

# Biographical History/Administrative History Notes and Agent Records

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## Writing a biographical/administrative note in an Agent Record:

Biographical or administrative histories provide the background of a person, family, or corporate entity that has been listed as a creator or a subject in the finding aid. Biographical and administrative histories have three steps:

1. [Performing historical research](#)
2. [Writing biographical and administrative histories](#)
3. [Citations](#) (citing the sources used to create histories)

### Performing historical research:

*Local sources:* The Special Collections Department stores their donor case files on [Sharepoint](#). If you can't access these files, ask a supervisor for help. Sometimes donor paperwork is also uploaded to Basecamp projects so it can be accessed directly on the Docs & Files page. These documents will include

a deed of gift where a creator's name, birth date, and place of residence may be noted. The curator may also upload other paperwork related to the collection, such as screenshots of FamilySearch or an obituary, pointing the processor directly to sources about the creator.

*Online sources:* There are many databases that facilitate historical research. FamilySearch is the most commonly used in our unit to find information about Latter-day Saint families in particular. Local newspaper databases can be a great source for finding information about businesses, clubs, and other organizations. Utilize the library's Family History libguide [here](#) for more information on the databases available through the BYU library. For University Archives sources, such as information about about BYU professors, departments, or other entities, check out these links:

<https://lib.byu.edu/collections/byu-history/> This landing page can link you into the publications that have been scanned and made searchable in the [Internet Archive](#).

[https://byuorg.lib.byu.edu/index.php/Main\\_Page](https://byuorg.lib.byu.edu/index.php/Main_Page) Search this locally-maintained database for information about campus entities.

*Library sources:* The BYU library has many books related to the collecting areas of Special Collections, which can be found by searching in the [catalog](#). The Americana collection (available for use in the Reading Room) has many books that are scanned into the FamilySearch books database here:

<https://www.familysearch.org/library/books/>. Sometimes this database has viewable results, but due to copyright, it may give you hit on a search but can provide only the title of the book. The actual book can often be located in the Americana stacks. A staff member can check the book in the stacks on their own, or the volume can be called into the Reading Room.

*Collection sources:* Often the collection itself will include information about creators through journals and other historical records, or as represented by the materials themselves. For example, you may know an organizations approximate dates of existence by seeing dated financial records in the collection.

### Writing biographical and administrative histories:

Processors will prepare a paragraph description that provides biographical or administrative background of the person, family, or corporate entity that has been listed as a **creator** in the finding aid. A creator is the entity with "primary responsibility for the creation, assembly, accumulation, and/or maintenance and use of the materials." There can be more than one creator of a collection. They fall into three categories: person, family, and corporate body.

*Writing a biographical (personal or family) history:* Following DACS 2.7.11, the paragraph should include "information relevant to the understanding of the life, activities, and relationships of the person or family." DACS outlines the following rules for creating a history that should be used when the information is available:

- Record the full name, title(s), married name(s), alias(es), pseudonym(s), and common or popular name(s) of persons
- For families, record information about the origin of the family and the names of persons forming it, including the facts of marriages, and the names of children.
- For persons, record the dates or approximate dates of birth and death.

- Indicate the geographical place(s) of residence of the person or family and the length of residence in each place, as well as any other place with which the person or family has a connection.
- Record information about the formal education of persons, including members of families whose education is important to an understanding of their life.
- Record information about the principal occupation(s) and career or lifework of persons or about the activities of families. Also indicate any other activities important to an understanding of the life of the person or family. Give information about significant accomplishments or achievements, including honors, decorations, and noteworthy public recognition.
- Identify important relationships with other persons or organizations and indicate any office(s) held.
- For families, describe family relationships that have a bearing on the understanding of the unit being described.

