# Transferring Records Using the Records Center Web Module

Before logging on the first time please contact **Records Management (775) 684-3411.**

To set up a database account and a temporary password.

> **NOTE:**
> Read the  instructions fully before proceeding.

**Records Center Web Module**

Nevada State Library and Archives
Nevada Department of Cultural Affairs

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**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.

▶ Click to Login

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**NOTE:**
Carefully read these instructions before proceeding.

The Records Center will not accept outdated or obsolete records. Records must have a minimum of 12 months remaining on their retention period.

CLICKING HERE WILL LAUNCH THE LOGIN SCREEN.

The **Login Page** opens.

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

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Change Password

**Versatile Enterprise Password Change Page**

This page allows you to modify your password for the Records Management Web Module. Please input your current password provided by Records Management. Then provide the new password you would like to use for login purposes.

**Old Password:**

**New Password:**

**Confirm New Password:**

(REQUEST)

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For password protection you must change your password

From the menu ribbon, Click on **Security**, then click on **Change Password**

Enter old password-enter new password, Click the request button. Your password is changed.

**NOTE:** You must remember this password for future logins.

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Box Creation Request
My Box Requests

**Box Creation Page**

| | |
|---|---|
| Company: | State of Nevada ▾ |
| Department: | 🔍 📋 Unknown () |
| Record Series: | 🔍 📋 None |
| User Box Number: | |
| Content From (MM/DD/YYYY): | 02/13/2009 |
| Content To (MM/DD/YYYY): | 02/13/2009 |
| Description: | |

(ADD FILES) (SUBMIT BOX) (PRINT DETAILS) (CLEAR)

| **File Action** | **From** | **To** | **Description** |
|---|---|---|---|

0 file(s) in new box

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From the menu ribbon, Click on **Creation**, then on **Box Creation Request**.

This opens the **Box Creation Page.**

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**Records Center Web Module**

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Box Creation Request
My Box Requests

**Box Creation Page**

Company:                State of Nevada ▾

Department:             Unknown ()

Record Series:          None

User Box Number:

Content From (MM/DD/YYYY):   02/13/2009

Content To (MM/DD/YYYY):     02/13/2009

Description:

[ADD FILES]  [SUBMIT BOX]  [PRINT DETAILS]  [CLEAR]

**File Action**          **From**        **To**        **Description**

0 file(s) in new box

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**NOTE:** Company field should always display **State of Nevada**

**Records Center Web Module**

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Box Creation Request
My Box Requests

