

Guide to Entering Narrative Reports into ServCat

Description of Narrative Reports

Narrative reports summarize the activities of a refuge or complex during a specific period of time. Wildlife monitoring, climate conditions, habitat management, refuge development projects, and public outreach are discussed in these reports.

The required material in the reports changed over time; however, the narratives generally followed a similar format within a given time period. The following table summarizes the time periods that narratives covered.

Year	Time Period Covered by Narrative Report
<1942	Fiscal year (July 1 to June 30) or quarterly
1942-1963	Tri-annually (Jan-April, May-Aug, Sept-Dec)
1964-1972	Calendar year
1973-1975	Fiscal year (July 1 to June 30)
1975	July 1 to Dec 31
1976-1996	Calendar year (with a few exceptions)
1997-2004	Calendar year or fiscal year (October 1 to September 30)

Narrative Report Metadata Entry

The following template should be used to enter a narrative report into ServCat. This template can be adjusted as necessary to accurately reflect the information in a particular document.

Each narrative report should be entered into ServCat as a separate record. If there were three narratives for one year, then there should be three entries in ServCat for that year. When a narrative covers a time period other than a calendar year, include the time period in the file name (e.g., ARN _1955_NarrativeReportJan-Apr).

If a single narrative report was written for an entire refuge complex, then it should be scanned as a one PDF and entered as a single record; however, the metadata for that entry must include information about all refuges in the complex. Enter the title as it appears on the cover of the narrative, and include the names of all refuges covered by the report in the **Abstract**. Also link all of the refuges to the record under the **Organizations and Geographical** tab.

Please note that thousands of narrative reports have already been entered into ServCat. **To avoid creating duplicate records, be sure to check for a report in ServCat before entering it!**

- **Reference Type:**

Unpublished Report

- **Title:**

- Enter the title as it appears on the cover page. Omit the phrase “Reviews and Approvals”; this information is not necessary.
- Include the range of dates the report covers in the title even if it was not originally part of the title; this eliminates confusion between report coverage and completion dates

- **Dates:**

- **Date of Issue:** The date that the report was signed/submitted. If this is not available, format the date as a **Year** and enter the year that the report covers.
- **Content Begin Date and Content End Date:** The first and last day that the report covers.

- **Abstract/Full Description:**

Use the abstract generator for the appropriate time period. These can be found under **Data Entry Tools** on the ServCat Help page. Modify the generated abstract as necessary.

- **Contacts:**

- Include the person who submitted the report as a contact (this is usually the refuge manager).
- If one person is given credit for writing the majority of the report, list this person as a contact. If several people are credited for various sections of the report, it is not necessary to list all of them.
- Include the refuge name as a business contact.

- **Keywords:**

- **Subject Category Keyword** suggestions (use as appropriate)
 - General: Management | Monitoring |
 - General: Management | Natural Resources Management | Wildlife Management
- **Freeform Keyword** suggestions (use as appropriate)
 - Annual Narrative Report (unless it is already in the title or abstract)
 - Any of the following if they are discussed in detail (about half a page or more)
 - Wildlife species
 - Weather events (hurricanes, floods, tornados, droughts, etc.)
 - Fires (wildfires or prescribed burns)
 - Research projects
 - Management Strategies
 - Habitats that are managed on the refuge