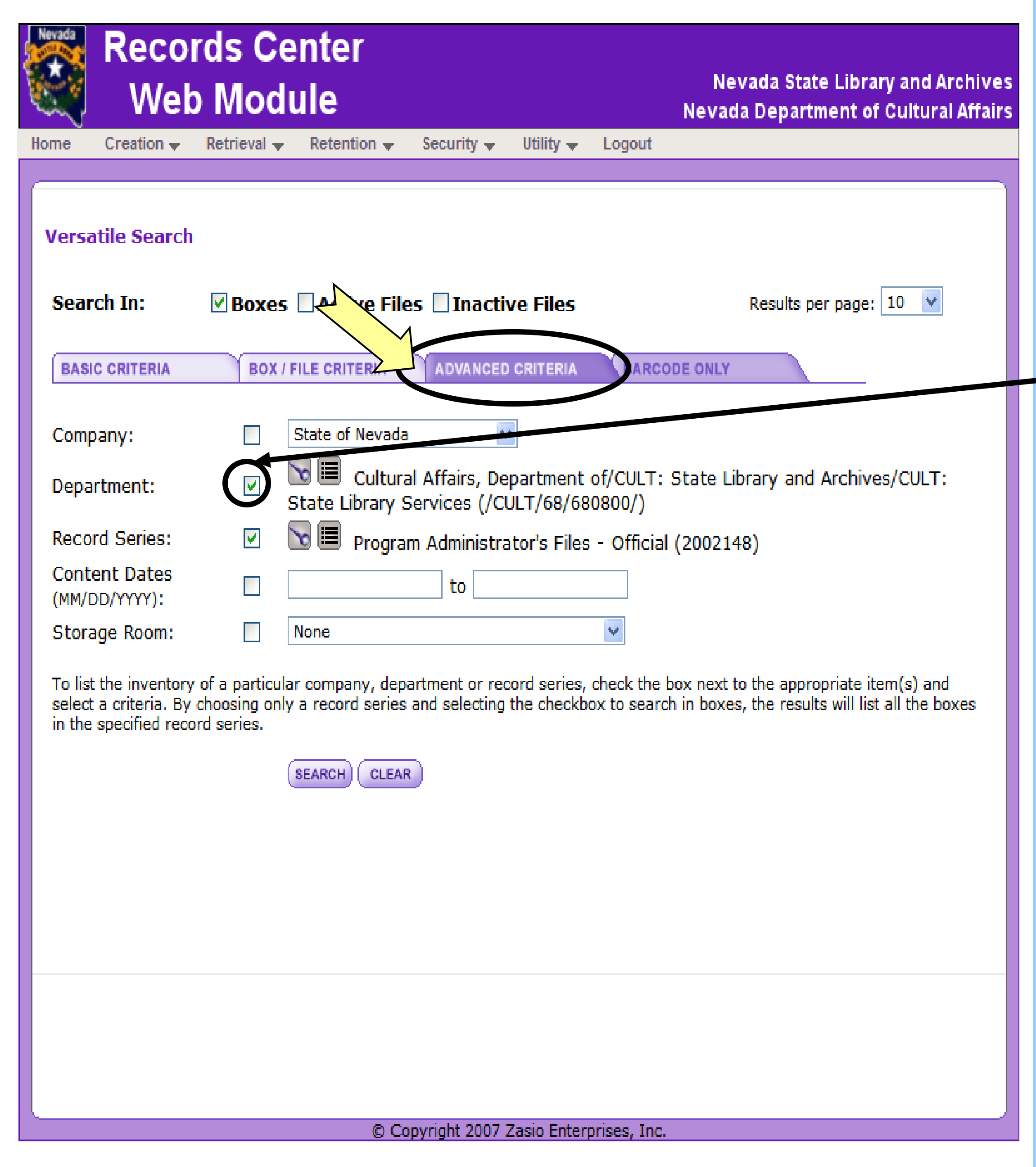
User Box Number: The number you assigned to a box when you were preparing the boxes for transfer.

Records Center ID: The number assigned to the batch of boxes transferred, formerly known as *Accession Number*.

Box Number(s): (Most common search.) The computer-assigned unique identifier for the box, also known as the Box Label Number or the Barcode number.

Record Number(s): The computer-assigned unique identifier for the folder, also known as the Folder Label Number or the Barcode number.

In data box, type in the Box Number(s) of the box(es) for which you are looking. Then click on **SEARCH.** Jump to Slide 9 for **Entries Found** page.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Versatile Search

Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

Company: ☐ State of Nevada

Department: ☑ Cultural Affairs, Department of/CULT: State Library and Archives/CULT: State Library Services (/CULT/68/680800/)

Record Series: ☑ Program Administrator's Files - Official (2002148)

Content Dates (MM/DD/YYYY): ☐ to

Storage Room: ☐ None

To list the inventory of a particular company, department or record series, check the box next to the appropriate item(s) and select a criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.

