Description of document:	Three (3) National Archives and Records Administration (NARA) Records Management Documents, 2004-2017
Requested date:	03-February-2017
Release date:	23-February-2017
Posted date:	20-May-2019
Records included:	NARA Policy Directive 816 (NARA 816) Digitizing Activities for Enhanced Access, 2004 NARA Policy Directive 1571 (NARA 1571) Archival Storage Standards, 2002 (starts PDF page 15) NARA Lifecycle Data Requirements Guide, 2017 (starts PDF page 30)
Source of document:	FOIA Request FOIA Officer National Archives and Records Administration 8601 Adelphi Road, Room 3110 College Park, MD 20740 By Fax: (301) 837-0293 By E-mail: foia@nara.gov Online:FOIAonline or www.foia.gov

February 23, 2017

Re: Freedom of Information Act Request NGC17-178

This is in response to your Freedom of Information Act (FOIA) request dated February 3, 2017 and received in our office on February 6, 2017, via foia@nara.gov. Your request has been assigned the above internal tracking number NGC17-178, in addition to your FOIAonline tracking number NARA-NGC-2017-000268. In your requested copies of the following documents:

 NARA Policy Directive 816 (Directive is called Digitization Activities for Enhanced Access)
NARA 1571 Archival Storage Standards
NARA's Lifecycle Data Requirements Guide

The National Archives and Records Administration (NARA) is the nation's record keeper. Millions of documents and materials are created in the course of business conducted by the United States Federal government. However, only 1 to 3 percent is maintained permanently for legal or historical purposes. Federal agency records transferred to NARA's custody are typically received no earlier than 15 years from the date of creation, but most are received by NARA well after 30 years from the date of creation.

We identified three documents totaling 408 pages, which we are releasing in full with no redactions.

This completes the processing of your request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC17-178 and FOIAonline tracking number NARA-NGC-2017-000268.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at:

National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750
garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration

8601 Adelphi Road–OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

You may also contact me directly if you have any questions or concerns about this request.

Sincerely,

Wanda Williams
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-3642
wanda.williams@nara.gov

National Archives and Records Administration

SUBJECT: Digitizing Activities for Enhanced Access

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG

Purpose of this transmittal memo. This memo transmits new directive 816.

JOHN W. CARLIN
Archivist of the United States

Attachment

National Archives and Records Administration

SUBJECT: Digitizing Activities for Enhanced Access

816.1   What is the purpose of this directive?

This directive establishes criteria and guidance for digitizing activities and for the approval and implementation of digitization projects. This directive applies to any digitizing activity that produces digital surrogates of NARA archival holdings for access purposes. It does not apply to digitizing activities for preservation, on-demand reference, or routine administrative purposes.

816.2   Authority for this directive

a.   The Clinger-Cohen Act (Pub. L. 104-106) requires each agency to implement a process for maximizing the value and assessing and managing the risks of information technology (IT) investments;

b.   Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)), and The Workforce Investment Act of 1998, which included the Rehabilitation Act Amendments of 1998, enacted on August 7, 1998, require accessible design of electronic information technology (EIT) products and services purchased by the Government;

c.   NARA Strategic Plan (revised 2003), Goal 3, Strategy A;

d.   NARA 801, Review of Information Technology Investments; and

e.   NARA 807, Content Rules and Requirements for NARA Public Web Sites (Internet and NARA-Hosted Extranets).

816.3   Definitions of terms as used in this directive

a.   **Partners** – external entities such as foundations, universities, libraries, individuals, professional associations, commercial entities, and Federal, state, and local agencies with which NARA collaborates to digitize and make archival holdings available in a digital format.

b.   **Digital surrogate** – a digital image or copy of a textual or non-textual record (e.g., scanned images of documents, digitized sound recordings).

c.   **Digitization** – the creation of digital surrogates for dissemination by a variety of means, including the Internet and CD-ROM.

d.   **Digitizing** – the act of creating a digital surrogate for dissemination by a variety of means, including the Internet and CD-ROM.

e.   **Digitization partnership** – an instance where NARA agrees to provide preferential access to NARA archival holdings or copies of NARA archival holdings to facilitate their digitization by external entities. Excluded from this definition are the activities identified in para. 816.5 as outside the scope of this directive.

f.   **Master copy** – a computer file that is the primary copy of the digital surrogate and the authoritative file from which subsequent files are derived. It is of the highest quality. Duplicate copies are exact copies of the master copy that are made to provide back up in case of deterioration, loss, or destruction of the master copy. Derivative copies are copies that have been derived from the master copy and are usually of a lesser quality (e.g. thumbnail files).

816.4   What digitizing activities are covered by this directive?
Any digitizing activity that produces digital surrogates of NARA archival holdings that will be maintained or used for more than one year is covered by this directive.

816.5   Which digitizing activities are not covered by this directive?

a.   Routine digitization of NARA operating records for purely administrative purposes (e.g., scanning the Strategic Plan for publication on www.archives.gov or coding directives for distribution on NARA@work). See NARA 807, Content Rules and Requirements for NARA Public Web Sites (Internet and NARA-Hosted Extranets), for further guidance.

b.   Preparation of digital images as part of the reference service process (e.g., customer requests for copies of archival holdings in a digital format or scanning of archival holdings by researchers in accordance with NARA research room regulations in 36 CFR 1254);

c.   Preparation of digital images of NARA holdings to visually enhance NARA web pages (see NARA 807 for further guidance), other NARA publications (see NARA 207, NARA Product Development Services [Editing, Design, and Printing] for further guidance), or physical exhibits;

d.   Routine preservation activities performed in reformatting and recopying archival holdings, including audiovisual materials and electronic records; and

e.   Projects that have already begun digitizing. Projects still in the planning phase are subject to this directive.

816.6   Responsibilities

a.   **NARA offices** --

(1)   Undertake digitizing activities involving NARA archival holdings;

(2)   Participate in digitization partnerships in accordance with this directive;

(3)   Develop and implement product plans for digitizing activities as required by this directive;

(4)   Ensure that the master and duplicate copies of each digitization product maintained by NARA are properly housed and maintained;

(5)   Maintain current information concerning the location of the master and duplication copies of the product;

(6)   Provide copies of digital surrogates to customers, either by performing reproduction services or through contract or other private reproduction services; and

(7)   Ensure that problems identified through use of the products distributed by NARA are addressed in a timely fashion.

b.   **Information Services (I)** --coordinates the review and approval of digitization projects as stipulated in this directive.

c.   **The Online Public Access (IOO) staff --**

(a)   Provides lifecycle data standards support for approved digitization projects;

(b)   Reviews templates for collecting digitizing data to ensure compliance with archival description requirements; and

(c)   Negotiates timelines for incorporation of descriptive information from digitizing activities into the Archival Research Catalog (ARC).

d.   The **Web Services (IOW) Branch** -- assists approved digitization projects using the web as a method of delivery. Assistance includes:

(a)   Reviewing or designing proposed public web site interfaces for usability, accessibility, and general functionality;

(b)   Reviewing images for accessibility; and

(c)   Reviewing the general quality of image resolution.

e.   **Digitization Services (IDS) --**

(a)   Provides guidance on the technical aspects of digitizing and the preservation, storage, maintenance, and use of digital surrogates, for in-house NARA digitizing activities and projects; and

(b)   Until the Electronic Records Archives (ERA) has this functionality and unless other arrangements have been approved, provides long-term storage and preservation of the master copies of the digital surrogates resulting from in-house NARA digitization projects and from partnership projects that include donation of a copy of the product to NARA as a result of the partnership.

f.   **Business Support Services (B**) --

(1)   Oversees the review, evaluation, and approval of digitization projects and IT architectures that require the development of an IT product plan; and

(2)   Provides guidance regarding questions relating to the use of the systems development lifecycle for these projects.

g.   **Preservation Programs (RX) --**

(1)   Reviews and provides comments to IOO on preservation issues relating to proposed digitization projects; and

(2)   Provides technical advice on any preservation or conservation issues relating to materials proposed for digitizing, in accordance with the Guidelines for Digitizing Archival Materials for Electronic Access

h.   **Document Conservation Laboratory (RXC)** --

(a)   Provides guidelines and training in handling archival holdings in accordance with the Preservation Guidelines for Contractors Handling Records and Historical Materials and

(b)   Provides assessments of the condition of archival holdings for proposed use, and provides treatment if necessary.

i.   **General Counsel (NGC) --** reviews and provides guidance on memoranda of understanding (MOUs) and similar agreements.

j.   **The Archivist --**

(1)   Approves digitization partnerships with external entities;

(2)   Approves digitization projects subject to the NARA 801 IT investment process; and

(3)   Approves digitization projects involving more than 400 hours of effort or

500 digital surrogates.