**Writing an administrative (corporate body) history:** Following DACS 2.7.21, the paragraph should include an “understanding of the creator’s functions, activities, and relations with other corporate bodies.” DACS outlines the following rules for creating a history that should be used when the information is available:

- Give the date and place of the founding of the corporate body, and if applicable, the date and place of its dissolution.
- Give the location of the head office and of any branch or regional offices, as well as the geographic region in which the organization operated.
- Record the enabling legislation or other legal or policy instrument(s) that act as the source of authority for the corporate body in terms of its powers, responsibilities, or sphere of activities, including any significant changes in its authority and functions.
- Record information about the functions and activities performed by the corporate body being described.
- Describe the internal structure of the corporate body and the dates of any changes to the structure that are significant to the understanding of the way the corporate body conducted its affairs. Name any higher body(ies) having authority or control over the corporate body, or any corporate body(ies) over which it exercised authority or control, and describe the nature and any change of the authority or controlling relationship.
- Give the facts of the relationship of the body with predecessor or successor bodies to its mandate, functions, or activities.
- In cases of corporate or administrative amalgamations or mergers, name the administrative or corporate entities involved and summarize the nature of the amalgamation.
- Record any changes in the official name of the body not recorded in one of the other elements, any popular or common names by which it has been known, and its name(s) in other languages.
- Record the personal name(s) of persons holding the position as chief officer of the organization or corporate body, if appropriate, including listing those officer positions over time.

**Style guidelines:** The paragraph should be written using Turabian style guidelines, applying the provisions of the Church Style Guide where applicable (i.e., use the full name of the Church). If the

citation uses the “&” symbol, add the html “&amp” to make sure it publishes correctly. If multiple paragraphs are needed, they should be separated by line breaks.

*Turabian:*

- If professional titles precede a personal name, they are capitalized.
- Capitalize full names of legislative, administrative, and judicial bodies, major wars, and official course names.
- Do not capitalize academic disciplines and academic designations (e.g., "master's degree"), and omit periods from academic degree abbreviations (PhD, DDS).
- Spell out whole numbers from one to hundred, round numbers, and any number beginning a sentence.
- Use numerals for units of measure, percentages, dates, and exact times (e.g., 5:36 p.m.; October 19, 1978).
- Numbers in their plural form are spelled out. Numerals form their plural by adding s with no apostrophe (i.e. thirties, 1950s).
- Do not use a dash if the word from or between is placed between the first of the two numbers; use through or to instead (e.g., from 1980 to 1995).
- United States used as a noun should be spelled out. Used as an adjective, it should be U.S.
- Acronyms should be used sparingly, but when used should appear in full capitals without punctuation. For clarity, spell out the acronym the first time you refer to it in the note (e.g., National Aeronautics and Space Administration, or NASA).
- Place periods and commas inside quotation marks.
- Follow headline-style capitalization rules, including capitalizing all major words, including “a” “an” or “the” if it is the first word in the title. When listing periodicals, do not capitalize the leading “the” (i.e. the New York Times).
- Local exceptions to Turabian guidelines include:
  - Quotations around different types of titles are approved. In-line formatting in italics is too difficult to maintain in ArchivesSpace, so Turabian’s rule of italics for book, journal, and newspaper titles and quotations for articles is not used. Do not copy straight from a word document unless you have [disabled smart quotes in Microsoft Word](#).

*Church of Jesus Christ of Latter-day Saints Style Guide:*

- All references to the Church should be compliant with the current version of the Church's style guide. Notable elements of this style are provided below:
- In the first reference in notes, the full name of the Church should be used: "The Church of Jesus Christ of Latter-day Saints."
- Following references within the same note may use the shortened form of "the Church"
- Notes should not use the name "Mormon Church."
- Notes may use the term "Mormon" as an adjective as necessary, but should not refer to members of the Church as "Mormons."
- Splinter groups practicing polygamy should be referred to by the name of their church, and should not also not be referred to as "Mormons."

Finding the established name form:

In order to use the correct form of the name in the history, you will need to determine if the name has already been established by the Library of Congress by searching for it in the LC Name Authority File:

<https://id.loc.gov/authorities/names.html>.

You can search for the name in direct or indirect order, but if it's a more common name, searching in indirect order will bring up more relevant results:

The Library of Congress > Linked Data Service > LC Name Authority

reid, rose marie

Search In LC Name Authority File (LCNAF)

## Library of Congress Names

Select the established name from the results page:

Results: 1-1 of 1

Label
1. Reid, Rose Marie, 1906-1978

This LC record will often (not always) have other information recorded about the entity, such as “field of activity,” birth and death dates or incorporation dates, birth place, etc. that will help you determine if it is the same person or organization that created the collection materials. In the example above, the person should be referred to as “Rose Marie Reid” in the biographical note, not “Rose Reid,” etc.

