Accession Records

How to create an entry for a transfer that needs appraisal before accessioning

1. Go to Repository and select Review.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession (this will not be an actual accession).
3. In the Next Accession window that opens, enter "YYYY" using the current fiscal year and click submit. The window will refresh with the next available review number, which will appear in this style: YYYY/###. Add review as the suffix in the second field: YYYY/###-review.
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited to describe the materials transferred for Archival Review or any other materials that require review for archival value.

How to create a new state agency or manuscripts accession entry

1. Go to Repository and select Zavala.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###.
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

How to create a new local records accession entry

1. Go to Repository and select Zavala.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###. Add LR as the suffix in the second field: YYYY/###-LR.
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

How to create a new Sam Houston Center accession entry

1. Go to Repository and select SHC.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###. Add SHC as the suffix in the second field: YYYY/###-SHC. (Note that prior to the implementation of ArchivesSpace, the Sam Houston Center used a period rather than a slash between the fiscal year and sequential number.)
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

Caution: Each free-text field has a 255-character limit. If you exceed the limit, when you try to Save Accession, the system will display an error message in red at the top of the record. Clicking on the arrow symbol will scroll the page to the field in question. If it is necessary to provide more detail than a field will allow, include a "see" note in the field that points to the External Documents section, where a file or folder path will be provided.

*Required field

Basic Information

*Title: Use creator name (agency, organization, family, person) followed by a description of the nature of the materials, as instructed by DACS 2.3. If one or two specific series titles are not used, then use "records", "papers", or "collection", as appropriate to the creator. If your data entry for an Accession record is incomplete and still in process, add " – IN DRAFT" to the end of the title (and complete data entry within one week).

*Identifier: The year is always the current fiscal year and the sequential number after the slash is always three-digit, using leading zeroes as necessary: YYYY/###. If it is available, use the Next Accession plug-in to automatically generate this number.

State agency and manuscripts accession numbers use this style: YYYY/###. The entire accession number will appear in the first field.

Local records accession numbers use this style: YYYY/###-LR. The YYYY/### portion of the accession number will appear in the first field and the LR suffix will be in the second field.

Transfers that need appraisal before accessioning (all Archival Review transfers, for example) are assigned numbers using this style: YYYY/###-review. The YYYY/### portion of the accession number will appear in the first field and the review suffix will be in the second field.

Sam Houston Center accession numbers will use this style: YYYY/###-SHC. The YYYY/### portion of the accession number will appear in the first field and the SHC suffix will be in the second field. Note that prior to the implementation of ArchivesSpace, the Sam Houston Center used a period rather than a slash between the fiscal year and sequential number.

*Received Date: Enter the date that the materials being accessioned were physically received in YYYY-MM-DD format. The Received Date may be earlier than the Date Accessioned (see Additional Accession Data section). If an accession arrived on multiple dates, record the earliest date here and provide further details in the Provenance section. If the date received is unknown or can only be widely approximated, use the placeholder date 1836-03-02 and provide further details in Provenance.

*Content Description: 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.

Condition Description: Describe any notable condition issues that affect access and use and that may require conservation work or reformatting.

Disposition: If the materials will be physically separated and kept in different collections (for example, paper materials to Manuscripts, photographic materials to Prints and Photographs, maps to Map collection, artifacts to Artifacts collection), note that here.

Inventory: Include a folder/box inventory only if easily and briefly summarized, or link to an inventory in External Documents. If received in some kind of organizational scheme by the transferor or donor, note that here (i.e., received in alphabetical order). We also have the option of spawning a Resource to create an inventory of the accession.

Provenance: If the chain of custody includes more entities than the transferor and creator (who may be the same), both of which will be recorded in Agent Links, note all known entities involved in the chain of custody, following DACS 5.1 and 5.2. Examples are: Defunct or superseded agencies involved in the creation or administration of the materials, transfers of custody between individuals, staff opinions on the provenance of state records that have been disassociated from the creator's body of records (Strays), and staff judgments of when materials were received that do not have clear transfer dates. Include details of multiple received dates here.

*Retention rule: **(Required only if applicable)** Use this to note the Agency Item Number and retention period of the record series from the agency's RRS and the type of archival code that applies - R (Archival Review) or A (Archival). We may also note if an agency RRS did not exist at the time the material

was transferred. Include further details if they are helpful (Record Series Item Number, Comment field information, recertification/amendment number, anticipated schedule of expected accruals).

General note: Leave this blank unless recording information for *internal staff use only* that does not fit into another Accessions data category (for example, rehousing needs). A summary of document types to which links are provided in the External Documents section may also be entered here. Information recorded in this field will *not* be viewable in the public interface.