816.7   What is the purpose of digitizing activities at NARA?

The primary purpose of digitizing is to improve and increase access to NARA archival holdings. A secondary purpose is to preserve rare, fragile, or high-use items by providing digital surrogates, for either online use or production of high-quality publications or reproductions for users. Producing a digital surrogate is not considered a preservation action, except insofar as it relieves wear and tear on original materials by allowing researchers to use digital surrogates instead of the originals. Digitization will not diminish NARA's commitment to the preservation and care of the permanent archival holdings.

816.8   What NARA holdings are appropriate for digitizing?

NARA holdings to be digitized have the following characteristics:

a.   Are highly significant, of considerable interest to the public, and in high demand;

b.   Generally comprise whole, organic bodies of material;

c.   Document the rights of American citizens, the actions of Federal officials, and the national experience; or

d.   Have broad geographic, chronological, cultural, or topical appeal.

816.9   Will NARA digitize its entire holdings?

NARA does not aim to digitize its entire holdings; rather, digitizing will be undertaken through special projects.

816.10   What is required of all digitizing activities covered by this directive?

Offices engaged in digitizing activities covered by this directive must:

a.   Review the decision tree found in Appendix B to generally confirm the value of the proposed project;

b.   Adhere to the current NARA guidelines for digitizing, including the handling of archival holdings for digitizing (e.g., as defined in the Guidelines for Digitizing Archival Materials for Electronic Access and the Preservation Guidelines for Contractors Handling Records and Historical Materials.
c.   Meet the requirements for publication of digital surrogates on NARA web sites, if applicable (see NARA 807, Content Rules and Requirements for NARA Public Web Sites).

d.   Ensure that descriptive information is prepared in accordance with NARA 1301, Lifecycle Data Standards and Lifecycle Authority Control, and its associated Lifecycle Data Requirements Guide, and added to ARC at a time mutually agreed-upon with IOO.

e.   Provide for the long-term storage and preservation of digital surrogates, as detailed in an IT product plan or by arrangement with partners or IDS.

Appendix A provides an outline of these steps.

816.11   What digitization projects must be approved by the Archivist?

The Archivist must approve digitization projects that:

a.   Involve a partnership with external entities,

b.   Meet the IT investment management requirements in NARA 801.6, or

c.   Are likely to involve more than 400 hours of effort by NARA staff or contractors or will result in more than 500 digital surrogates.

Digitization projects that do not meet any of these criteria require approval by the executive of the unit proposing the project.

816.12   What do I need to do to obtain the approval of the Archivist?

Prepare NA Form 1001, Digitizing Project Proposal Worksheet and forward it to IOO for review and coordination of project approval if the activity meets one or more of the criteria listed in para. 816.11.

816.13   When must a digitizing project proposal be forwarded to IOO for review and coordination?

A digitizing project proposal may be submitted to IOO at any time during the year, but it must be approved before the digitization project begins.

816.14   How will IOO review and coordinate digitizing project proposals?

IOO will review and coordinate proposals with the affected offices in a timely manner, as they are received. IOO will:

a.   Evaluate proposals for:

(1)   Their potential to improve performance in measured outcomes identified in NARA's Strategic Plan;

        (2)   Their potential to enhance NARA's ability to satisfy the needs of internal or external customers;

        (3)   The soundness and reliability of their cost estimates;

        (4)   The potential of any proposed partnerships to enhance NARA's image and strategic goals;

        (5)   Their size and scope, with greater support given to projects manageable within current resource levels; and

        (6)   The degree to which the project conforms to NARA guidance on digitizing and describing archival holdings.

    b.   Communicate the results of their evaluation to the proposing office and discuss ways of improving the digitization proposal, as necessary;

    c.   Communicate the results of their review to the Archivist;

    d.   Communicate the Archivist's decision to the proposing office; and

    e.   Provide the coordination necessary to implement the project (e.g., the 801 Decide process or development of a partnership MOU).

816.15   Can NARA offices partner with external entities on digitization projects?

Yes. The NARA Strategic Plan states: "We will seek access partners to expand our online products, including digital copies of records, indexes, publications, and exhibits."

816.16   What additional step must I take if my proposed digitizing project includes a partner?

Offices proposing digitization projects must produce a memorandum of understanding (MOU) or similar agreement between NARA and all partners in the project after the Archivist has approved the project. IOO will coordinate with N, NGC, and the office proposing the project for the approval of the MOU. The agreement must address the following:

    a.   Accrued benefits to NARA and the prospective partner(s);

    b.   Project methodology;

    c.   Costs of digitization, including which partner is responsible for which expenses;

    d.   Adherence to NARA technical specifications;

e.   Nature and amount of NARA staff and contractor assistance and training;

f.   Handling of archival materials by partners and contractors;

g.   NARA transfer or delivery of materials to be digitized;

h.   Return by partners of the materials provided by NARA for digitization;

i.   Equipment provisions;

j.   Long-term maintenance of master digital surrogates;

k.   Publication credit;

l.   Intellectual property rights to the work product of the partnership;

m.   Inability of NARA to grant partners exclusive rights to the NARA materials;

n.   Use of NARA's name and logo by partners and vice versa;

o.   Appropriate management of rights, restrictions, and equities, and obtaining necessary permissions and clearances;

p.   Compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d));

q.   Provisions for access to the end product. Examples include:

(1)   Free access to the digital product in our facilities as long as the product is commercially available;

(2)   Identification of the partner as the official off-site repository for the digital material;

(3)   Recognition of NARA as the repository of last resort in the event that the commercial publisher or outside organization or its successor(s) becomes unwilling or unable to continue providing digital access in future;

(4)   Stipulation that NARA would be given (unless NARA refused) the master copies of the material should the entity cease to maintain them;

(5)   Free copies (master, duplicate, and derivative) of the digital surrogate and descriptive information for NARA to make available through ARC or other

means of publication; or

(6)   Any additional distribution plans;

r.   Indemnity of NARA from any wrongful actions taken by the partners such as copyright infringement, privacy rights infringement, etc.; and

s.   Conditions that warrant the termination of the partnership.

816.17   May NARA archival holdings be digitized outside NARA facilities?

Digitization projects must take place at NARA facilities whenever possible. Digitization projects may take place outside of NARA facilities provided that NARA preservation and security standards and procedures are met. To provide holdings for digitization to vendors outside of NARA facilities, digitization projects must:

a.   Follow established NARA loan procedures as provided in NARA 1701, Loans of Holdings in NARA's Physical and Legal Custody;

b.   Follow established NARA transfer of holdings procedures as provided in NARA 1702, Transporting Holdings in NARA's Physical and Legal Custody;

c.   Follow established NARA procedures for storing archival holdings as provided in NARA 1571, Archival Storage Standards; and

d.   Follow established NARA procedures for handling archival holdings as provided in accordance with the Guidelines for Digitizing Archival Materials for Electronic Access and the Preservation Guidelines for Contractors Handling Records and Historical Materials.