### *An example of a biographical history:*

J. Max Anderson was born May 12, 1928, in Richfield, Utah, to parents Joseph Lyman Anderson and Violet Fern Wilkinson. Anderson served a mission for the Church of Jesus Christ of Latter-day Saints to Sweden. He later graduated from the College of Architecture and Planning at the University of Utah and worked professionally as an architect in San Diego and Utah. Anderson authored "The Polygamy Story: Fiction and Fact," which was published in 1979, and co-authored "The Priesthood of Modern Polygamy: an LDS Perspective" with Brian C. Hales. He married Nancy Butchereit in 1968, and they had two daughters. Anderson passed away on August 12, 2021.

### *An example of an administrative history:*

The CAM Software Research Center was established in 1976 as one of the BYU Centennial year projects approved by the Board of Directors. Its function was to investigate methods of applying advanced

technology to improve industrial productivity. Eventually the center was awarded Computer Integrated Manufacturing (CIM) Center of Excellence status by the state of Utah. The center was aimed at becoming self-sustaining within five years, but unable to commercialize its research in such a short time, it was closed in 1995. The CAM Software Research Center was administered by co-directors Dell K. Allen and Ron Millet, and later Kay Brown and Dell K. Allen as directors. The laboratory integrated computer-aided design, process planning and control, and automated production and materials handling for demonstration, research, and instructional purposes.

Biographical/administrative notes can be very short if no information is found. You can always state obstacles to finding information or any other questions about the name in the Basecamp project.

### Citations:

Once you have found sources and written your histories, you will need to record citations to indicate where the information was located. Citations can be recorded in a summary form, such as using “b.” and “d.” for “born” and “died,” not utilizing full sentences or repeating names and pronouns, etc. However, it is important that the processor *record exactly what information was found*, not just an overarching description of that information, i.e. instead of “occupation, place of birth,” record the specific information on those topics: “Worked in sales for Macy’s, resident of Salt Lake City as of 2020” Citations do not end with a period, just a closing parentheses.

Citations based on internal documentation (such as a case file) should be recorded using the template below:

UPB files, [date of consultation] [(information found)]

*Example:* UPB files, October 18, 2012 (currently lives in Salt Lake City; husband, John Smith, died June 12, 2010)

Citations based on the collection materials should be recorded using the template below:

[Title of collection], [date of collection], [(information found)]

*Example:* Edson Whipple diary, 1842-1851 (Edson Whipple, born 1805)

Citations based on internet resources should be recorded using the template below:

[Title of website], via WWW, [date accessed], [(information found)]

Note: Do not include the “via WWW” if the site is a very common resource that is assumed to be on the internet.

*Example:* New York Times, via WWW, July 28, 2010 (Rose Marie Reid d. in Provo, Utah)  
<https://www.nytimes.com/1978/12/22/archives/rose-marie-reid-66-swimsuit-designer-pioneer-transformed.html>

*Example:* FamilySearch, July 28, 2010 (Max Wiley Fussel; b. June 3, 1926; d. June 6, 2007)  
<https://www.familysearch.org/en/tree/person/about/LF5N-VQX>

Citations from physically published sources should be recorded using the template below:

[Title of work], [year of publication]: p.[page number(s)] [(information found)]

