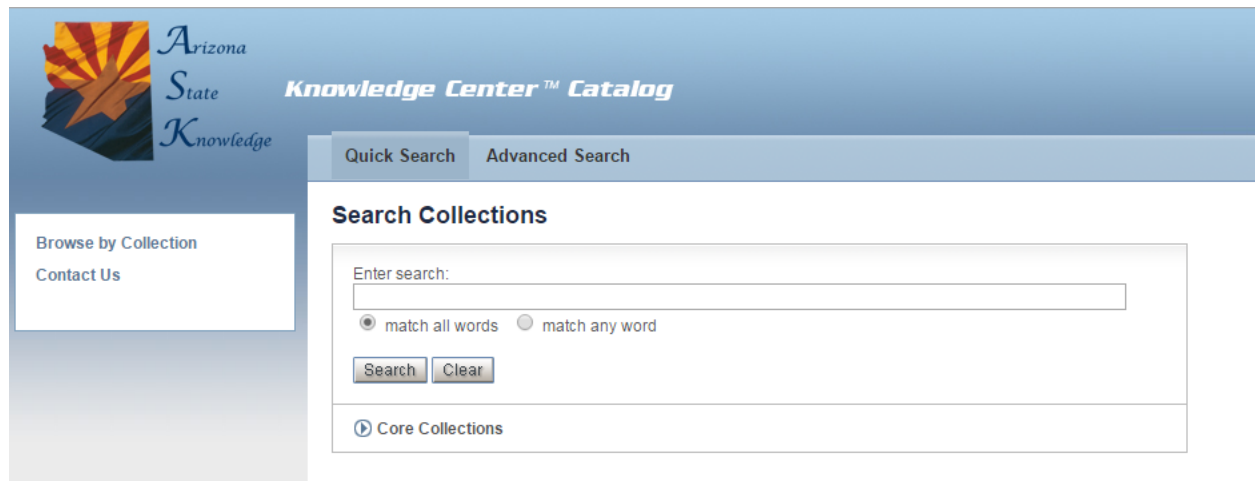


# Start Page – ask.azlibrary.gov



The screenshot shows the top navigation bar with the Arizona State Knowledge Center logo and the text "Knowledge Center™ Catalog". Below the logo are links for "Browse by Collection" and "Contact Us". The search area features two tabs: "Quick Search" (selected) and "Advanced Search". The "Search Collections" section includes a search input field labeled "Enter search:", radio buttons for "match all words" (selected) and "match any word", and "Search" and "Clear" buttons. A "Core Collections" link is located below the search area.

**Browse by Collection** – Alphabetical listing of all collections held by the Arizona State Archives. Click on a collection to generate a Finding Aid Report for the entire collection.

**Contact Us** – Use to submit a question or make a request.

**Quick Search** – Use to search across all collections and levels of description.

**Advanced Search** – Use to run a more precise search.

**Core Collections** – Alphabetical listing of the most requested collections at the Arizona State Archives. Click on a collection to generate a Finding Aid report for the entire collection.

## General Tips

- Use the "breadcrumbs" located under the search tabs to navigate between result pages and the start page. [Home > Browse by Collection > Finding Aid](#) Using the back button may cause you to lose your results.
- Results showing **(title/description for this level not available)** either means the collection is still being worked on or that the record is not a public record. Please contact us for assistance.
- Records are arranged by the agency/person who created the record. For example, Maricopa County marriages are under Maricopa County, Cochise County marriages are under Cochise County, etc.
- Marriages and divorces are located in the Superior Court records under the county in which the event took place.
- Arizona's public birth and death records can be searched at <http://genealogy.az.gov/>.

# Quick Search

The screenshot shows the 'Quick Search' interface of the Arizona State Knowledge Center Catalog. The header includes the Arizona State Knowledge logo and the text 'Knowledge Center™ Catalog'. Below the header, there are tabs for 'Quick Search' and 'Advanced Search'. The main content area shows a search bar with 'earp' entered, and radio buttons for 'match all words' (selected) and 'match any word'. Below the search bar are 'Search' and 'Clear' buttons. The results section displays 'Displaying items 1 - 7 of 7' with a '[1]' indicator. A 'Select: All, None' button and a 'View Selected' button are present. The results list three items, each with a checkbox, a rank, a title, and links for 'Display Finding Aid' and 'Show Hierarchy'. The first item is 'Ranked #1' with a title about 'File 41. Pima County. - Superior Court. - Shared Court Records. - Undertakings on appeal, Grand Jury Papers, and indictment for Frank Stillwell murder. TERRITORY OF ARIZONA VS. DOC HOLLIDAY, WYATT EARP, WARREN EARP, SHERMAN MCMASTERS, JOHN JOHNSON (INDICTMENT), Mar. 1882'. The second item is 'Ranked #1' with a title about 'File 1. Cochise County. - Superior Court. - Shared Court Records. - Court Records from the Arizona Historical Foundation. TERRITORY OF ARIZONA VS. DOC HOLLIDAY, WYATT EARP WARREN EARP, SHERMAN MCMASTERS, JOHN JOHNSON (PIMA COUNTY, INDICTMENT), 1882'. The third item is 'Ranked #2' with a title about 'File 62. Secretary of the Territory. - Crime. - Cochise County. EARP, V. W.: TELEGRAM FROM EARP REGARDING REQUISITION HERMOSILLO, MEXICO, J. HAUTIN, April 1881'. On the left side, there is a 'Select Format' dropdown menu set to 'Brief (Rank Order)', and buttons for 'Define your own report', 'Download', 'Print/save', and 'Print/save PDF'. Below that, it says 'Top Subject Clusters' and 'No Top Subject Clusters for this set of records'.