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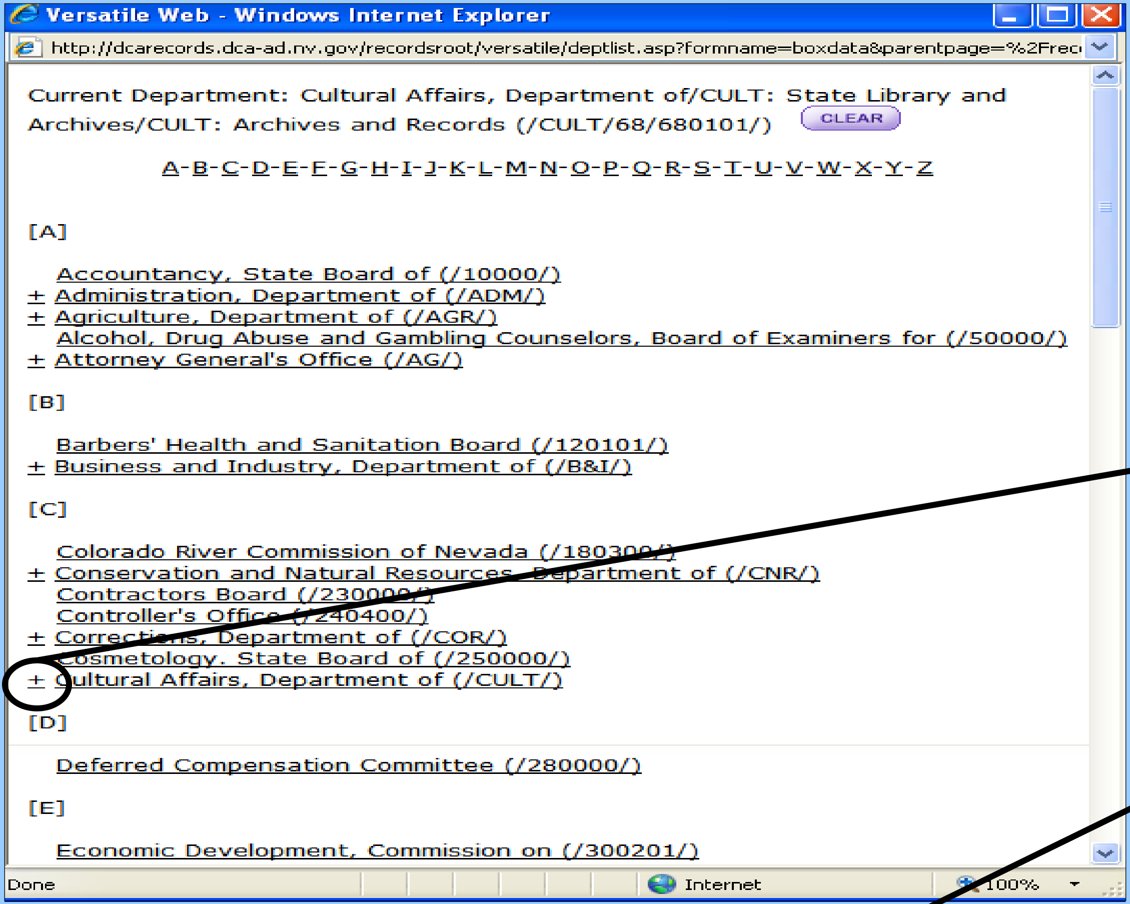
Advanced Criteria: To identify ranges of boxes. Use this search to identify all of the boxes within a specific range, such as agency, retention code, dates, etc.

First, identify your department or agency. To do this, click on the small box next to **Department**. Then click once on the **Department** icon:


Versatile Web - Windows Internet Explorer
http://dcarecords.dca-ad.nv.gov/recordsroot/versatile/deptlist.asp?formname=boxdata&parentpage=%2Frec
CLEAR
Done
Internet
100%

Current Department: Cultural Affairs, Department of/CULT: State Library and Archives/CULT: Archives and Records (/CULT/68/680101/)

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

[A]

Accountancy, State Board of (/10000/)
± Administration, Department of (/ADM/)
± Agriculture, Department of (/AGR/)
Alcohol, Drug Abuse and Gambling Counselors, Board of Examiners for (/50000/)
± Attorney General's Office (/AG/)

[B]

Barbers' Health and Sanitation Board (/120101/)
± Business and Industry, Department of (/B&I/)

[C]

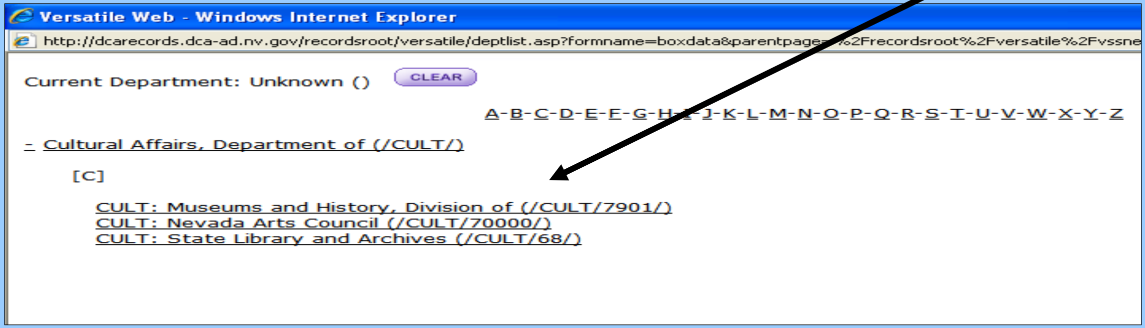
Colorado River Commission of Nevada (/180300/)
± Conservation and Natural Resources, Department of (/CNR/)
Contractors Board (/230000/)
Controller's Office (/240400/)
± Corrections, Department of (/COR/)
Cosmetology, State Board of (/250000/)
± Cultural Affairs, Department of (/CULT/)

[D]

Deferred Compensation Committee (/280000/)

[E]

Economic Development, Commission on (/300201/)


Versatile Web - Windows Internet Explorer
http://dcarecords.dca-ad.nv.gov/recordsroot/versatile/deptlist.asp?formname=boxdata&parentpage=%2Frecordsroot%2Fversatile%2Fvssne
CLEAR

Current Department: Unknown ()

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

- Cultural Affairs, Department of (/CULT/)

[C]

CULT: Museums and History, Division of (/CULT/7901/)
CULT: Nevada Arts Council (/CULT/70000/)
CULT: State Library and Archives (/CULT/68/)