816.18   Do all NARA digitizing activities need IT product plans?

No. IT product plans are required only when:

a.   Activities meet the IT investment management requirements set forth in NARA 801.6, Review of Information Technology (IT) Investments, or

b.   Office policy requires them.

816.19   What additional step must I take if my proposed digitizing project meets the IT investment management requirements in NARA 801.6?

After a project is approved, if the activity meets the IT investment management requirements in NARA 801, para.6, the proposing office, in coordination with I, prepares an IT product plan, following the guidance in NARA 801, para.6.

816.20   How are records created as a result of this directive maintained under the NARA Records Schedule?

On completion of a digitization project, contact the NARA Records Officer to schedule all project records in accordance with Records Schedule item 140, "Special Studies and Project Records."

National Archives and Records Administration

SUBJECT: Archival Storage Standards

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG

Purpose of this transmittal memo. This transmits a new policy directive establishing the internal NARA structural, environmental control, fire safety, preservation, and security standards for appropriate archival storage conditions in NARA archival facilities. Additional facility specifications that are not directly related to appropriate storage conditions for archival records may be included in supplements to this directive.

JOHN W. CARLIN
Archivist of the United States

Attachment

National Archives and Records Administration

SUBJECT: Archival Storage Standards

1571.1 What is the purpose of this directive?

This directive establishes structural, environmental control, fire safety, preservation, and security standards for appropriate archival storage conditions in NARA archival facilities.

1571.2 What is the authority for this directive?

The authorities for this directive are

      a.   44 U.S.C. 2109, which makes the Archivist of the United States responsible for the preservation of records or other documentary material transferred to the Archivist's legal custody. Appropriate storage conditions are an essential component of a strategy for preservation of archival records.

      b.   44 U.S.C. 2112 and 2903, which make the Archivist responsible for custody, control and operation of certain buildings, land, and space.

      c.   44 U.S.C. 2112(a)(2), which requires the Archivist to promulgate architectural and design standards for new and existing Presidential libraries.

1571.3 Definitions

For purposes of this directive, the following definitions apply

      a.   **Archival facility** means

          (1)   A NARA-owned or leased facility used to store archival records;

          (2)   A GSA-owned or leased facility used by NARA to store archival records; or

          (3)   A Presidential library acquired by agreement in accordance with 44 U.S.C. 2112(a)(1)(B)(i).

      b.   **Archival records** means

          (1)   Federal records, Presidential historical materials, Presidential records, and donated historical materials transferred to the legal custody of NARA; and

          (2)   Supreme Court records and the records of Congress that have been deposited in NARA's physical custody.

c.   **Facility manager** means the program official who is responsible for facility management activities within that building.

d.   **Records area** means a records storage area, a designated processing area, an exhibit area, or a preservation (conservation, duplication, microfilm, digital imaging) laboratory. The term covers areas where records may be kept for extended periods.

e.   **Records storage area** means an area containing archival records that is enclosed by four firewalls, the floor, and the ceiling. The term includes general stack areas, vaults, and storage areas for exhibits and museum objects, but does not include reference space, staff offices, public spaces (e.g., restrooms and lobbies) or processing areas.

f.   **Research room** means a room in which researchers may use original records and for which they must be issued a researcher identification card.

1571.4   Responsibilities

a.   **Space and Security Management Division** (NAS)

(1)   Conducts periodic building condition surveys as outlined in par. 1571.23 and assists the program offices in establishing and maintaining a system-wide facility improvement and renovation program;

(2)   In coordination with other NARA offices, establishes architectural and design standards for all leased and NARA-owned facilities;

(3)   Furnishes professional and technical advice on the design and construction of archival storage facilities; and

(4)   Acts as project manager for archival facility design and construction projects.

b.   **Preservation Programs** (NWT) conducts an integrated, scientific preservation program, including

(1)   Developing and recommending long-range preservation plans and policy for archival records, coordinating with the Office of Presidential Libraries (NL) and the Office of Regional Records Services (NR), as necessary;

(2)   Writing specifications for and providing quality assurance testing of those materials used to prolong the useful life of records (e.g., folders and boxes) and of materials that will be used in the proximity of records (e.g. paint, adhesives and finishes, carpeting, pesticides, and cleaning supplies);

(3)   Monitoring environmental conditions of archival facilities;

(4)   Administering integrated pest management programs;

(5)   Providing technical advice and consultant services on specialized storage requirements to NL, NR, and the Office of Records Services – Washington, DC (NW);

(6)   Furnishing professional and technical preservation assistance; and

(7)   Reviewing the design and construction of archival storage facilities for records preservation issues.

c.   **Presidential library directors** administer the day-to-day facilities management program of the library in coordination with the NL, and major renovation and restoration projects in coordination with NL and the Office of Administrative Services (NA).

d.   **Regional administrators and facility directors** administer the day-to-day facility management programs of the regions in coordination with NR.

e.   **Facilities and Materiel Management Services Division (NAF)** is responsible for the day-to-day facility management program of the National Archives Building and the National Archives at College Park (Archives II).

1571.5   To what NARA archival facilities does this policy apply?

a.   This policy applies to all new NARA archival facilities occupied by NARA on or after October 1, 2001, except new space leased for archival programs on a short-term basis while a permanent archival facility is being built or renovated. Additional facility specifications that are not directly related to appropriate storage conditions for archival records may be included in supplements to this directive.

b.   New space leased on a short-term basis must meet the facility standards for storage of permanent Federal records specified in 36 CFR Part 1228, Subpart K.

c.   To the extent feasible and financially practicable, existing NARA archival facilities should conform to these standards when the facility is renovated or otherwise significantly modified. If the facility cannot be brought into conformance with every standard, NA and the affected program office determine what mitigating action will be taken to minimize threats to the holdings. For example, if piping within a storage area cannot be removed, a mitigating action, such as frequent inspections, may be identified. Mitigating actions must be coordinated with NWT and approved by the Archivist.

d.   All NARA archival facilities must have an Integrated Pest Management program (see par. 1571.17) and must enforce the facility policies specified in par. 1571.24.

e.   All NARA archival facilities must comply with pars. 1571.14 and 1571.15 when selecting and installing new furnishings and materials, including carpet, in the facility and par.

1571.12 when painting records storage areas.

1571.6   What are the general structural standards for NARA archival facilities?

a.   The facility must be designed in accordance with regional building codes to provide protection from building collapse or failure of essential equipment from earthquake hazards, tornadoes, hurricanes, and other potential natural disasters.

b.   The facility must be constructed with non-combustible materials and building elements, including roofs, walls, columns, and floors.

c.   A floor load limit must be established for the records storage area by a licensed structural engineer. The limit must take into consideration the weight of the specific type(s) of archival records to be stored, height and type of the shelving or storage equipment, the width of the aisles, the configuration of the space, etc. The allowable load limit must be posted in a conspicuous place and must not be exceeded.

d.   The architectural and engineering design team for the facility must include and work closely with a preservation specialist, who has experience in developing archival storage facilities and has been approved by NARA. The plans for the facility must be reviewed by NWT at each submission stage.

1571.7   What standards must be followed to protect against water damage?

a.   **Location of facility.** The archival facility must be sited a minimum of five feet above and 100 feet from any 100 year flood plain area, or be protected by an appropriate flood wall that conforms to local or regional building codes.

b.   **Roof.** The facility must ensure that the roof membrane does not permit water to penetrate the roof. Place nothing on the roof that may cause damage to the roof membrane, including equipment. Do not install skylights or sloped glazed windows in areas where records are regularly present. Avoid roof penetrations, including vents, over these areas. However, automatic roof vents, designed solely to vent in the case of a fire, with a temperature rating at least twice that of the sprinkler heads, may be used over records storage areas.

c.   **Piping.**

(1)   Do not run piping (except fire protection sprinkler piping and storm water roof drainage piping) through records storage areas.