**Displaying Items** – Lists number of results in a ranked order.

**Select Format** – Provides different options for viewing results and downloading or printing your results.

**Display Finding Aid** – Generates finding aid for specific result.

**Show Hierarchy**- Brings up the entire collection hierarchy in a separate window for browsing.

**View Selected** – Creates a new view screen showing only the results selected by using the checkbox  or the select all function.

# Advanced Search

Arizona State Knowledge  
Knowledge Center™ Catalog

Quick Search Advanced Search

Home > Advanced Search

**Search Collections**

Search Get Hit Count Clear

enter lists of terms separated by semicolons ⓘ

**Titles**  
earp  
 exact match  across levels ⓘ

**Creators or Contributors**  
 exact match  across levels ⓘ

**Subjects**  
 exact match  across levels ⓘ

Date Range from   BC through   BC

Hit Count: • Display 100 retrieved items

**Parts ("levels") of Description** ⓘ


collections  sub-collections  series  containers  items

Items Linked to Electronic Resources (e.g., Images)

↑ Top of Page

More Search Options

**Title** – Searches the collection/ item title.

**Creators or Contributors** – If doing a keyword search click on across levels. Otherwise use the picklist option  to select a creator.

**Subjects** – Not available at this time.

**Date Range** – Enter dates to narrow your search.

**Parts ("levels") of Description** – Use to identify the different levels you want to search.

**More Search Options** – Use to search additional fields.

**Get Hit Count** – Displays numbers of results prior to running a search.

# Finding Aid Report

The screenshot displays the Arizona State Knowledge Center Catalog interface. At the top left is the logo for the Arizona State Knowledge Center. Below it, there are search options for 'Quick Search' and 'Advanced Search'. The main content area is divided into two frames. The left frame, titled '[Record group] Governor Bruce E. Babbitt', lists various subgroups and series, including 'Bruce E. Babbitt', '1978 Governor's Office Files', '1979 Governor's Office Files', '1980 Governor's Office Files', '1981 Governor's Office Files', '1982 Governor's Office Files', '1983 Governor's Office Files', '1984 Governor's Office Files', '1985 Governor's Office Files', '1986 Governor's Office Files', 'Offices under the Governor', 'Staff Files', 'Appointments', 'Campaign and Events', 'Proclamations', and 'Extraditions'. The right frame, titled 'Arizona State Library, Archives and Public Records RG 001. Governor Bruce E. Babbitt. 1978-1987', provides detailed information about the collection. It includes a 'Summary Information' section with fields for 'Creator' (Governor Bruce E. Babbitt, 1938 - Office of the Arizona Governor, 1863 -), 'Extent (quantity/size)' (4 Volumes, 1 Folder, 595 Boxes), and an 'Abstract' (This collection consists of records from Governor Bruce Babbitt's administration. These records include correspondence files, the Governor's office interaction with state departments and boards, federal agencies, subject files, records from the Four Corners Regional Commission, the Office of Affirmative Action, the Governor's Office of Women Services, the Arizona-Mexico Commission, Governor's Office staff files, appointment records, a small amount of Babbitt campaign materials and proclamations.). There is a PDF icon next to the abstract. Below this is an 'Administrative Information' section with 'Restrictions on Access and Use' (Use/Reproduction Restrictions: For preservation purposes, if microfilm copies are available, patrons will use the microfilm first. All photocopies of original materials are made by staff. We reserve the right to refuse copy services based on physical condition and possible damage to the materials. Public records used for commercial purposes have additional requirements (A.R.S. 39-121). The Arizona State Library, Archives and Public Records is not legally or financially responsible for any copyright infringement.) and 'Preferred Citation' (When quoting material from this collection, the preferred citation is: Bibliographic citations must cite the title of the record group(s), subgroup(s), the box number, the Archives and Records Management Division and the name of the Arizona State Library, Archives and Public Records in full.).

**Left Frame** – Provides collection hierarchy that you can click through to browse collection. Selecting a title on the left frame will generate a new report in the right frame reflecting your selection on the left.

**Right Frame** – Generates a finding aid based on your selection in the left frame.

**Full Finding Aid** – Generates the complete finding aid in a separate window for printing. (Not available on all collections).

## General Tips

- Additional indexes appear in the right frame as pdf or document icons.
- Helpful information about the arrangement of records, how to access records, or additional resources appears in the Administrative Information section.