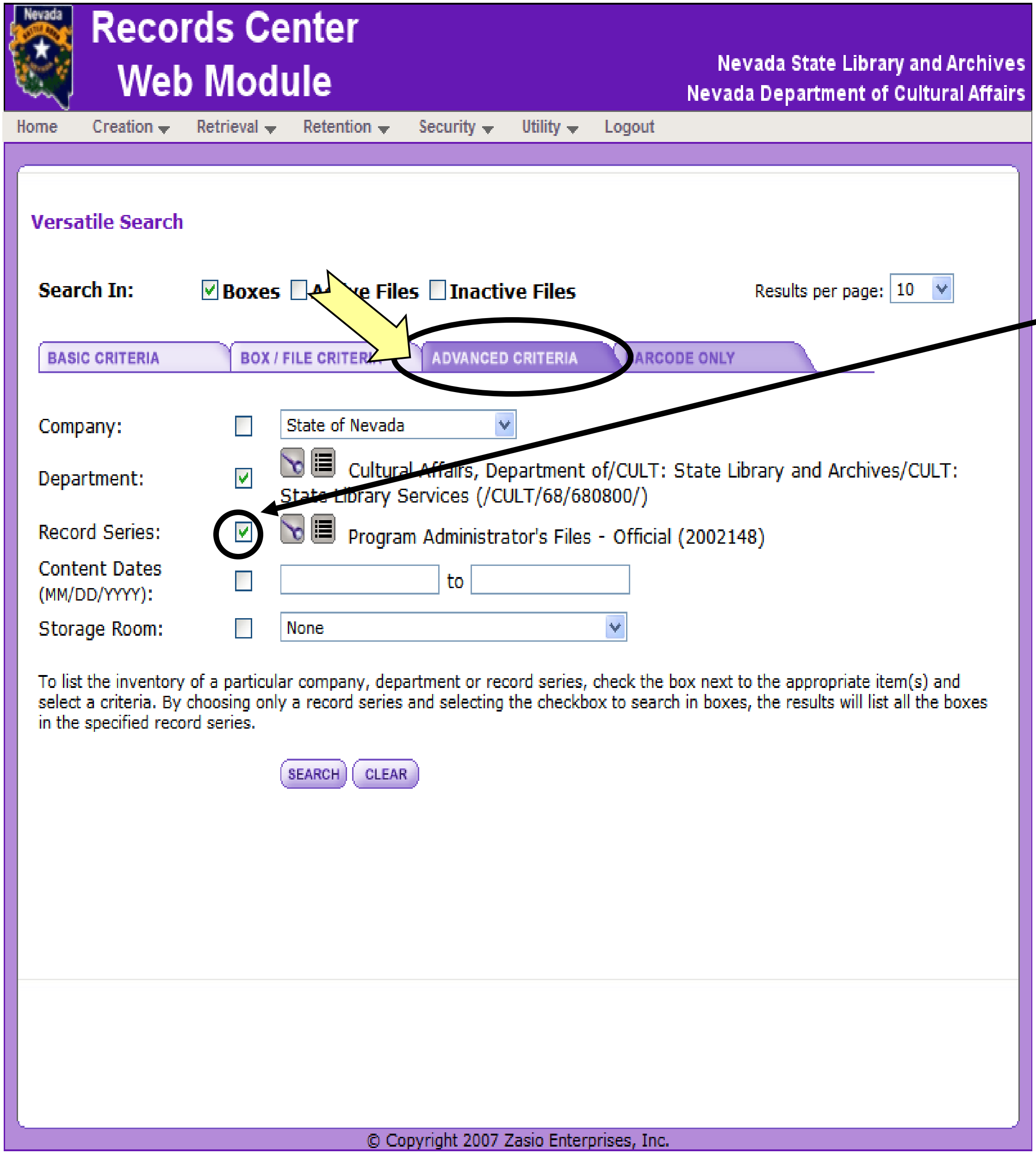
The **Department** window opens. The departments are listed in alphabetical order exactly as they appear in our database.

You may need to scroll down to find your department.

A plus-minus (±) symbol to the left of it your department identifies that it is subdivided into agencies.

To open the agency list, Click on the (±) symbol and it will expand the field.

Locate your department or agency and Click once on it.


Nevada
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Versatile Search

Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

Company: ☐ State of Nevada

Department: ☑ Cultural Affairs, Department of/CULT: State Library and Archives/CULT: State Library Services (/CULT/68/680800/)

Record Series: ☑ Program Administrator's Files - Official (2002148)

Content Dates (MM/DD/YYYY): ☐ to

Storage Room: ☐ None

To list the inventory of a particular company, department or record series, check the box next to the appropriate item(s) and select a criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.

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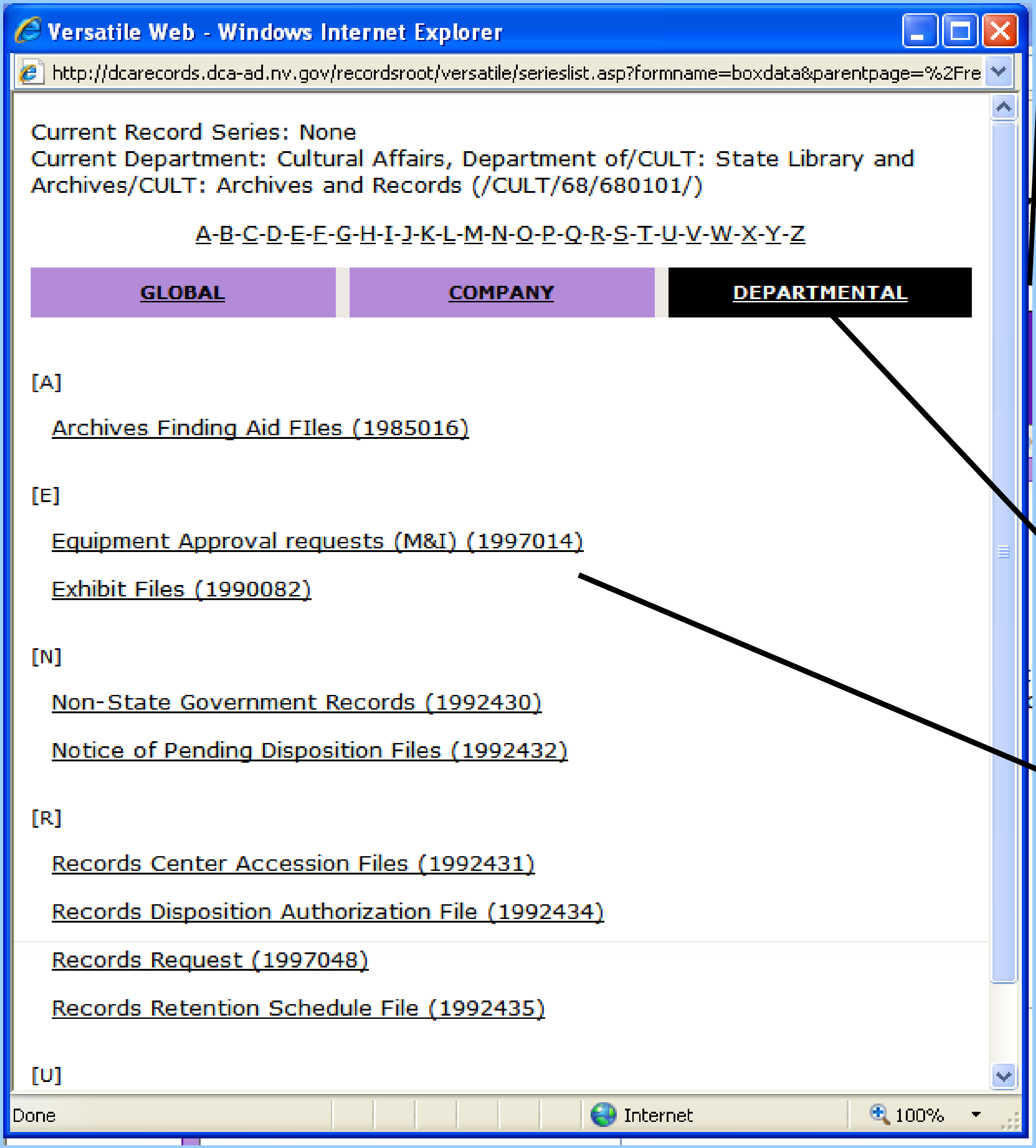
You may eitherTo select a retention schedule, click on the small box next to **Record Series**. Then click once on the **Record Series** icon: ☰



http://dcarecords.dca-ad.nv.gov/recordsroot/versatile/serieslist.asp?formname=boxdata&parentpage=%2Fre