(2)   If drainage piping from roof drains must be run though records storage areas, the piping must be run to the nearest vertical riser and must include a continuous seamless gutter sized and installed beneath the lateral runs to prevent leakage into the storage area. Vertical pipe risers in records storage areas must be fully enclosed by shaft construction with appropriate maintenance access panels.

       d.   **Location of records within the facility.**

       (1)   Do not store records below grade. Cave/underground facilities may be exempted from the requirement to store records above ground if the facilities

       (a) Meet the other standards in this directive;

       (b) Demonstrate long-term low risk to records because of water, fire, or structural threats; and

       (c) Are granted a waiver from a specific standard by the Archivist.

       (2)   Store records at least 3 inches from the floor surface.

       (3)   NWT and NAS must review plans to place records shelving equipment along an exterior wall in advance.

       (4)   No fountains, pools, or standing water are allowed over or adjacent to areas where records are stored, processed, used, or exhibited.

       e.   **Water detection system.** If special considerations indicate concerns with possible water damage in records storage areas, consult with NWT on the advisability of installing a water detection system.

1571.8 What are the general heating, ventilation, and air conditioning (HVAC) requirements?

       a.   Archives storage areas, processing areas, and preservation laboratories must be served from separate HVAC systems. All other areas of the building may share the same HVAC system. HVAC equipment must not be mounted on the roof of a new facility.

       b.   Air handling units serving records storage and processing areas must provide sufficient air exchanges to maintain requirements for temperature, relative humidity, and pollutant control. The number of air exchanges are determined by the planned size of the room, volume of records, volatile organic compounds coming off the records, occupancy, etc.

       c.   The records storage areas of the facility must be kept under positive air pressure especially in the areas adjacent to the loading dock. Loading docks must have an air supply and exhaust system that is separate from the remainder of the facility.

       d.   Areas where records are used, processed, stored, or exhibited must be isolated from sources of pollutants and particulates, such as the loading dock, machine rooms, or areas where woodworking or painting take place. Doors to the record areas must not open directly onto the loading dock, machine rooms, locations where woodworking or painting takes place, or other similar areas. The air intakes and returns must be designed such that lower quality air and environment cannot affect the records areas, and must have direct venting to the outdoors.

1571.9   What are the temperature and humidity standards?

a.   Appendix A specifies the **maximum** acceptable temperatures in areas where records are stored, and the **maximum** acceptable temperature set point for areas where records are exhibited, processed, or used. Appendix A also specifies the acceptable range for relative humidity in areas where records are stored, processed, exhibited, or used. Use cooler temperature and drier relative humidity set points whenever possible, as these conditions extend the life and significantly enhance the preservation of the records. Coordinate the selection of temperature and relative humidity set points with NWT.

b.   The standards specified in Appendix A must be maintained 24 hours per day, 365 days per year, unless otherwise stated. Once a set point is programmed, daily fluctuations must not exceed 5° F and/or 5 percent relative humidity. Relative humidity levels represented in a range indicate minimum and maximum set points. Seasonal movement between these set points must not exceed 5% per month while staying within the +/-5% daily band restriction.

c.   Seasonal relative humidity drift in actual operation of the system to reconcile energy efficiency and external climate extremes in certain geographical locations and with certain building types may occur. The building should be designed to accommodate the environmental requirements in a highly energy efficient manner.

d.   Temperature and relative humidity conditions in records areas must be continuously monitored and must be recorded at intervals that are frequent enough, and in a sufficient number of locations to demonstrate and confirm compliance with the standard. The facility manager must maintain the HVAC systems and integrated monitoring equipment according to manufacturer's specifications. The facility manager is responsible for monitoring the temperature and relative humidity conditions in the facility following NWT guidance and specifications, and ameliorating problems as they develop. Report ongoing problems to NWT and NAS.

1571.10 What are the limits for air pollutants (particulate and gases)?
Appendix B specifies the maximum allowed levels of particulates and gases in records storage areas, processing areas, exhibit areas, and research rooms. The facility manager is responsible for monitoring for pollutants in the facility at intervals frequent enough to demonstrate and confirm compliance with the standard, following NWT guidance and specifications. The facility manager is responsible for maintaining particulate and gas filtration systems according to manufacturer's specifications and ameliorating problems as they develop. Report ongoing problems to NWT and NAS.

1571.11 What air handling and filtration systems are required?
The following filtration systems are required in the air handling unit for the records storage and processing areas:

a.   **Gas-phase filtration system.** The gas phase filtration system must control

effectively gas phase contaminants including, aromatic, aliphatic, oxygenated hydrocarbons, chlorinated hydrocarbons, and inorganic acid/basic compounds. The operation of the air purification system may be a combination of chemisorption, adsorption, and catalytic processes. The system must be designed to allow periodic monitoring of the filter performance by providing sampling ports or access to the filter ports.

b.   **Particulate filtration system.** The particulate filtration system for archival records storage and processing areas must have a Minimum Efficiency Reporting Rating (MERV) of 14 or greater based on ASHRAE 52.2, "Methods of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size." To extend the service life of the system, it may be desirable to install preliminary filters with lower MERV ratings. A pressure drop measurement system or other equipment must be provided to determine when the filters need to be changed

c.   **Humidification control system.** The air handling units must be designed for both humidification and dehumidification. Humidification must be achieved by a clean steam injection system (such as an electronic steam humidifier), an atomized air system using clean water, or equivalent system located down stream of the gas filtration system. The design of the system must ensure that the system does not generate or harbor microorganisms.

1571.12   What finishes are permitted in records areas?

a.   Use a water-based latex paint for painting walls and ceilings. All concrete block walls in the storage area must be primed and painted to prevent dust.

b.   Use a low volatile organic compound (VOC) acrylic membrane curing compound for the concrete floors of the records storage areas, after which apply a floor epoxy. Limit the VOC off-gassing of any epoxy and floor coatings in any area where records are processed, used, stored, or exhibited to less than 0.1 part per million by restricting the use of toluene and xylene in the floor coating mix.

c.   Use a powder-coating system to paint all painted metal shelving surfaces (including map cases, museum cabinets, etc.) used within all records areas. The powder-coating polymer must be a polyester epoxy hybrid or best equivalent available that passes NWT-conducted or independent lab tests for hardness, coating stability, bending, coating adhesion, and coating durability. The paint must not exceed the off-gassing limits specified in Appendix B. Do not apply powder coating to the metal surfaces onsite in the storage area.

d.   If ceiling pipe or exterior stack wall metal panels are to be painted, use an acrylic water reducible primer covered by two latex paint coats.

1571.13   What finishing materials are prohibited in areas where records are used or stored?

 The following materials are not permitted in the areas where records are used, processed, exhibited and stored, including vaults, but may be used in other areas of the facility. For renovated facilities, this paragraph does not apply to previously installed or applied materials.

a.   Cellulose nitrate lacquers and adhesives;

b.   Polyurethane products, including paints, varnishes, and foams;

c.   Acid-curing silicone sealants and adhesives;

d.   Sulfur containing materials that could release SO_2;

e.   Pressure sensitive adhesives that release VOCs;

f.   Unstable chlorine polymers (PVCs);

g.   Formaldehyde emitting compounds, such as might be found in particle boards;

h.   Vinyls; and

i.   Oil-based paints and varnishes.

1571.14   What materials may be used in records storage areas and records areas, and how is their suitability determined?

a.   Finishing materials, such as paints, finishes, fabrics, carpeting, and floor and wall coverings, used in areas where records are processed, stored, or exhibited for any purpose, must be approved by NWT. NWT may need to test or direct the testing of materials to determine suitability and render approval. Sufficient time to undertake testing must be incorporated into planning and construction schedules.

b.   Cleaning supplies used in areas where records are regularly present should be selected carefully to minimize potential damage to records. NWT will provide more specific guidance on how to select appropriate products, and types of products or specific products whose use is restricted or prohibited.