*Acquisition type: Choose from the drop-down list: Deposit, Gift, Purchase, Transfer, Replevin. Choose Gift for all private donations and Transfer for all state and local government records transfers. Deposit and Purchase apply to some past accessions; our current acquisitions policy does not allow the option of deposit, and purchase is a rare occurrence. Replevin is used for the return of state records previously alienated from state custody.

*Resource type: Choose from the drop-down list: Artifacts, Local records, Papers, State records. Papers encompass all private donations of non-government records (manuscripts, photographs, audiovisual materials, digital files), with the exception of 3-D objects, which should be classified as Artifacts. Choose State records for all state government records of all formats. Choose Local records for all local government records of all formats.

*Restrictions apply? Tick this box if either access or use restrictions apply to the accession.

Publish? Tick this box unless this is a transfer for review that is awaiting appraisal. Ticking the box makes the Accession record viewable by staff and later viewable through the public interface. Tick the box for material determined not to be archival after appraisal, in the interest of transparency.

*Access Restrictions? Tick this box if any access restrictions apply (in which case Access Restrictions Note becomes a required field).

Access Restrictions Note: Cite any statutes or laws that restrict the release of information contained in the accession. Do not cite our default access restriction statement. Note if originals are restricted in lieu of granting access to surrogate copies (microfilm, digital). If a legislator has opted to keep records affected by Texas Government Code, Section 306 and 323,

confidential until a certain date, provide that information here. Note any Technical Requirements that affect access.

*Use Restrictions?   Tick this box if any use restrictions apply (in which case Use Restrictions Note becomes a required field).

Use Restrictions Note: Note any use restrictions in effect once access to the material has been granted, including specific copyright restrictions (do not cite our default use restriction for state agency records), donor restrictions, publicity rights, etc.

Dates

*Label: Choose Creation from drop-down list for most cases, to indicate these are the dates the materials were created. Other options may be used if the primary dates are the recordkeeping dates, or if a publication or broadcast date is applicable (DACS 2.4 and 2.4.3).

*Expression: Enter a single date or single date range (DACS 2.4). Use one instance of Dates for Inclusive Dates (or Single) and another for Bulk Dates (if used). Use a Certainty value if date(s) are estimated. Enter date strings using multiple instances of Dates. Use "about" if applicable.

*Type: Choose from the drop-down list. Always use either Inclusive Dates, or Single Date, for the materials. Entering Bulk Dates for an accession is optional and often not determinable at this stage.

*Begin: If entering Inclusive Dates or Single Date, enter the earliest or only date of the material, as prompted, in YYYY, YYYY-MM, or YYYY-MM-DD format. BCE years are expressed as a negative number, e.g., -214 for 214 BCE (DACS 2.4.7-2.4.16).

*End: If entering Inclusive Dates or Bulk Dates, enter the latest date of the entire accession or its bulk, as prompted, in YYYY, YYYY-MM, or YYYY-MM-DD format. BCE years are expressed as a negative number, e.g., -214 for 214 BCE (DACS 2.4.7-2.4.16).

Certainty: Choose from the drop-down list if the date(s) entered are Approximate (dates are based on evidence but may not be definitive), Inferred (dates are not apparent but may be estimated), or Questionable (the date evidence appears to be potentially in error).

*Era: Leave the default entry as "ce" (Common Era) unless the material dates from before the Common Era (before the year 1).

*Calendar: Leave the default entry as "Gregorian" unless the material dates refer to another calendar (Julian, Hebrew, Islamic, etc.) and entering dates as such is approved by your supervisor.

Extents

*Portion: Choose Whole or Part from the drop-down list. If entering only one extent of cubic ft. for the total accession, choose Whole. In addition to Whole, one or more Part portions may be entered to give extents of volumes, photographic materials, audiovisual media, digital media, and artifacts, if those extents are known at accessioning. If the entire accession consists of one material type for which a number count of items will be recorded (in addition to cubic ft.), use a second Whole for that item number.

If the accession consists of both physical materials and electronic files, enter two instances of Extents, both as Whole portions, using cubic ft. for the physical materials and the appropriate digital extent for the electronic files. (See DACS 2.5.7.)

*Number: Enter a number, using up to two decimal places if needed (do not use a zero for the second decimal place). For any amounts less than 0.1 cubic ft., use 0.05 cubic ft. Do not use a comma for numbers 1000 and greater.

For ongoing accessions of a record series within a fiscal year, update this number at the end of the fiscal year to reflect the total amount received.