Current Record Series: None
Current Department: Cultural Affairs, Department of/CULT: State Library and Archives/CULT: Archives and Records (/CULT/68/680101/)

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

GLOBAL	COMPANY	DEPARTMENTAL

[A]

Archives Finding Aid FIles (1985016)

[E]

Equipment Approval requests (M&I) (1997014)

Exhibit Files (1990082)

[N]

Non-State Government Records (1992430)

Notice of Pending Disposition Files (1992432)

[R]

Records Center Accession Files (1992431)

Records Disposition Authorization File (1992434)

Records Request (1997048)

Records Retention Schedule File (1992435)

[U]

The **Record Series** window opens.

You will note three headings: Global, Company, and Departmental.

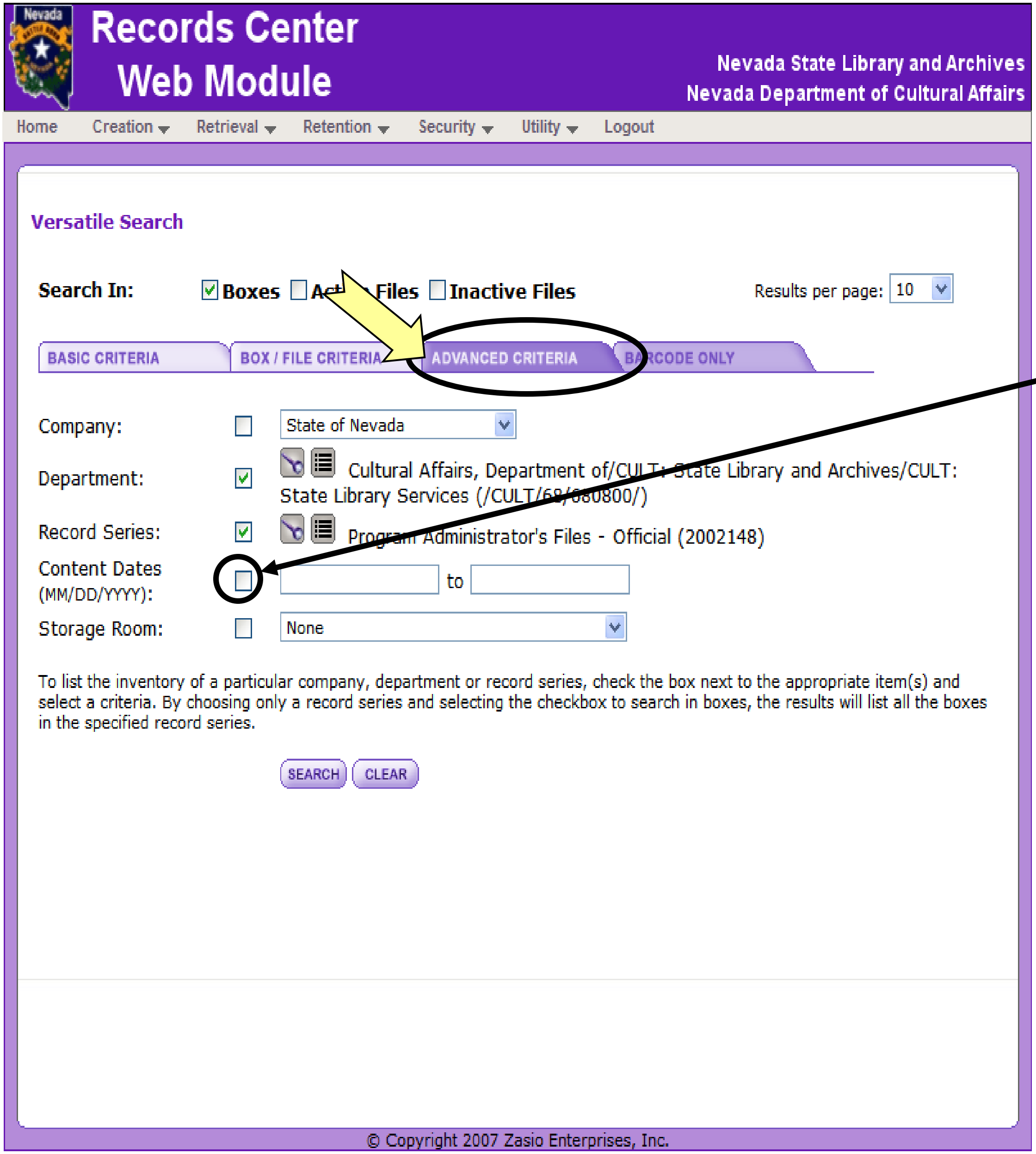
Global Is Not In Use.

Company Lists the **General Records Retention Schedules** available for use by all state agencies.

Departmental lists the **Agency-Specific Retention Schedules** that pertain to your specific department or division.

Select the retention schedule, Click on it once.

If you need assistance identifying the correct retention schedule, you can find the complete schedule on our web site or you may contact Robert van Straten at (775) 684-3422.


Nevada
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BASIC CRITERIA
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CLEAR

Versatile Search

Search In: ☑ **Boxes** ☐ **Active Files** ☐ **Inactive Files**

Results per page: 10

Company: ☐ State of Nevada

Department: ☑ Cultural Affairs, Department of/CULT: State Library and Archives/CULT: State Library Services (/CULT/68/080800/)

Record Series: ☑ Program Administrator's Files - Official (2002148)

Content Dates (MM/DD/YYYY): ☐ to

Storage Room: ☐ None

To list the inventory of a particular company, department or record series, check the box next to the appropriate item(s) and select a criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.