1571.15   Are carpeting and wall coverings permitted?
Carpeting, vinyl tiles, and wall coverings are not permitted in the records storage areas, but may be used in other parts of the archival facility. Carpeting, vinyl tiles and wall coverings that minimize off gassing of VOCs must be used in areas where records are regularly present.

1571.16   What are the requirements for lighting?

a.   **Records storage areas**.

(1)   Normal light levels must not exceed 500 Lux measured 36 inches above the floor level. Ultraviolet (UV) filtration on emergency lighting is required so that UV radiation below 400 nanometers in wavelength does not exceed 75μ W/lumen and 75 μW per square meter

of surface area.

          (2)   Where records are not protected by an enclosure:

              (a)   UV filtration as specified in subpar. a(1) is required on all lights.

              (b)   Lights in the storage areas that are not required for safety must be off when work is not taking place. Systems (e.g. motion detectors, timers, etc.) should be incorporated to ensure that light exposure to the holdings is minimized.

     b. **Processing areas.** Lighting levels for normal office space may be used. UV filtration is required so that UV radiation below 400 nanometers in wavelength does not exceed 75µ W/lumen and 75 µW per square meter of surface area.

     c. **Exhibit areas.** Lighting must have the capability of full control for light levels 0-200 lux. UV filtration is required so that UV radiation below 400 nanometers in wavelength does not exceed 75µ W/lumen and 75 µW per square meter of surface area.

     d. **Research rooms.** Lighting levels for normal office space may be used. UV filtration is required so that UV radiation below 400 nanometers in wavelength does not exceed 75µ W/lumen and 75 µW per square meter of surface area.

1571.17 What are the requirements for pest and vermin control?
The archival facility must have an Integrated Pest Management (IPM) program as defined in the Food Protection Act of 1996 (Section 303, Public Law 104-170, 110 Stat. 1512). The facility manager is responsible for monitoring and amelioration of problems as they develop. Report problems to NWT.

1571.18 What are the general fire-safety requirements for archival facilities?

     a.   NARA archival facilities must comply with requirements and recommended practices specified in NFPA 232-2000, Standard for the Protection of Records unless a requirement in this directive is more stringent.

     b.   Do not install mechanical equipment containing motors rated in excess of 1 HP within records storage areas.

     c.   Do not install high-voltage electrical distribution equipment (i.e., 13.2kv or higher switchgear and transformers) within records storage areas.

     d.   Penetrations in the walls must not reduce the specified fire resistance ratings.

     e.   Provide a redundant source of primary electric service, such as a second primary service or an appropriately rated emergency generator to ensure continuous, dependable service to the fire alarm and fire protection systems. Manual switching between sources of service is

acceptable.

f.   Do not store hazardous materials, including records on cellulose nitrate film, in records storage areas. Records on cellulose nitrate film may include still photographic negatives, still photographic transparencies, x-rays, motion picture film and microfilm. Nitrate motion picture film and nitrate sheet film may be stored in separate areas that meet the requirements of the appropriate NFPA standard, NFPA 40 (1997), Standard for the Storage and Handling of Cellulose Nitrate Motion Picture Film, or NFPA 42 (1997), Code for the Storage of Pyroxylin Plastic.

1571.19 What are the smoke detection system requirements?

a.   The archival facility must have an approved, supervised automatic smoke detection system providing full-building coverage. Smoke detection systems must meet the requirements of NFPA 72, National Fire Alarm Code, and must be maintained in accordance with NFPA 72, Part H.

b.   Locate smoke detection devices to provide a 99 percent reliability of detecting the origin of the fire in less than 5 minutes. Use photoelectric-type detectors in records storage areas.

1571.20 What are the requirements for automatic sprinklers?

a.   All records storage and adjacent areas must be protected by a professionally designed automatic sprinkler system that is designed to limit the maximum anticipated loss from any single fire event to a maximum of 300 cubic feet of records destroyed. Sprinkler systems for records storage areas must be separately zoned from other building areas.

b.   A wet sprinkler system, installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, must be used except as provided in subpar. c.

c.   Clean agent systems that comply with NFPA 2001, Standard on Clean Agent Fire Extinguishing Systems, or pre-action sprinkler systems must be used in cold-storage rooms and other areas subject to temperatures below 40°F, and may be used in records storage vaults and museum storage areas. These systems also may be used in computer rooms and electrical and telephone closets.

1571.21 What are the security requirements for archival facilities?

a.   The facility must comply, at a minimum, with the security specifications for a Level III facility as defined in the Department of Justice, U. S. Marshals Service report Vulnerability Assessment of Federal Facilities dated June 28, 1995. A copy of the specifications is provided in Appendix A to 36 CFR Part 1228. NAS designates facilities that require higher level security specifications.

b.   The facility must have an anti-intrusion alarm system to protect against unauthorized entry.

   c. The facility must enforce controls on access to records storage areas.

   d. Special security measures may be required for records storage vaults to comply with information security requirements or to protect materials of high intrinsic or monetary value.

1571.22 How should the building condition be monitored and maintained?
The facility manager must ensure that

   a. Schedules are developed for maintenance and calibration of control system devices for all major building systems in accordance with manufacturers' recommendations;

   b. Scheduled maintenance is performed promptly; and

   c. Schedules are reviewed and updated annually.

1571.23 How often should building condition surveys be conducted?
To ensure that archival facilities subject to this directive meet the standards, NAS should conduct (or contract for) building condition surveys according to the following schedule:

   a. **New facilities.** Once before acceptance of a new archival facility, at two years, and again when 10 years old. After 10 years, follow the schedule for existing facilities. If any "punch-list" items are identified in the inspection before acceptance, NAS must monitor correction/completion of those items.

   b. **Existing facilities.** Every 5 years. When an existing facility is renovated or significantly modified, the 5-year cycle begins again in the fiscal year following completion of the renovations or modifications. A pre-acceptance inspection is performed for building renovations. If any "punch-list" items are identified in the inspection before acceptance, NAS must monitor correction/completion of those items.

1571.24 What other facility use policies contribute to appropriate archival storage conditions?

   a. Prohibit smoking, eating, and drinking in all areas in which records are stored, exhibited, or used.

   b. In facilities that have records processing areas, prohibit processing records and photocopying in the records storage areas. To ensure that records are subjected to the best environmental conditions available, retain them in processing areas for as short a time as possible.

Appendix A
Temperature and Relative Humidity Standards for Archival Records

Table 1. Records Storage Areas

Records medium	Dry Bulb **Maximum** **Temperature**	Relative Humidity Set Point
Paper Textual records including files, cards, bound volumes, computer printout and other papers Cartographic records including maps, charts, architectural drawings, posters	65°F*	35 - 45%* ± 5%
Photographic media (black and white) Black and white non-acetate/non-nitrate motion and still picture negatives/ film, photographic paper prints, x-rays, and microforms	65°F*	35% ± 5%
Photographic media (black and white) Black and white acetate motion and still picture negatives/film, x-rays, and microforms; diazo and vesicular microfilm (not including reference copies)	35°F	35% ± 5%
Photographic media (color) Color still and motion picture negatives/ film, slides, and prints Modern digitally produced prints (ink jet, dye sublimation, electrophotographic, and thermal)	35°F*	35%± 5%
Transition/barrier room at "cold" storage stack	50°F	35%± 5%
Magnetic/electronic media including computer tapes and disks, video tapes, audio tapes, optical disks	65°F*	35%± 5%
Other Artifacts and Presidential library gifts	65°F	35 - 45%± 5%

Note to Table 1: Specific microclimates (cases, sealed frames, special housings) may be required for some materials on exhibit and in storage. Materials may include: parchment, photos, fragile bound volumes, metals, or textiles. Items loaned from other institutions may require tighter RH control as per loan agreements

*Cooler temperature set points and within the specified range drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media should not be stored at a temperature lower than 46°F.