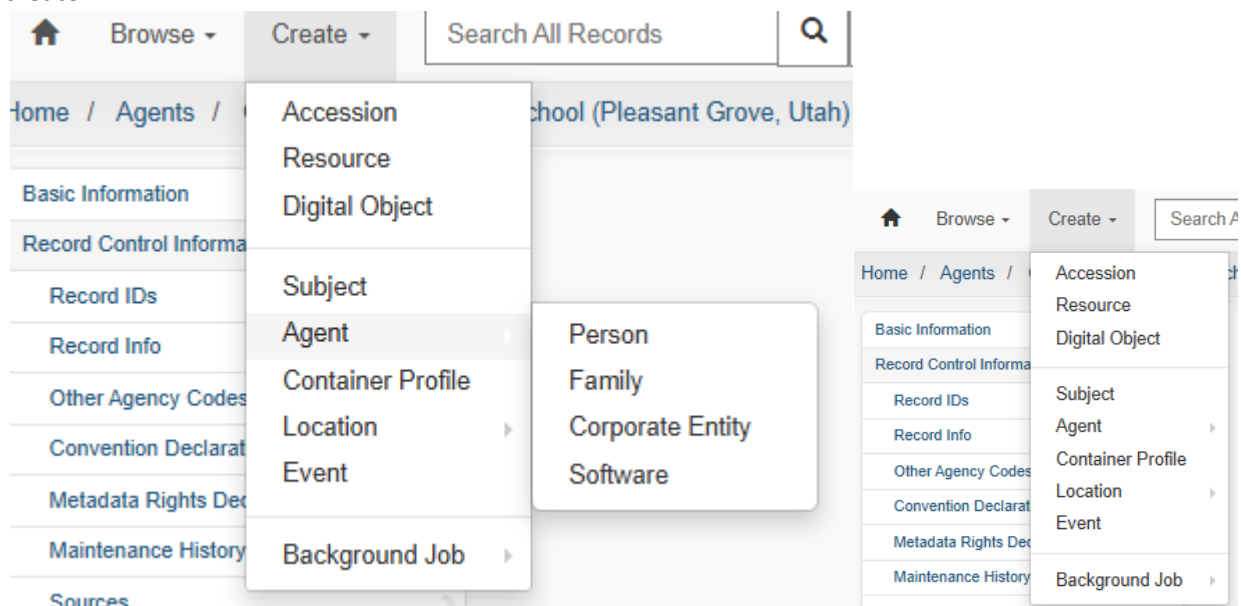
*Example:* Pleasant Grove Sesquicentennial History Volume II, 2000: p. 112-113 (Grovecrest Elementary School was the second elementary school to be built in Pleasant Grove, Utah, after World War II)

Always indicate the exact form of the entity's given/most often used/established name in the citation, citing multiple sources if needed and an explanatory note about the way the name is used if necessary.

*Example:* FamilySearch, January 27, 2023 (born Eldwin Hall Stout; took on middle name of Hall at age 8 to differentiate from other Eldwins in community)

## Creating an Agent Record in ArchivesSpace:

Once you have determined whether your name exists in the LC database and have the history and citations ready, you will create the formal Agent Record in Archives Space. Click "create" under Agents in ArchivesSpace and hover over "Agent" in the drop-down, and click on the type of agent you want to create:



This will create an Agent Record, which acts as a unique record for creators and subjects that may be linked to multiple collections (Resource Records). There are three types of Agent Records:

1. [Personal names](#)
2. [Family names](#)
3. [Corporate bodies](#)

When creating personal name agent records:

First, click the Publish Box at the top of the record:

Create Agent

### Basic Information

Agent Type Person

Publish

### Dates of Existence

Add Date

### Name Forms

Add Name Form

Authorized Display Name

Authority ID	<input type="text"/>
Source *	<input type="text"/>
Rules *	<input type="text"/>

If you have determined if the name has already been established by the Library of Congress, navigate back to that record in the Name Authority File: <https://id.loc.gov/authorities/names.html>.

The URI in this record is what should be copied into the Authority ID field in the Agent Record:

**Reid, Rose Marie, 1906-1978**

URI(s)

- <http://id.loc.gov/authorities/names/n95033961>

Authorized Display Name

Authority ID

Source

Rules

For the Source field, select Library of Congress Name Authority File if the name was found in the database. If the name was not found there, select “Unspecified Ingest Source” and leave the Authority ID field blank. For Rules, always select “Resource Description and Access.”

The Name Order field will always be selected as indirect order in the Agent Record for a personal name unless the LOC database has displayed it in direct order for a special reason.

---

**Name Order \***

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The “Primary Part of Name” field is referring to the last name. Enter it there, then put the rest of the name in the “Rest of Name” field. If the Library of Congress Name Authority File has given a fuller form of the name in parentheses, put that part in the Fuller Form field without the parentheses. If dates are also with the name in the LC database, or if the name is not in the database but you know the dates, put them in the date field. If there is a date with an open hyphen, type it in exactly as you see it (i.e., 1936-).

Primary Part of Name *	Reid
Rest of Name	Rose Marie
Suffix	
Fuller Form	
Number	
Dates	1906-1978



If you are creating an Agent Record without the aid of a Library of Congress authority record, fill out the name and date fields as you have determined are correct using proper sources. For instance, if a professor is listed in a directory or referred to in a class catalog as Hugh W. Peterson but is also referred to as Hugh Wickman Peterson in other sources, you may choose to establish this person as Hugh W. Peterson with the fuller form of Hugh Wickman in the Fuller Form field. The processor must make the best judgement on how the person used their name throughout their life. You should always put whatever dates you know in the “Dates” field as this allows the name to appear more uniquely in ArchivesSpace and is especially useful when family members share names.

