

Accessions Log ArchivesSpace

Accession number	Transferor/Donor	Received by and date	Creator	Description (types, dates, forms, RESTRICTIONS)	Location/Size	Box Types
2017/089	Railroad Commission of Texas, Surface Mining and Reclamation Division	February 24, 2017 HG	Railroad Commission of Texas, Surface Mining and Reclamation Division	Coal mining permit applications, issued, Three Oaks Mine 48B, 2007-2011	Room 328.05 (temporary) 3 cubic ft.	3 RS



Next Accession

Agent Links

**Basic Info;
Additional
Accession Data**

Agent Links

Basic Info; Dates

**Instances;
Extents**

Extents

Accession number > now “Next Accession” plug-in

Accession numbers are now auto-generated using the plug-in accessed via Repository > [Appropriate Repository] > Next Accession > YYYY (current fiscal year). ArchivesSpace will then provide you with the next available number for that repository (Review, in-process, Local records, or Sam Houston Center. Most routinely accessioned state records are entered the “in-process” repository.

Transferor/Donor & Creator > now Agent Links section

Records creators and transferors/donors are now entered in the Agent Links section. Note that an Agent Links instance must be created for both creator **and** transferor/donor, even when they are the same (e.g. records transferred from the creating agency). We will also now be entering the LCNAF name in the “Agent” drop-down menu, where one is available or can be reliably inferred.

Received by & date > now Basic Information and Additional Accession Data sections

This date entry still reflects the date the materials were physically received. The Received Date may be earlier than the Date Accessioned (in which case, enter additional date information in the Additional Accession Data section—this may be a past date for legacy accession data and may be a later date than the Received Date.) Your name will now be entered in the Additional Accession Data section, in the “Received by” and “Accessioned by” fields as appropriate, and will consist of your first and last name.

Description > now Basic Information and Dates sections

This information is entered in the screen that will appear after you are assigned a new accession number, under the heading at the top, Basic Information. Include a free-text description of the accession, following DACS 3.1. Be specific, if you can. List document types and be sure to note the presence of photographic material, audiovisual media, and digital media. The dates and any restrictions will now be entered in later, separate sections.

Location/Size > now Instances and Extents sections

Location information is now entered for each box as it is entered into the Instances section. Extent information will now be entered in the Extents section. Box types and dimensions of OS boxes are entered in the “Container summary” field.

Box Types > now Extents section

This information is now entered in the Extents section, in the “Container summary” field (see above).