*Type: For Whole, always choose "cubic ft." from the drop-down list, unless the accession consists only of electronic files. Every accession containing physical materials must report a total cubic ft. extent of physical materials. (See DACS 2.5.)

*Container summary: Enter box types and the number of each type. Give dimensions of oversize boxes. For electronic files that have been ingested into the TDA, enter: E_Archives.

Physical details: Include physical description of items not housed in a container, such as large artifacts. (See DACS 2.5.)

Dimensions: Include physical dimensions of items not housed in a container, such as large artifacts. (See DACS 2.5.)

Agent Links

*Role: For each accession, create one Agent Links instance with Creator chosen from the drop-down list, and another instance with Source (Transferor/Donor) chosen, even if both Creator and Source are the same entity.

Title: This field will normally be left blank. It is for recording the authoritative title of a work by the creator.

Relator: Leave this field blank, unless Collector is appropriate to choose to further define the Role entry of Creator.

*Agents: From the drop-down menu, browse for the LCNAF form of the Creator or Source name, if available. If the name is in LCNAF but has not yet been imported into ArchivesSpace, use the LCNAF Import plug-in to search for and import it. If the name does not appear in LCNAF yet, choose Create from the drop-down menu, make a selection (Person, Family, or Corporate Entity), and in the new Create Agent window that appears, complete the Dates of Existence, Name Forms, and Notes sections.

The following sections appear in the Create Agent window:

Basic Information: Leave the Publish field unchecked.

*Dates of Existence: If known, enter birth/death dates in the Dates of Existence section, completing all fields (Label, Expression, Type, Certainty, Era, Calendar).

*Name Forms: Enter the name as it appears in the materials or is understood to be correct from reliable sources, completing the required fields (Name Order, Primary Part of Name) and other fields only if necessary.

*Notes: Add a Note (choose Biographical/Historical for Note Type field) and in the Text Content field, enter information for the Cataloger to use in

creating a new authority for the name. Leave the Publish? field unchecked.

External Documents: If information helpful for the Cataloger is available in digital format, save the file to a folder for this accession (folder name = accession number) at *F:\Archives\Collections_management\Accessioning\ArchivesSpace_External_Documents* and complete the Title and Location fields. Leave the Publish? field unchecked.

Related Resources

We will not normally be completing this section for Accession records, but we have the option of spawning a Resource to create an inventory of the accession.

Related Accessions

We will not be completing this section for Accession records.

Subjects

We will not be completing this section for Accession records.

External Documents

Title: Enter the title of the External Document or a brief descriptive title of one or more categories of External Documents that exist at the Location entered below.

Location: Enter the file path for the External Document or the folder path to where multiple External Documents are saved on the ARIS shared drive. If the location is a URL, a live Document Link will appear as the next field after the Accession record is saved. Clear any live Document Links with a supervisor to confirm that no restricted information is contained in the document and that it is cleared for public use. The file path will usually be a folder named with the accession number, saved at: F:\Archives\Collections_management\Accessioning\ArchivesSpace_External_Documents]

Publish? Checking this box will make the file or folder path or URL viewable in the public interface. If a file is intended to be shared with the public, it can be uploaded to the TDA and the Document Link will be a URL.

Rights Statements

We will not be completing this section for Accession records. Enter any applicable Access and Use restrictions in the appropriate fields above.

Instances

Before entering information in this section, check with the Stacks Space archivist to determine what stacks locations can be used for this accession. Enter the container or volume call numbers for this accession into the Stacks read database first, and then enter that location information into the Instances section. Remember to use leading zeroes as necessary for the sequential container or volume number (if there are 10 to 99, use double digits; if there are 100 to 999, use triple digits; and so on).

*Type: Default value will be Mixed Materials. Change to another value if appropriate for the materials of this accession.

*Top Container: Choose Browse from the drop-down list if the accession will be housed in an already established top container (for example, a fiscal year accessions box, numbered oversize box, ongoing minutes box, Prints and Photographs box, or map drawer) and search by Keyword in the window that appears. Results will appear below the search fields with the call number in the Indicator field. Any part of the call number searched for (year, accession sequential number, container sequential number) will be reflected in the search results. Choose E_Archives for electronic records.

Choose Create from the drop-down list if the accession will be in containers with newly created call numbers. In the window that appears, for each container or volume in the accession, select the appropriate Container Type value and Container Profile value, and enter the call number in the Indicator field. Add Container Instances as necessary to enter data for each container.

Child Type: If the accession consists of one or more folders housed in an already established top container (for example, a fiscal year accessions box,

numbered oversize box, or ongoing minutes box), select Folder from the drop-down list.

Child Indicator: Enter the accession/call number assigned to the folder(s). If there are multiple folders, add sequential folder numbers to the accession/call number.