Add the date(s) to the Description Information section under Dates of Existence. Select Single or Range and then select “ce” and “Gregorian” for the Era and Calendar fields. Type the Begin and End Date Expressions as years only, then add the full start and end dates as standardized dates (i.e. 1980 for the Date Expression, and 1980-01-05 for the Standardized Date).

### Dates of Existence

<b>Date Type *</b>	Range
Certainty	
Era	ce
Calendar	Gregorian

#### Range Date

Begin Date Expression	1860
Begin Standardized Date	1860-09-05 
Begin Standardized Date Type	Standard
End Date Expression	1933
End Standardized Date	1933-07-01 
End Standardized Date Type	Standard

If you are updating an outdated Agent Record that has already been established and you need to add the death date, do so in the dates of existence fields (**not** the date field in the Name Form section) and the biographical note, and then make a note in Basecamp for the cataloger that asks them to add the death date to the Library of Congress record.

Additionally, if a person has a name that they went by previously or less often than the established name, such as the full name when the established form is only an initial, a maiden name, etc. it can be recorded in the "Parallel Name" field. This field does not need to include dates.

### Parallel Names

<b>Name Order *</b>	Indirect
Prefix	
Title	
<b>Primary Part of Name *</b>	Smith
Rest of Name	Ella
Suffix	

When creating family name agent records:

First, click the Publish Box at the top of the record:

Families will rarely show up in the [LC database](#) unless they are very prominent or perhaps already established from another collection at BYU. They are established with the last name and a qualifier that sets them apart from other families with the same name:

[The Library of Congress](#) > [Linked Data Service](#) > [LC Name Authority File \(LCNAF\)](#)

## Smith (Family : Scotland Neck, N.C.)

URI(s)

<http://id.loc.gov/authorities/names/no2021002780>

If they exist, add the URI to the “Authority ID” and select Library of Congress Name Authority File as the source. If the name was not found, select “Unspecified Ingest Source” and leave the Authority ID field blank. For Rules, always select “Resource Description and Access.” With the LC example above, “Smith” would be entered in “Family Name.”

The qualifier field below would contain the qualifier as it appears in the LC database.

Qualifier

Sort Name

Automatically generate

If the name is not in the LC database, you will need to create a qualifier based on a unique piece of information about the family, such as a geographic location: (Family : Robeson County, N.C.) or by citing a prominent member of the family as their name would be established in the database: (Family : Buck, James H. (James Henry), 1885-1953).

No other fields are utilized for the name portion of the Agent Record.

When creating corporate name agent records:

First, click the Publish Box at the top of the record:

Save

New Corporate Entity Agent

Basic Information

Agent Type **Corporate Entity**

Public URL -- auto-generated upon save --

Slug

Automatically Generate Slug?

Publish

[The Library of Congress](#) > [Linked Data Service](#) > [LC Name Authority File \(LCNAF\)](#)

## Faith Tabernacle Voices

URI(s)

- <http://id.loc.gov/authorities/names/no98034741>

Utilizing the name you found in the [LC database](#), add the URI to the “Authority ID” and select Library of Congress Name Authority File as the source. If the name was not found, select “Unspecified Ingest Source” and leave the Authority ID field blank. For Rules, always select “Resource Description and Access.”

Sometimes a corporate name has an established qualifier to differentiate it from other commonly named entities. This qualifier should be placed in the name field:

**Primary Part of Name \***

As is common with university and government entities, corporate bodies may have a subordinate unit. These will display as separated by periods, but should be entered into the separate subordinate unit field in ArchivesSpace:

Brigham Young University. Department of Child Development and Family Relationships Agent

**Primary Part of Name \***

**Subordinate Name 1**

Dates of existence should be entered for the corporate body, if known. Very rarely is the exact beginning and end date of an organization is known, so the date expression and standardized date are usually just a year.