**Box Creation Page**

Company:                          State of Nevada ▾
Department:              🔖 ☰  Unknown ()
Record Series:          🔖 ☰  None
User Box Number:
Content From (MM/DD/YYYY):    02/13/2009
Content To (MM/DD/YYYY):      02/13/2009
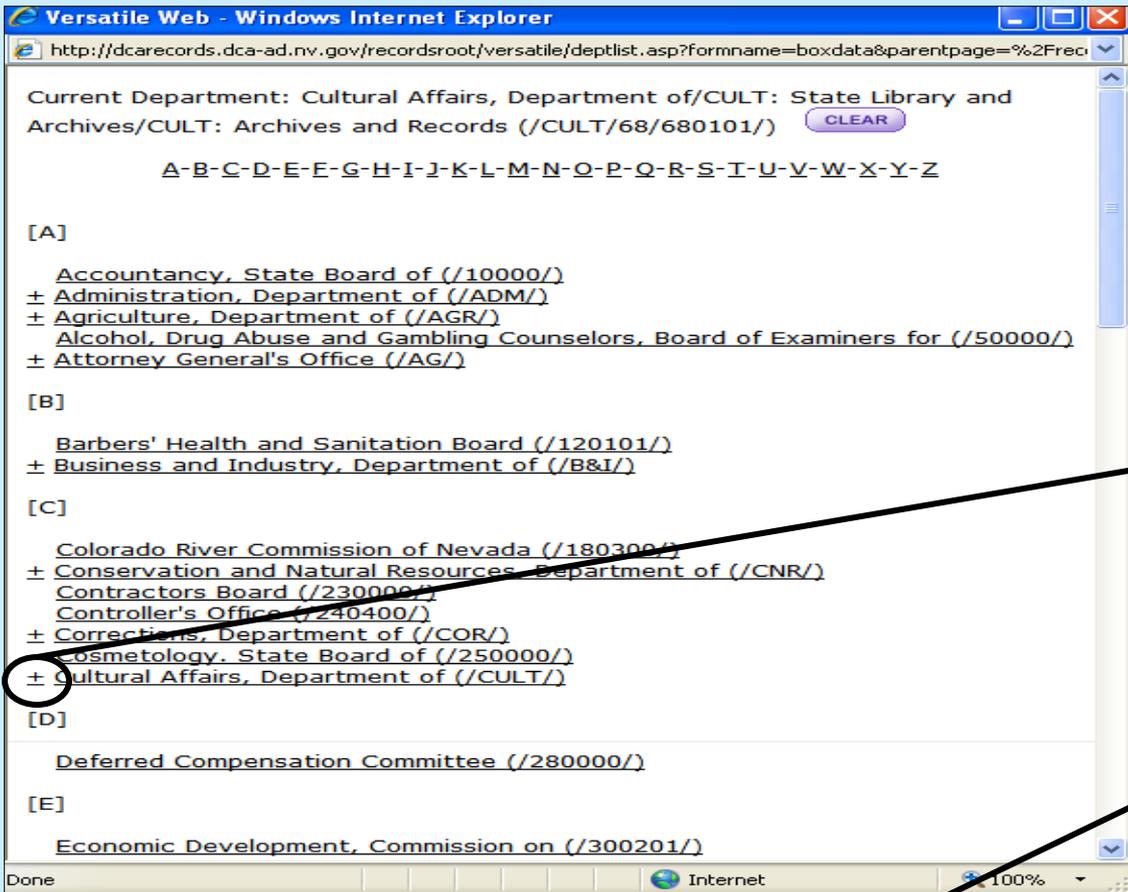Description:

ADD FILES    SUBMIT BOX    PRINT DETAILS    CLEAR

| File Action | From | To | Description |
| --- | --- | --- | --- |

0 file(s) in new box

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To select your department,
Click once on the **Department**
icon:

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.
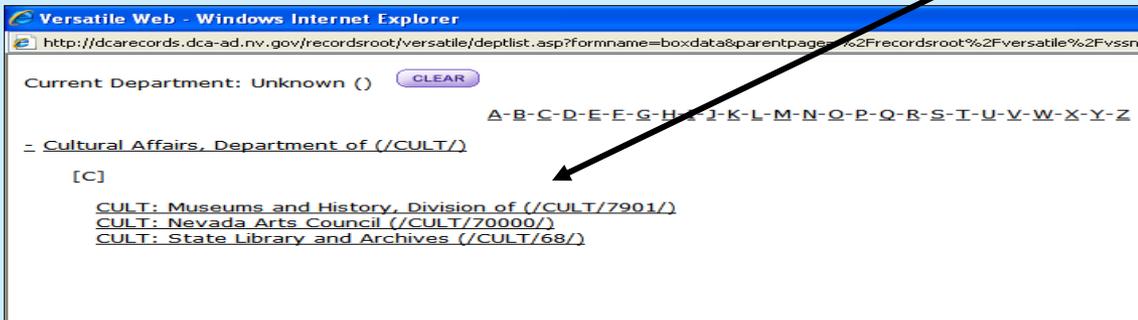
**Records Center Web Module**

Nevada State Library and Archives
Nevada Department of Cultural Affairs

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**Box Creation Page**

Company:                          State of Nevada ▼

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

Record Series:                    None

User Box Number:

Type of Box:                      None ▼

Storage Room:                     None ▼

Content From (MM/DD/YYYY):        02/06/2009

Content To (MM/DD/YYYY):          02/06/2009

Event Date (MM/DD/YYYY):

Description:

ADD FILES    SUBMIT BOX    PRINT DETAILS    CLEAR

| File Action | From | To | Description |
|---|---|---|---|

0 file(s) in new box

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Next, Click once on the **Record Series** selection icon:

## Versatile Web - Windows Internet Explorer

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]

Done          Internet          100%

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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.