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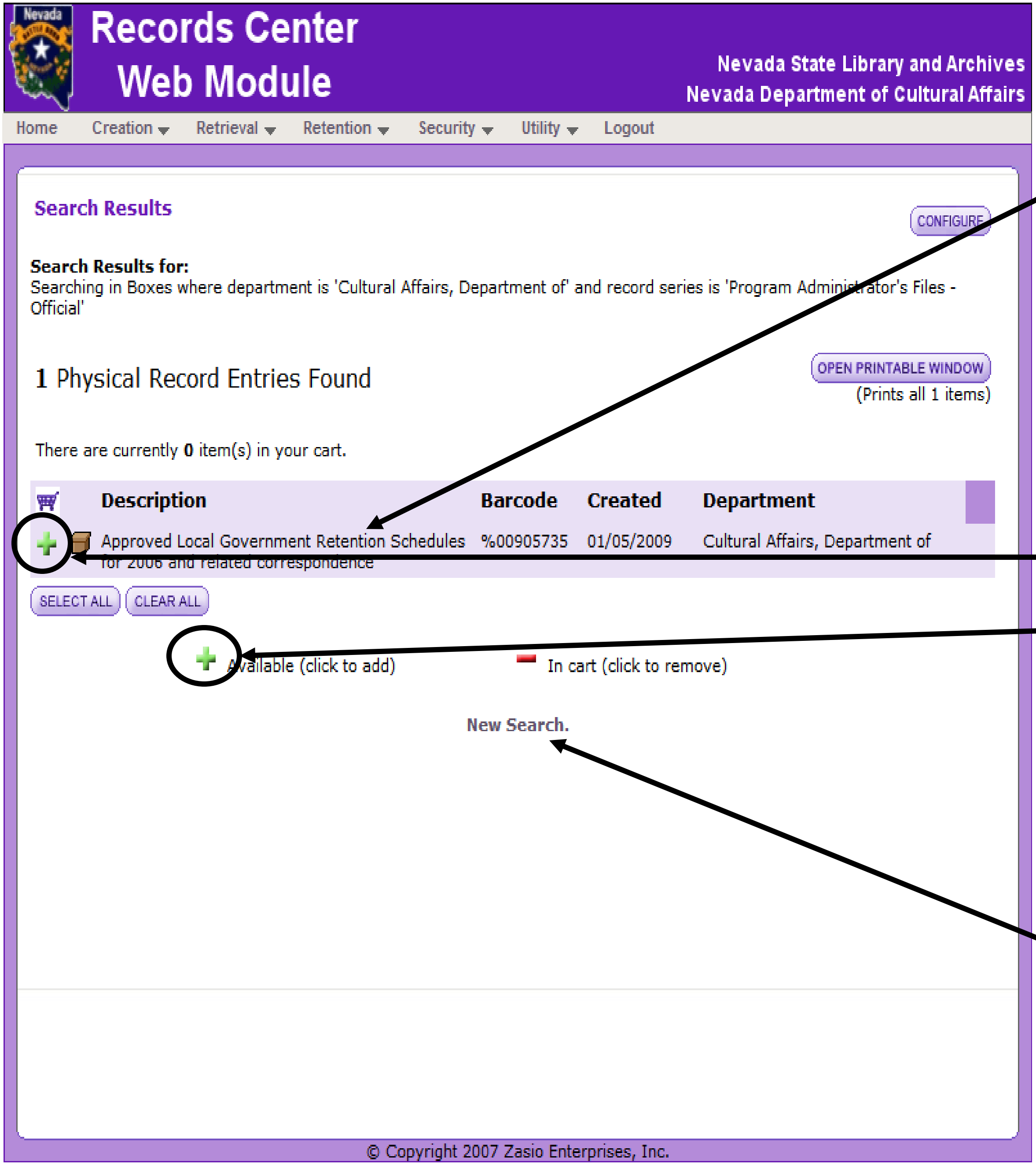
To select a retention schedule, click on the small box next to **Record Series**. Then click once on the **Record Series** icon:


Nevada
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CONFIGURE
OPEN PRINTABLE WINDOW
SELECT ALL
CLEAR ALL

Search Results

Search Results for:
Searching in Boxes where department is 'Cultural Affairs, Department of' and record series is 'Program Administrator's Files - Official'

1 Physical Record Entries Found

(Prints all 1 items)

There are currently **0** item(s) in your cart.

	Description	**Barcode**	**Created**	**Department**
+	Approved Local Government Retention Schedules for 2006 and related correspondence	%00905735	01/05/2009	Cultural Affairs, Department of

+ Available (click to add)   − In cart (click to remove)

New Search.

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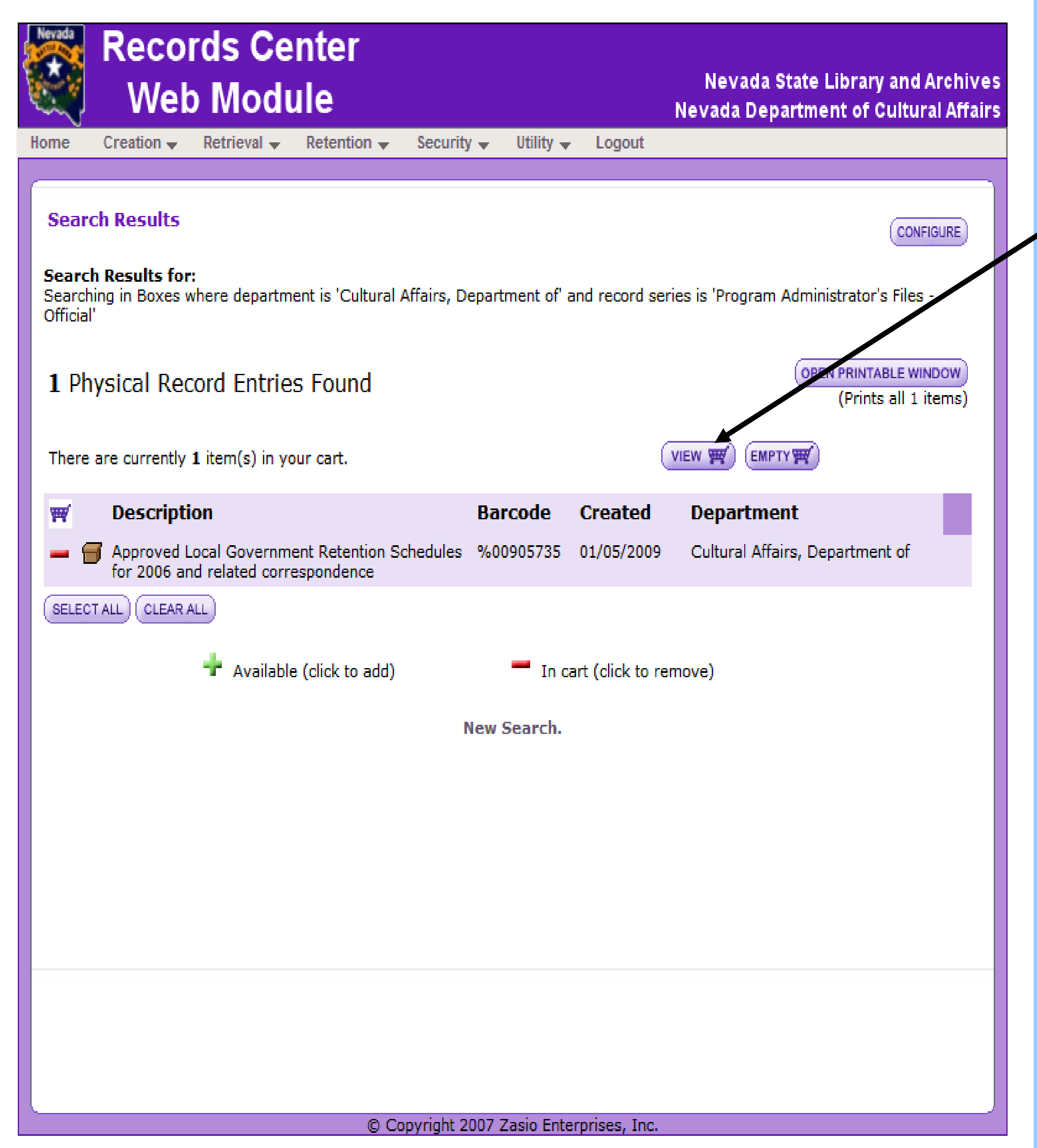
The search results will display a list with a description of the items found. Click on the description to get more detail on individual items.