Description Information	
<b>Dates of Existence</b>	
<b>Date Type *</b>	<input type="text" value="Range"/>
Certainty	<input type="text"/>
Era	<input type="text" value="ce"/>
Calendar	<input type="text" value="Gregorian"/>
<b>Range Date</b>	
Begin Date Expression	<input type="text" value="1893"/>
Begin Standardized Date	<input type="text" value="1893"/>
Begin Standardized Date Type	<input type="text" value="Standard"/>
End Date Expression	<input type="text" value="1909"/>
End Standardized Date	<input type="text" value="1909"/>
End Standardized Date Type	<input type="text" value="Standard"/>

Additionally, if a corporate body has a name that they went by previously or less often than the established name, such as an acronym, it can be recorded in the "Parallel Name" field. This field does not need to include dates.

P.U.S.H. (Preserving Utah's Science and History) Agent



In Agent Records, biographical notes will begin with an abstract, which is a brief statement providing unique biographical or historical information about an individual, family, or organization, written to set it apart from other entities with the same name and to be re-used in the catalog record. It should include a beginning date or date range, usually placed in parentheses after the name, and a one sentence summary of the person's main occupation, the company's function, location, etc.

Make a line break, and then place the main biographical note beneath the abstract. It is a good idea to write your narrative in Microsoft Word, which will flag awkward phrasing and spelling typos. However, unless you have [disabled smart quotes in Microsoft Word](#), quotation marks and apostrophes will need to be edited again in ArchivesSpace.

Once the main note is written, click on "Add Sub Note" and select "Citation" from the drop-down. Make sure to click the "Publish" box above the "Content" box:

The screenshot shows the ArchivesSpace interface for adding a sub-note. At the top, there is a "Sub Notes" header with an "Add Sub Note" button. Below this, the "Text" section contains a biographical note about Rose Marie Reid (1906-1978), a Mormon swimwear designer. The note is followed by a "Publish?" checkbox which is checked. Below the "Text" section, the "Note Type" dropdown menu is set to "Citation", and the "Publish?" checkbox is also checked. The "Citation" section includes a "Persistent ID" field and a "Content" field.

Add the citation note(s) to the "Content" field. If a name is already established in the LC database, the processor can copy and paste the "Sources" from the LC database, deleting the phrase "found":

**Sources**  
- found: LCCN 94-752801: Awesome, p1988

**Content \***

☰  
☰  
☰

LCCN 94-752801: Awesome, p1988

The processor can then append their own additional citations to the LC citations, if applicable.

If the citation uses the “&” symbol, add the html “&amp” to make sure it publishes correctly.


*Example:*

```
UPB files, Mar. 21, 2012 (hdg: Aylesworth, Barton Orville, 1860-1933)
Colorado State University Library, via WNW, Mar. 21, 2012 (Barton O. Aylesworth; b. 1860
in Springfield, Ill.; studied at Eureka College; minister in Ill. and Iowa; president of
Drake University, 1889-1897; pastor at Central Christian Church in Denver, Colo.;
president of the State Agricultural College in Fort Collins, 1899-1909)
Drake University, via WNW, Mar. 21, 2012 (Barton O. Aylesworth; b. Sept. 5, 1860 in
Athens, Ill.; d. July 1, 1933 in Denver, Colo.; m. Georgia L. Shores in Atlanta, Ill.)
Portrait &amp; biographical album of Polk County, Iowa, 1890: p. 255 (Barton O.
Aylesworth, A.M., Ph.B.; son of Ezra and Melinda (Hall) Aylesworth; m. Georgia M. Shores
in Atlantic, Ill.; one son, Merlin H. Aylesworth)
```


## Linking an Agent Record in ArchivesSpace to a Resource Record:

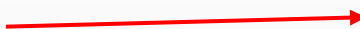
To **add** an agent to a finding aid, click on the + button under the “Agent Links” section:

### Agent Links


Role *	Creator
Title	
Relator	Collector
Agent *	 Aylesworth, Barton Orville, 1860-1933


  

Role *	Creator
Title	
Relator	Collector
Agent *	 Rosenstock, Fred A., 1895-

+ 

Select the role, either creator or subject. A creator agent can take on many forms in a collection, as specified by the “relator” drop-down field, such as “Collector,” “Author,” “and “Correspondent.” (We often just select “Creator” as the relator field when an agent simply created the overall collection).

Role *	
Relator	
Agents *	Type to search available records.. 