Grandchild Type: If the accession consists of one or more items housed in an already established child container (we have no examples of this yet), select the appropriate term from the drop-down list.

Grandchild Indicator: Enter the accession number assigned to the item(s). If there are multiple items, add sequential item numbers to the accession/call number.

Add Digital Object: If any of the physical materials have a digitized version, it is possible to include a file path to where the file(s) is saved.

Deaccessions
(This section will be addressed at a later time.)

Portion:

Description:

Reason:

Disposition:

Notification Given?

Deaccession Date
Label:
Expression:
Type:
Certainty:
Era:
Calendar:

Extents
Portion:
Number:
Type:

Container Summary:
Physical Details:
Dimensions:

Collections Management

(This section will be addressed at a later time.)
Processing Priority:

Rights determined?

Processing Plan:

Processors:

Processing hrs/unit Estimate:

Processing Total Extent:

Extent Type:

Total Processing Hours:

Funding Source:

Processing Status:

Classifications

We will not be completing this section for Accession records.

Additional Accession Data

*Accessioned: Tick this box if the Accession record is complete.

Deaccessioned: Tick this box if the Accession record has been entirely deaccessioned.

*Awaiting appraisal: Tick this box if the record created for a transfer needing review is complete. (This is a required field if the record created is for a transfer needing review.)

*Date accessioned: Enter the date the original Accession record was made (may be a past date for legacy accession data), which may be a later date than the Received Date.

TX number(s):   Enter the TX number(s) associated with the accession, if known. This field will be completed by the Archives Cataloger, or checked and corrected if needed.

*Received by: Enter the first and last name of the person who received the materials for the accession (may be the same person who accessioned the materials).

*Accessioned by: Enter the first and last name of the person who accessioned the materials (may be the same person who received the materials).

*Location summary: List call number range and location (stack-range-section-shelf) as they would appear in the locations database. Example:
2018/001-1 thru 18: 5-01-01-01 thru 06
2018/001-19 thru 21: 5-01-02-01

For State Records Center locations, use the legacy 106 number, if available, or the legacy tracking number.

Reappraisal notes: For already accessioned materials that require reappraisal, enter details about the need for reappraisal here, and/or note that links to further information concerning the need for reappraisal are included in External Documents.

Function statement: For new accessions that have not been previously cataloged under a TX number, write a short DACS-compliant function statement to be used in a minimal MPLP record for Sirsi and OCLC. See the Accessioning manual for examples.

Cataloged?   This field will be completed by the Archives Cataloger.

Special Notes for Replevin Accessions

Basic Information
Title
List the finding aid title where the item belongs.

Content Description
To provide added value for future access to replevin accessions, include fairly detailed information, particularly in the Content Description, where the dates of specific items, correspondents, document numbers, and other descriptive information may be noted. This is especially necessary when the Title does not make clear the record series origin of the replevin item.

Provenance
Add provenance if there is a go-between from the actual source to us (e.g., Heritage Auctions, though the donor is an individual).

Instances
Where a replevin item with a new accession number is being shelved in a box whose call number differs from that accession number, either because the replevin material is of fractional volume or because it is being "returned" to its proper series, use Instances > Child Type > Folder to note the accession number of the replevin item/s being accessioned.

Agent Links
Enter the record creator as Role > Creator, following the general new agent creation rules explained in the Agent Links section of this document (above). Enter the record source as the individual donor/s, using "local rules." This information will not be published in an otherwise publicly available ArchivesSpace accessions record, and Cataloging will not create an authority term unless instructed to do so. For multiple individual donors (such as a married couple or multiple family members), enter a Source Agent for each individual. If the Agent is deemed to require the creation of an authority term, notify the Assistant Director for Archives and Cataloger.

Related Accessions
Use this section when separating multiple items into separate accessions though they arrived together; currently, we are using "Is Sibling Of," linking to the appropriate accession, and choosing Relator Type: "'Bound With' relationship." Create as many as necessary to link all related accessions. The Relator Type may be updated in the future; this note will be updated as needed.

External Documents
Attach any replevin report/s as external documents per the usual process. Include the URL of any existing finding aids.

Additional Accession Date
Include TX number if known with certainty.

Note that documentation should be placed in both a replevin file *and* an accession file, created by the archivist doing the accession. The accession file covers the receipt of the document, usually including our acknowledgement letter and/or relevant email chain. The replevin file contains copies of those items as well as any research work done to prove our claim. It will additionally have more emails—with

the auction house and/or the Attorney General investigator, plus copies of FedEx or other mail type code receipts and any confirmation emails.