A **GREEN PLUS** sign means the item is available. A **RED MINUS** sign means the item is unavailable.

To request an item, click on the **GREEN PLUS** sign to place it in your shopping cart.

You will note, once an item is placed in a cart, the GREEN PLUS sign next to the item will change to a RED MINUS sign.

To find another box, click on **New Search**. For instruction on how to perform a search, return to Side 10.


Nevada
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Nevada State Library and Archives
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Security
Utility
Logout
CONFIGURE
OPEN PRINTABLE WINDOW
VIEW
EMPTY
SELECT ALL
CLEAR ALL
New Search.

Search Results

Search Results for:
Searching in Boxes where department is 'Cultural Affairs, Department of' and record series is 'Program Administrator's Files - Official'

1 Physical Record Entries Found

(Prints all 1 items)

There are currently **1** item(s) in your cart.

		Description	Barcode	Created	Department
−		Approved Local Government Retention Schedules for 2006 and related correspondence	%00905735	01/05/2009	Cultural Affairs, Department of

➕ Available (click to add)

− In cart (click to remove)

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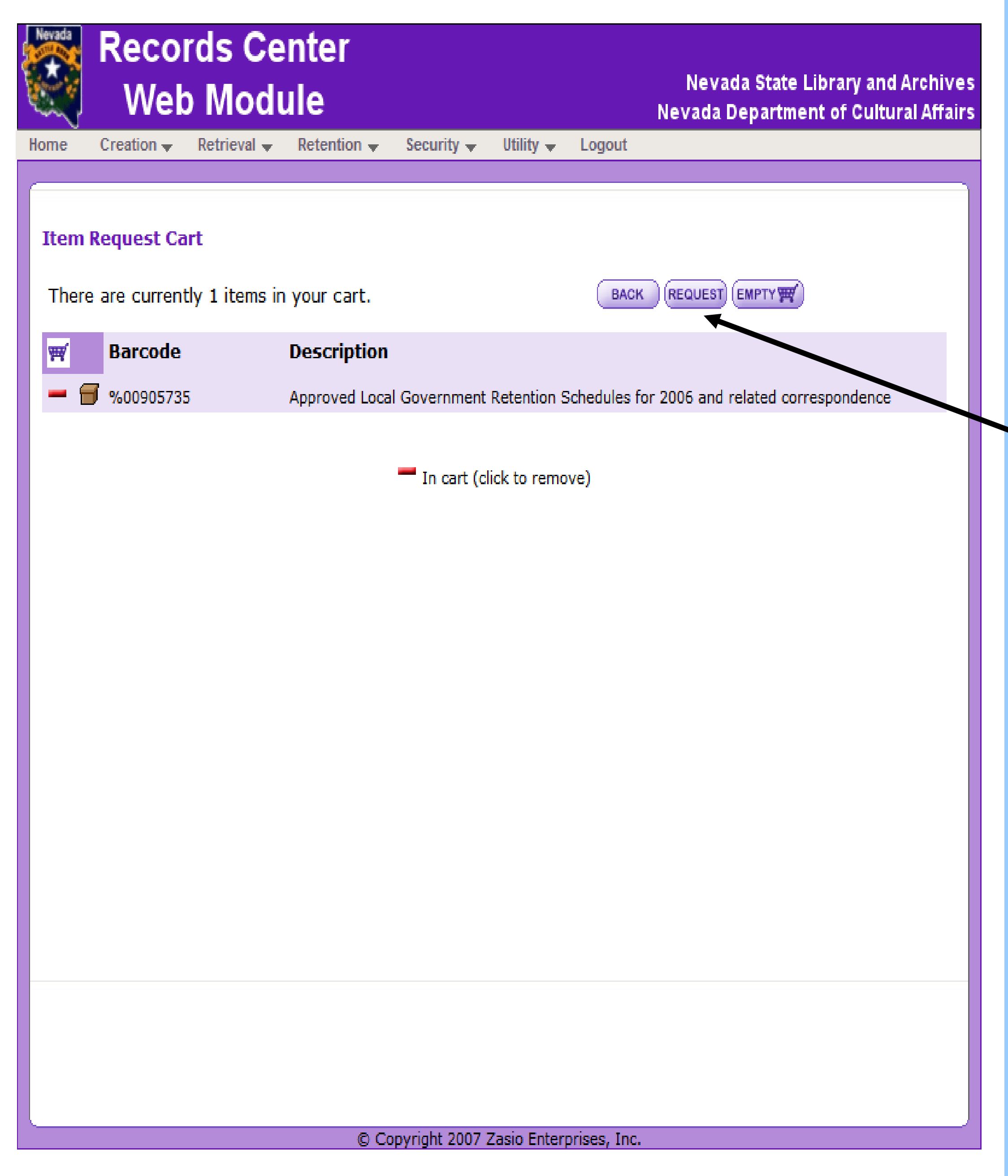
When all items are located and added to your cart, click on **VIEW** cart.