A subject agent is a person, family or corporate body that shows up as at least 20% of the topical subjects of collection materials. However, a family agent record cannot be linked as a subject in a finding aid. It must be created in a different format to represent a family name as a whole, which is found in the [Library of Congress Subjects database](#).

Type in the person, family or corporate entity’s name to the agent field to see if ArchivesSpace will display an existing Agent Record. It might be wise to browse for the name as ArchivesSpace is known to not display all search results here. If the name exists, you can select the name from the drop-down and attach it to the record.

Agents *	reid
	 Alden, Sharon Reid, 1938-
	 Ballif, Ariel S. (Ariel Smith), 1901-1995
	 Beesley, Kenneth Reid
	 Bishop, Neldon Reid, 1923-
	 Blanchard, John Reid

Just because you have linked the Agent Record does not mean your work is done. If the Agent Record has been in the system a long time, it is likely missing a biographical note, and other fields may need to be standardized according to the guidelines above.

If you are editing the Agent Record while the Resource Record is open, keep in mind that any edits in the Resource Record that are saved while active edits are made in the Agent Record will cause ArchivesSpace to refuse to save the edits made in the Agent Record and vice versa. The Agent Record will then have to be closed out completely and re-entered to make the edits.

## Recording a biographical note in ArchivesSpace:

You can use the Agent Record biographical note in the finding aid and vice versa. The finding aid does not need to include the abstract or the citations, as they are stored in the Agent Record. Make sure to click both publish boxes in the Resource Record:

The screenshot displays the ArchivesSpace interface for editing a note. It is divided into two main sections: 'Multipart Note' and 'Text'.

**Multipart Note Section:**

- Persistent ID:** 3602f5f7925044efc75c03441afb4df8
- Label:** (Empty text box)
- Type \*:** Biographical / Historical (Dropdown menu)
- Publish?:**

**Sub Notes Section:**

- Text Note:**
  - Content \*:** The 19th Century Club held its first meeting in Provo, Utah, in 1891, and continues to meet on a regular basis. The club began with the goal of bringing women together to learn as well as to enrich their community. In 1892, the 19th Century Club became one of the first two clubs west of the Mississippi to become a member of the General Federation for Women's Clubs. The 19th Century Club's greatest achievement has been their work fundraising for the first and subsequent Provo City Public Libraries. The Club played an essential role in securing funding from Andrew Carnegie for the Provo Public Library, asking the town to donate a plot of land for the library building, as well as securing books and magazines for the use of the library.
  - Publish?:**

At the bottom of the Text note section, there is a small status bar that reads: "Mixed Content Enabled -- Type '<' for elements or highlight text to wrap".

In the finding aid's note, *only include information about the entity during the timeframe of the collection materials in the finding aid*. The agent record should include additional significant information not relevant to specific collections, as it is a stand-alone record.

If the agent is only a subject, you do not need to include a biographical note in the finding aid, though making a biographical note in the Agent Record is helpful.

## Updating or writing a biographical/administrative note for the Basecamp backlog project:

The [Biographical/Administrative Notes project in Basecamp](#) is a list of entities that are missing notes or missing citations. Sometimes the note is written but very poorly. Often, a legacy finding aid will be updated with notes to match creator agents and the subject agents will be placed on this backlog list.

Usually, the name element has already been established but should be checked against the [LCNAF](#).

Be sure to check all of the attached Linked Records in an Agent Record (found at the bottom of the Resource Record), as the Accession and Resource Records may have notes or collection materials that will aid in the biographical note-writing process.

## Linked Records

Showing 1 - 10 of 10 Results, Sort by:  ▾

Record Type	Title
Accession	Brigham Young University Administrative Vice President papers
Accession	BYU Administrative Vice-President records
Resource	Schwendiman (Fred A.) papers
Resource	Centennial history : Office of the Executive Vice-President
Resource	Brigham Young University Provost records
Resource	Brigham Young University vice-presidential records
Resource	Brigham Young University vice-presidential records
Resource	Brigham Young University vice-presidential records
Accession	Brigham Young University Administrative Vice President records addendum
Accession	Administrative Vice President records

Biographical/administrative notes can be very short if no information is found. You can always state obstacles to finding information or any other questions about the name in the [Biographical/Administrative Notes project in Basecamp](#).