Table 2. Other Areas/Rooms

Space used for:	Maximum Dry Bulb Temperature Set Point*	Relative Humidity Set Point*
Processing areas/rooms	70°F ± 5°	35-45% ± 5%
Exhibit areas/rooms (see Appendix A, Note 1)	70°F ± 5°	35-50% ± 5%
Research rooms	70°F ± 5°	35-50% ± 5%

*Cooler temperature set points and, within the specified range, drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media should not be stored at a temperature lower than 46°F.

Appendix B
Air Pollutant Limits

Following are the limits for pollutant gases in records storage, processing, and exhibit areas. The levels of pollutant gases specified in this appendix are based on the lowest concentrations that can readily be measured and achieved with current air filtration technology. There are no known "safe" lower limits below which pollutants will not cause damage.

Type of pollutant	Maximum permitted after air filtration
Sulfur dioxide	1 ppb (part per billion); 2.7 $\mu g/m^3$.
Nitrogen dioxide	2.6 ppb; 5.0 $\mu g/m^3$
Ozone	2.0 ppb; 4.0 $\mu g/m^3$.
Formaldehyde	4.0 ppb; 5.0 $\mu g/m^3$.
Acetic acid	4.0 ppb; 10.0 $\mu g/m^3$

Note: Research rooms must have at least office quality air filtration.

abbreviations.html This guide provides basic guidance on the use of abbreviations in archival descriptions. It addresses some of the most common issues that relate to abbreviations:

- [Geographic Terms](#)
- [Dates](#)
- [Fiscal Year](#)
- [Personal Titles](#)
- [Citations](#)

For fuller guidance on these and other topics, consult:

- [NARA Style Guide, 4.1 Abbreviations and Symbols](#); and
- [Government Printing Office Style Guide, 9. Abbreviations and Letter Symbols](#)

Geographic Terms

Completely spell out states, territories, and countries. The only exceptions are the former **U.S.S.R**. and Washington, **DC**.

Do not use postal code abbreviations for state names.

For example, use:

> **Los Angeles, California**
> <u>not</u>
> Los Angeles, CA

> **Raleigh, North Carolina**
> <u>not</u>
> Raleigh, NC

However, use:

> **Washington, DC**
> <u>not</u>
> Washington, District of Columbia

Use of **U.S.** *and* **United States**

U.S.: Use the abbreviation U.S. as an adjective, but spell out United States when used as a noun. U.S. Government, U.S. foreign policy, U.S. citizen.

United States: United States Code, foreign policy of the United States. Always spell out United States in formal writing (e.g., in Executive orders and proclamations).

Dates

Dates must be fully written out (August 1973 or August 10, 1973). The month is never abbreviated.

> the June 1970 report

> The Commission held hearings in Washington, DC from February 15 to 17, 1972.

Fiscal Year

When using the term "Fiscal Year", spell it out the first time it is used followed by acronym in parentheses (i.e., Fiscal Year (FY) 2004.) Use only the acronym (i.e., FY 2004) for the remainder of the description.

Personal Titles

The following titles are not abbreviated: President, Commander-in-Chief, Governor, Senator, Congressman/Congresswoman, and Representative. "Secretary" is spelled out when it refers to an individual at the Cabinet level or at the international level. Secretary of the Treasury is correct, not Sec. of the Treasury or Treasury Sec.

Titles of military rank are abbreviated when they precede a full name (Lt. George Armstrong Custer) but not when only the last name is used (Lieutenant Custer).

See the U.S. Government Printing Office Style Manual Military Rank abbreviations and the Department of Defense Imagery and Caption Style Guide Enclosure 1 Military Titles.

Citations

When citing a particular law, statute, regulation, or Executive order, use the abbreviated form. When referring to these items in general, spell out the names. For more specialized guidance on citations, see the Federal Register's Document Drafting Handbook.

Citation	Description
E.O. 12226	An Executive order will be issued.
Pub. L. 89-1	Every six years, public laws are incorporated into the
15 U.S.C. 311	United States Code.
80 Stat. 1423	Statutes at Large
36 CFR part 1200	Look in the Code of Federal Regulations.
36 CFR 1200.1	(reference to a section with the part)

]]> alpha.html Alphabetical Listing of Elements

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Abolish Date Qualifier
Abstract
Access Filename
Access File Size
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Media Type (for Microform Product), use [Specific Media Type (for Microform Product)](#)
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]]> authority_lists/accesslist.html The Access Restriction Status Authority List provides data values for the Access Restriction Status element.

Restricted - Fully
scope note: Use if *all* the archival materials are restricted.

Restricted - Partly
scope note: Use if *some* of the archival materials are restricted.

Restricted - Possibly
scope note: Use if the archival materials *may be* restricted. Use if the archival materials have been reviewed

or partially reviewed and found to contain restricted material, but the restrictions have not been recorded, identified and/or verified at the file unit or item level.

Undetermined
scope note: Use when it is *unknown* if the archival materials are restricted.

Unrestricted
scope note: Use if there are *no* access restrictions on the archival materials.

]]> authority_lists/baselist.html Base Authority List

The Base Authority List provides data values for the [Base](#) element.

Aluminum

Animal Skin Product

Board

Bone/Ivory/Claw/Tooth

Cardboard

Cellulose acetate butyrate

Ceramic

Enamel

Film/Plastic: Acetate
scope note: Developed as a safety film, acetate has been used as a film base since the 1930s. Under adverse storage conditions, acetate will deteriorate as part of a chemical process called "vinegar syndrome."
source: NARA Managing Audiovisual Records, 1996

Film/Plastic: Nitrate
scope note: Also called "nitrocellulose film" or "cellulose nitrate", nitrate is chemically unstable and highly flammable. It was manufactured as a transparent, plastic film base until 1951.
source: NARA Managing Audiovisual Records, 1996

Flim/Plastic: Polyester
scope note: Polyester has been widely used as a base for sheet film since the 1970s.
source: NARA Managing Audiovisual Records, 1996

Film/Plastic: Unknown

Glass
scope note: Glass is the base for both glass plate negatives and lantern slides.

Metal
scope note: Metal, particularly aluminum, is used as a base (substrate) for optical disks.

Other

Paper
scope note: A medium commonly made from pulped cellulose fibers (derived mainly from wood, rags, or

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certain grasses) suspended in water, formed into sheets on a screen, and dried. Paper is commonly used as the base for textual records.
source: SAA Glossary, 1992

Photographic Paper

Photographic Paper: Fiber-based

Photograhic Paper: Resin-coated
scope note: Paper coated with polyethylene on both sides. Commonly referred to as RC paper.
source: Encyclopedia of Printing, Photographic, and Photomechanical Processes, 1990

Plant-based material

Plastic/Rubber/Synthetic Resin

Shell

Shellac
scope note: Used as a base for phonographs.
source: Webster's 10th, 1997

Steel

Stone

Stretched Canvas

Textile

Vinyl

Wax
scope note: Used as a base for phonographs.
source: Webster's 10th, 1997

Wood

]]> authority_lists/contributorlist.html Contributor Type Authority List

The Contributor Type Authority List provides data values for the [Organizational Contributor Type](#)and [Personal Contributor Type](#) elements. The Contributor Type Authority List is based on the MARC Relator Code List.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Actor
scope note: Use for a person who principally exhibits acting skills in a musical or dramatic presentation or entertainment.

Adapter
scope note: Use for a person who 1) reworks a musical composition, usually for a different medium, or 2) rewrites novels or stories for motion pictures or other audiovisual medium.

Animator

Annotator
scope note: Use for a person who writes manuscript annotations on a printed item.

Applicant

Architect

Arranger
scope note: Use for a person who transcribes a musical composition, usually for a different medium from that of the original; in an arrangement the musical substance remains essentially unchanged.

Art director

Artist
scope note: Use for a person (e.g., a painter) who conceives, and perhaps also implements, an original graphic design or work of art, if specific terms (e.g., Engraver, Etcher) are not desired. For book illustrators, prefer Illustrator.
UF Graphic technician

Assignee
scope note: Use for a person or organization to whom a license for printing or publishing has been transferred.