Records Center
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Nevada State Library and Archives
Nevada Department of Cultural Affairs
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Retention
Security
Utility
Logout
BACK
REQUEST
EMPTY

Item Request Cart

There are currently 1 items in your cart.

	Barcode	Description
▬	%00905735	Approved Local Government Retention Schedules for 2006 and related correspondence

▬ In cart (click to remove)

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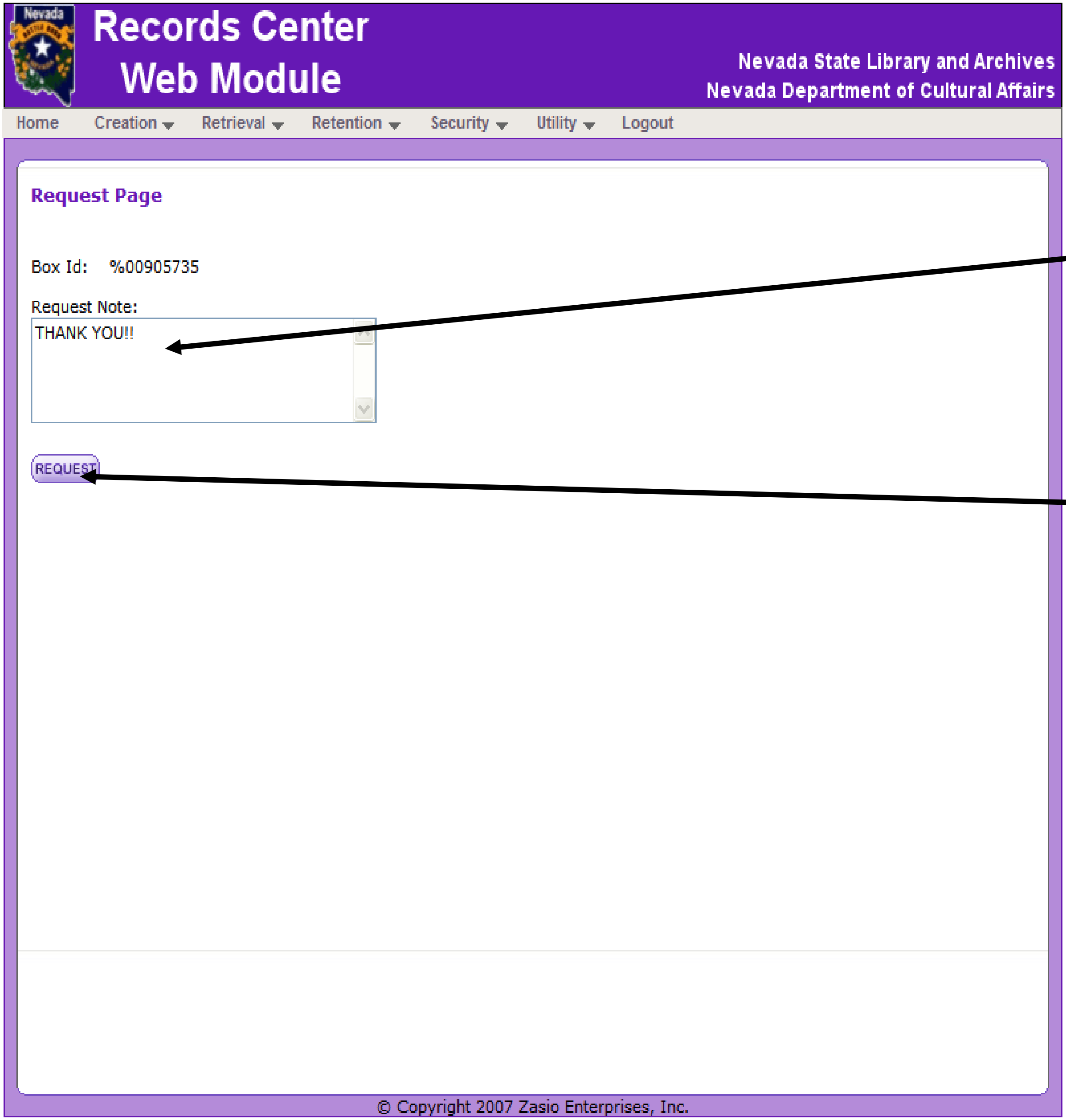
Review the items in your cart – make sure they are the correct items.

To deselect items, click on the RED MINUS sign.

If list is okay, click on **REQUEST**.


Nevada
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REQUEST

Records Center
Web Module

Nevada State Library and Archives
Nevada Department of Cultural Affairs

Request Page

Box Id: %00905735

Request Note:
THANK YOU!!