# Records Center Web Module

**Nevada State Library and Archives**
**Nevada Department of Cultural Affairs**

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## Box Creation Page

Company:                        State of Nevada ▾

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

Record Series:                  📋 Records Disposition Authorization File (1992434)

User Box Number:                Box 1

Content From (MM/DD/YYYY):      01/01/2008

Content To (MM/DD/YYYY):        12/31/2008

Description:                    2008 Records Disposition Authorization forms, Inventory Worksheets and Related correspondence

( ADD FILES )  ( SUBMIT BOX )  ( PRINT DETAILS )  ( CLEAR )

**File Action**        **From**        **To**        **Description**

0 file(s) in new box

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**User Box Number:** Enter your box number for the box. Typically, if you are creating 10 boxes, you would consecutively number your boxes 1 through 10.

**Content From:** Enter the date of the earliest folder.

**Content To:** Enter the date of the oldest folder.

**NOTE:** A box may not contain multiple years of folders or documents. Do not mix years in one box.

**Description:** Enter the description of the box contents. **NOTE:** this field has unlimited text space and is fully keyword searchable. It is important that you make the **first 30 characters** in the description very specific to the contents.

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**DECISION:**

**A)** If you want to list individual file folders, click on the **Add Files** button to open the file creation window. (See Slide 12)

**B)** If your content description is sufficient and you do not want to list the folders, click **Submit Box** once and skip to Slide 13.

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**File Creation Page**

Files In Box:        0
User Box Number:     Box 1

Description:         2008-01 Administration, Department of

[ADD THIS FILE] [DONE WITH FILES]

Modify the properties of each new file and click Add File until you have the desired number of files in the new box. When you are finished, click the "Done with Files" button to return to the box creation screen.

**To List Individual File Folders Within a Box**

In the **Description** field**,** type the folder title and any other descriptive information about the folder that will uniquely identify the folder.

Click **Add This File** button.

The system assumes that will be adding another folder and that the new folder is a related to the previous folder. The **Description** field is populated with the information from the previous folder. You can either overwrite changed data with the new data or highlight and delete all of the data and type in all new.

Click **Add This File** button.

Continue adding folders in this manner until all folders are added.

Click **Done With Files** button. You will return to the **Box Creation Page.**

The index of files within the box are listed at the bottom of the box creation page.
Check the folder descriptions for errors.

**DECISION:**

**A)** If the file descriptions are incorrect. Click the **Edit** button next to the appropriate file.

Place your cursor in the **Description** field and make the necessary edits.

Then Click the **Submit Box** button.

**B)** If the file descriptions are okay. Click the **Submit Box** button.

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**Box/File Creation Result Page**

Box creation request with 0 file(s) sent successfully

Request Number: 1466

Create New Box

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**Your Box Creation is Complete!**

**NOTE**: There is no "OOPS" button. Once submitted you have no edit capabilities. If you submitted a box with an error on it, call us at **(775) 684-3411** and we will make the corrections for you.

To add another new box, click on **Create New Box**. This will take you back to the **Box Creation Page** (Slide 5). **NOTE:** All of the fields are populated with the information from the previous box. You can either overwrite changed data with the new data or highlight and delete all of the data and type in all new.

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**Box/File Creation Result Page**

**Box creation request with 0 file(s) sent successfully**

Request Number: 1466

**Create New Box**

When finished remember to **Log Out**.

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## Records Center
## Web Module

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**Logout Page**

You have been successfully logged out.

Your request will be reviewed by Records Center staff for compliance with State Records Center polices and procedures. We will work with you to correct any problems, if necessary.

After you receive the labels, adhere the labels to the appropriate box and call the State Records Center to arrange a delivery date, 775-684-3411.

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