Assistant director

Associate producer

Associated name
scope note: Use as a general term for a name associated with or found in an item or collection, or which cannot be determined to be that of a Former owner or other designated term indicative of provenance.

Attributed name
scope note: Use to relate an author, artist, etc. to a work for which there is or once was substantial authority for designating that person as author, creator, etc. of the work.
UF Supposed name

Auctioneer
scope note: Use for a person or corporate body in change or the estimation and public auctioning of goods, particularly books, artistic works, etc.

Author
scope note: Use for a person or corporate body chiefly responsible for the intellectual or artistic content of a work, usually printed text. This term may also be used when more than one person or body bears such responsibility.
UF Joint author

Author in quotations or text extracts
scope note: Use for a person whose work is largely quoted or extracted in a works to which he or she did not contribute directly. Such quotations are found particularly in exhibition catalogs, collections of photographs, etc.

Author of afterword, colophon, etc.
scope note: Use for a person or corporate body responsible for an afterword, postface, colophon, etc. but who is not the chief author of a work.

Author of introduction, etc.
scope note: Use for a person or corporate body responsible for an introduction, preface, foreword, or other critical introductory matter, but who is not the chief author.

Author of screenplay, etc.
scope note: Use for a person or corporate body responsible for a motion picture screenplay, dialog, spoken commentary, etc.

Bibliographic antecedent
scope note: Use for the author responsible for a work upon which the work represented by the catalog record is based. This may be appropriate for adaptations, sequels, continuations, indexes, etc.

Binder

Binding designer
scope note: UF Designer of binding

Book designer
scope note: Use for the person or firm responsible for the entire graphic design of a book, including arrangement of type and illustration, choice of materials, and process used.

Book producer
scope note: Use for the person or firm responsible for the production of books and other print media, if specific terms (e.g., Book designer, Engraver, Type designer, Printer) are not desired.
UF Producer of book

Bookjacket designer
scope note: UF Designer of bookjacket

Bookplate designer
scope note: UF Designer of bookplate

Bookseller

Calligrapher

Camera assistant

Camera operator

Cartographer

Censor
scope note: Use for a censor, bowdlerizer, expurgator, etc., official or private.
UF Bowdlerizer Expurgator

Choreographer
scope note: Use for a person who composes or arranges dances or other movements (e.g., "master of swords") for a musical or dramatic presentation or entertainment.

Cinematographer

Client
scope note: Use for a person or organization for whom another person or organization is acting.

Collaborator
scope note: Use for a person or corporate body that takes a limited part in the elaboration of a work of another author or that brings complements (e.g., appendices, notes) to the work of another author.

Collector
scope note: Use for a person who has brought together material from various sources, which has been arranged, described, and cataloged as a collection. The collector is neither the creator of the material nor the person to whom manuscripts in the collection may have been addressed.

Collotyper

Commentator
scope note: Use for a person who provides interpretation, analysis, or a discussion of the subject matter on a recording, motion picture, or other audiovisual medium.

Compiler
scope note: Use for a person who produces a work or publication by selecting and putting together material from the works of various persons or bodies.

Complainant
scope note: Use for the party who applies to the courts for redress, usually in an equity proceeding.

Complainant-appellant
scope note: Use for a complainant who takes an appeal from one court or jurisdiction to another to reverse the judgment, usually in an equity proceeding.

Complainant-appellee
scope note: Use for a complainant against whom an appeal is taken from one court or jurisdiction to another to reverse the judgment, usually in an equity proceeding.

Composer
scope note: Use for a person who creates a musical work, usually a piece of music in manuscript or printed form.

Compositor
scope note: UF Typesetter

Conceptor
scope note: Use for a person or corporate body responsible for the original idea on which a work is based, this includes the scientific author of an audio-visual item and the conceptor of an advertisement.

Conductor
scope note: Use for a person who directs a performing group (orchestra, chorus, opera, etc.).

Consultant
scope note: Use for the person called upon for professional advice or services in a specialized field of knowledge or training.

Consultant to a project
scope note: Use for a person or corporate body engaged specifically to provide an intellectual overview of a strategic or operational task and by analysis, specification, or instruction, to create or propose a cost-effective course of action or solution.

Contestant
scope note: Use for the party who opposes, resists, or disputes, in a court of law, a claim, decision, result,

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etc.

Contestant-appellant
scope note: Use for a contestant who takes an appeal from one court of law or jurisdiction to another to reverse the judgment.

Contestant-appellee
scope note: Use for a contestant against whom an appeal is taken from one court of law or jurisdiction to another to reverse the judgment.

Contestee
scope note: Use for the party defending a claim, decision, result, etc. being opposed, resisted, or disputed in a court of law.

Contestee-appellant
scope note: Use for a contestee who takes an appeal from one court or jurisdiction to another to reverse the judgment.

Contestee-appellee
scope note: Use for a contestee against whom an appeal is taken from one court or jurisdiction to another to reverse the judgment.

Contractor
scope note: Use for the person or corporate body who enters into a contract with another person or corporate body to perform a specific task.

Co-producer

Copyright claimant

Copyright holder

Corrector
scope note: Use for a corrector of manuscripts, such as the scriptorium official who corrected the work of a scribe. For printed matter, use Proofreader.

Correspondent
scope note: Use for a person or organization who was either the writer or recipient of a letter or other communication.

Costume designer
scope note: Use for a person who designs or makes costumes, fixes hair, etc., for a musical or dramatic presentation or entertainment.

Curator of an exhibition
scope note: Use for a person who is responsible for conceiving and organizing an exhibition.

Dancer
scope note: Use for a person who principally exhibits dancing skills in a musical or dramatic presentation or entertainment.

Dedicatee
scope note: Use for a person or organization to whom a book, manuscript, etc., is dedicated (not the recipient of a gift).

Dedicator

scope note: Use for the author of a dedication, which may be a formal statement or in epistolary or verse form.

Defendant

scope note: Use for the party defending or denying allegations made in a suit and against whom relief or recovery is sought in the courts, usually in a legal action.

Defendant-appellant

scope note: Use for a defendant who takes an appeal from one court or jurisdiction to another to reverse the judgment, usually in a legal action.

Defendant-appellee

scope note: Use for a defendant against whom an appeal is taken from one court or jurisdiction to another to reverse the judgment, usually in a legal action.

Delineator

scope note: Use for a person or organization executing technical drawings from others' designs.

Depositor

scope note: Use for a person or organization placing material in the physical custody of a library or repository without transferring the legal title.

Designer

scope note: Use for a person or organization responsible for design if specific codes (e.g., Book designer, Type designer) are not desired.

Director

scope note: Use for a person who is responsible for the general management of a work or who supervises the production of a performance for stage, screen, or sound recording.

Dissertant

scope note: Use for a person who presents a thesis for a university or higher-level educational degree.

Distributor

scope note: Use for an agent or agency that has exclusive or shared marketing rights for an item.

Draftsman

Dubious author

scope note: Use for a person or corporate body to which authorship has been dubiously or incorrectly ascribed.

Editor

scope note: Use for a person who prepares for publication a work not primarily his/her own, such as by elucidating text, adding introductory or other critical matter, or technically directing an editorial staff.

Electrotyper

Engineer

scope note: Use for a person or organization that is responsible for technical planning and design, particularly with construction.

Engraver

Etcher

Executive producer

Expert
scope note: Use for a person in charge of the description and appraisal of the value of goods, particularly rare items, works of art, etc.
UF Appraiser

Facsimilist

Filer

Film editor
scope note: Use for an editor of a motion picture film. This term is used regardless of the medium upon which the motion picture is produced or manufactured (e.g., acetate film, video tape).

Forger
scope note: UF Copier, Counterfeiter

Former owner
scope note: Use for the person or organization who owned an item at any time in the past. Includes those to whom the material was once presented. The person or organization giving the item to the present owner is designated as Donor.