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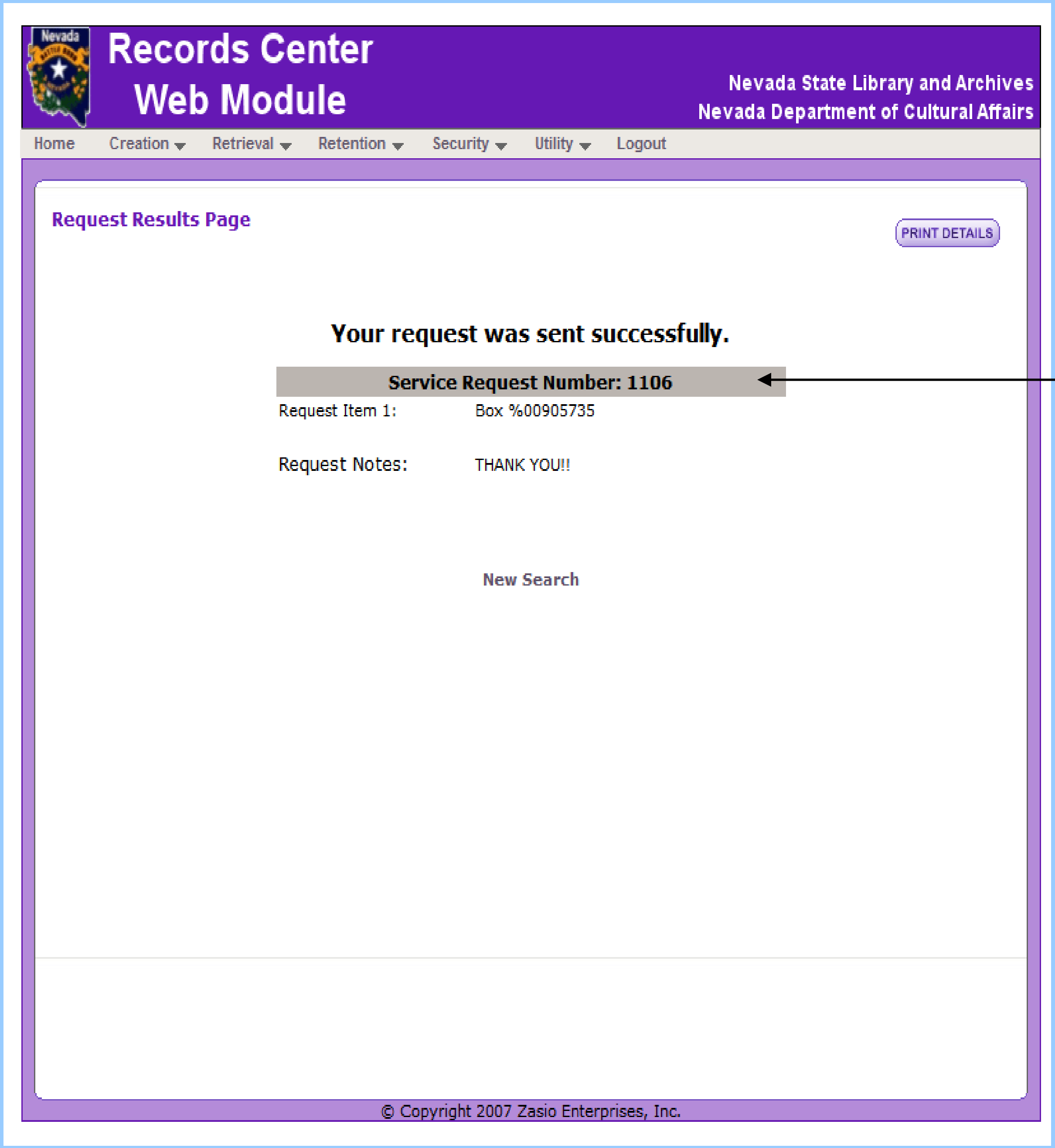
The Request Note allows you to identify any special instructions regarding your request, you can type a brief comment in here in 30 characters or less or leave this field blank.

To finish your request, click on **REQUEST**.


Records Center
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PRINT DETAILS

Request Results Page

Your request was sent successfully.

Service Request Number: 1106

Request Item 1: Box %00905735

Request Notes: THANK YOU!!

New Search

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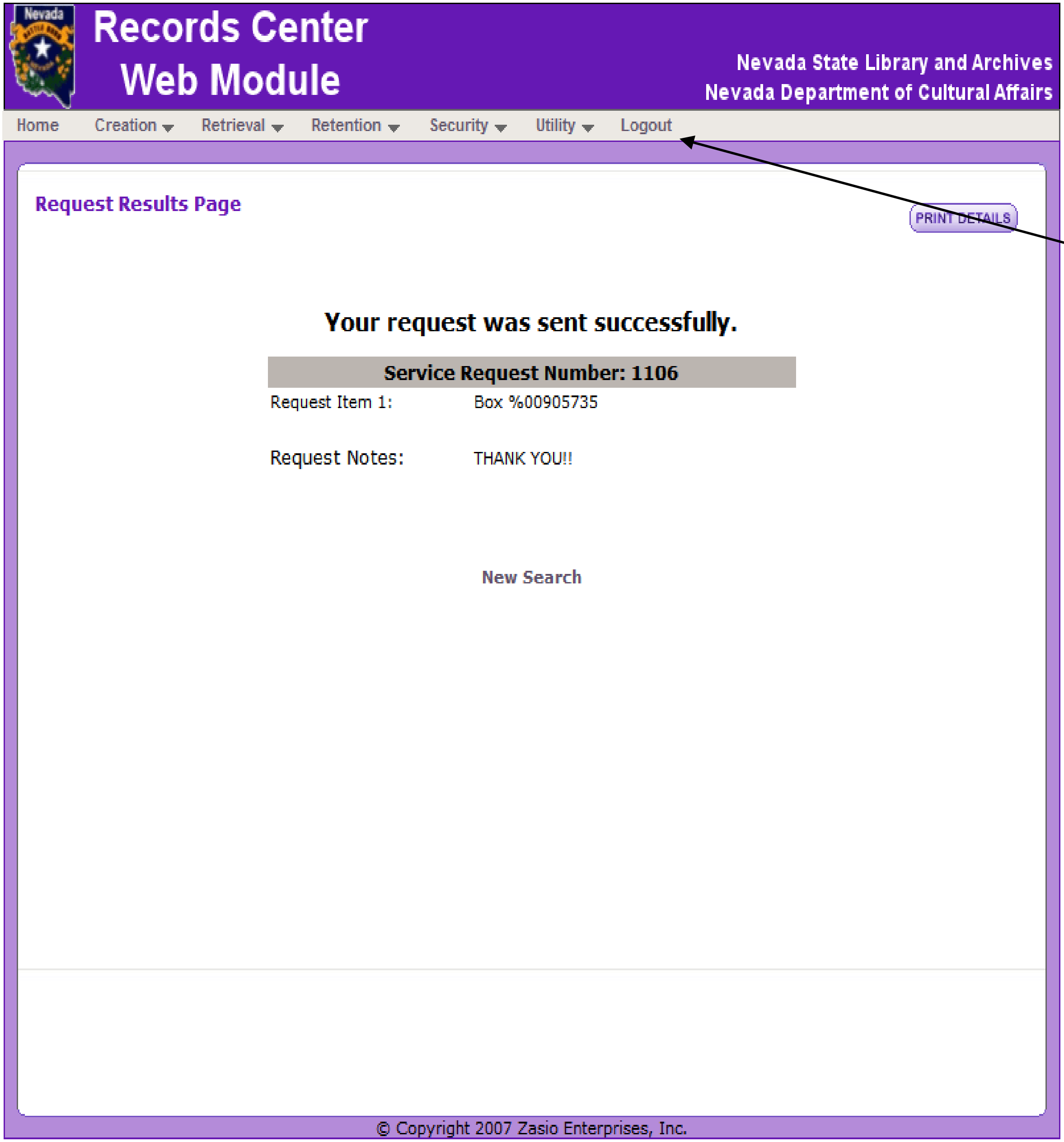
This is displays the **SERVICE REQUEST NUMBER** for this request.

You must know this number for any follow ups to this request.

For future reference, you should either print this page or note this number.


Nevada
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PRINT DETAILS
New Search

Request Results Page

Your request was sent successfully.

Service Request Number: 1106

Request Item 1: Box %00905735

Request Notes: THANK YOU!!

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When finished, continue to another function or **LOGOUT**.