Funder
scope note: Use for the person or agency that furnished financial support for the production of the work.

Guest

Honoree
scope note: Use for the person in memory or honor of whom a book, manuscript, etc. is donated.
UF Memorial

Host
scope note: Use for the person who is invited or regularly leads a program (often broadcast) that includes other guests, performers, etc. (e.g., talk show host).

Illuminator

Illustrator
scope note: Use for the person who conceives, and perhaps also implements, a design or illustration, usually to accompany a written text.

Inscriber
scope note: Use for the person who signs a presentation statement.

Inspector
scope note: Use for a person who conducts an inspection or otherwise ascertains the state of affairs.

Instrumentalist
scope note: Use for a person who principally plays an instrument in a musical or dramatic presentation or

entertainment.

Interviewee

Interviewer

Inventor

Judge
scope note: Use for a public official appointed or elected to hear and decide legal matters in court.
source: Black's Law Dictionary, 1999

K - none

Landscape architect

Lender
scope note: Use for a person or organization permitting the temporary use of a book, manuscript, etc., such as for photocopying or microfilming.

Libelant
scope note: Use for the party who files a libel in an ecclesiastical or admiralty case.

Libelant-appellant
scope note: Use for a libelant who takes an appeal from one ecclesiastical court or admiralty to another to reverse the judgment.

Libelant-appellee
scope note: Use for a libelant against whom an appeal is taken from one ecclesiastical court or admiralty to another to reverse the judgment.

Libelee
scope note: Use for the party against whom a libel has been filed in an ecclesiastical court or admiralty.

Libelee-appellant
scope note: Use for a libelee who takes an appeal from one ecclesiastical court or admiralty to another to reverse the judgment.

Libelee-appellee
scope note: Use for a libelee against whom an appeal is taken from one ecclesiastical court or admiralty to another to reverse the judgment.

Librettist
scope note: Use for the writer of the text of an opera, oratorio, etc.

Licensee
scope note: Use for the original recipient of the right to print or publish.

Licensor
scope note: Use for the signer of the license, imprimatur, etc.
UF Imprimatur

Lithographer

scope note: Use for the person who prepares the stone or plate for lithographic printing, including a graphic artist creating a design directly on the surface from which printing will be done.

Lyricist
scope note: Use for the writer of the text of a song.

Manufacture place
scope note: Use for the name of the place of manufacture (e.g., printing, duplicating, casting, etc.) of a resource in a published form.

Manufacturer
scope note: Use for a person or organization that makes an artifactual work (an object made or modified by one or more persons). Examples of artifactual works include vases, cannons or pieces of furniture.

Marine artist

Metadata contact
scope note: Use for the person or organization primarily responsible for compiling and maintaining the original description of a metadata set (e.g., geospatial metadata set).

Metal-engraver

Moderator
scope note: Use for the person who leads a program (often broadcast) where topics are discussed, usually with participation of experts in fields related to the discussion.

Monitor
scope note: Use for a person or organization that supervises compliance with the contract and is responsible for the report and controls its distribution. Sometimes referred to as the grantee, or controlling agency.

Musician
scope note: Use for the person who performs music or contributes to the musical content of a work when it is not possible or desirable to identify the function more precisely.

Narrator
scope note: Use for the speaker who relates the particulars of an act, occurrence, or course of events.

Organizer of meeting
scope note: Use for the person or corporate body responsible for organizing a meeting for which an item is the report or proceedings.

Originator
scope note: Use for the author or agency performing the work, i.e., the name of a person or organization associated with the intellectual content of the work. This category does not include the publisher or personal affiliation, or sponsor except where it is also the corporate author. Includes a person designated in the work as investigator or principal investigator. Use in cases where an individual is named in the series title but is not the archival creator.
UF Principal investigator

Other
scope note: Use for terms from other lists which have no equivalent in the MARC list or for terms which have not been assigned a relator.

Owner

Papermaker

Participant
scope note: Use for a person who participates in or contributes to a council or meeting but who may not be the subject of the meeting.

Patent holder

Patron
scope note: Use for the person responsible for commissioning a work. Usually a patron uses his or her means or influence to support the work of artists, writers, etc. This includes those who commission and pay for individual works.

Petitioner

Performer
scope note: Use for a person who exhibits musical or acting skills in a musical or dramatic presentation or entertainment, if specific terms for those functions (Actor, Dancer, Instrumentalist, Vocalist, etc.) are not used. If specific terms are used, Performer is used for a person whose principal skill is not known or specified.

Photographer
scope note: Use for the person or organization responsible for taking photographs, whether they are used in their original form or as reproductions.

Plaintiff
scope note: Use for the party who complains or sues in court in a personal action, usually in a legal proceeding.

Plaintiff-appellant
scope note: Use for a plaintiff who takes an appeal from one court or jurisdiction to another to reverse the judgment, usually in a legal proceeding.

Plaintiff-appellee
scope note: Use for a plaintiff against whom an appeal is taken from one court or jurisdiction to another to reverse the judgment, usually in a legal proceeding.

Platemaker

Printer
scope note: Use for the person or organization who prints texts, whether from type or plates.

Printer of Plates
scope note: Use for the person or organization who prints illustrations from plates.
UF Plates, Printer of

Printmaker
scope note: Use for the person who makes a relief, intaglio, or planographic printing surface.

Process contact
scope note: Use for a person or organization primarily responsible for performing or initiating a process, such as is done with the collection of metadata sets.

Producer
scope note: Use for a person who is responsible for the making of a motion picture, including business aspects, management of the productions, and the commercial success of the work.

Production personnel
scope note: Use for a person who is associated with the production (props, lighting, special effects, etc.) of a musical or dramatic presentation or entertainment.

Programmer
scope note: Use for a person or corporate body responsible for the creation and/or maintenance of computer program design documents, source code, and machine-executable digital files and supporting documentation.

Proofreader
scope note: Use for a person who corrects printed matter. For manuscripts, use Corrector.

Publisher

Publishing director
scope note: Use for a person who presides over the elaboration of a collective work to ensure its coherence or continuity. This includes editors-in-chief, literary editors, editors of series, etc.

Q - none

Recipient
scope note: Use for the person to whom correspondence is addressed.

Recording engineer
scope note: Use for a person who supervises the technical aspects of a sound or video recording session.

Redactor
scope note: Use for a person who writes or develops the framework for an item without being intellectually responsible for its content.

Renderer

Research team head
scope note: Use for the person or corporate body that directed or managed a research project.

Research team member
scope note: Use for the person or corporate body that participated in a research project but whose role did not involve direction or management of it.

Researcher
scope note: Use for the person or corporate body responsible for performing research.
UF Performer of research

Respondent
scope note: Use for the party who makes an answer to the courts pursuant to an application for redress, usually in an equity proceeding.

Respondent-appellant
scope note: Use for a respondent who takes an appeal from one court or jurisdiction to another to reverse the judgment, usually in an equity proceeding.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Respondent-appellee

scope note: Use for a respondent against whom an appeal is taken from one court or jurisdiction to another to reverse the judgment, usually in an equity proceeding.

Reviewer

scope note: Use for a person or corporate body responsible for the review of book, motion picture, performance, etc.

Rubricator

Scenarist

scope note: Use for the author of a motion picture screenplay.

Scientific advisor

scope note: Use for a person who brings scientific, pedagogical, or historical competence to the conception and realization on a work, particularly in the case of audio-visual items.

Scribe

scope note: Use for an amanuensis and for a writer of manuscripts proper. For a person who makes pen-facsimiles, use Facsimilist.

Sculptor

scope note: Use when the more general term Artist is not desired.

Secretary

scope note: Use for a recorder, redactor, or other person responsible for expressing the views of a corporate body.

Signer

scope note: Use for the person whose signature appears without a presentation or other statement indicative of provenance. When there is a presentation statement, use Inscriber.

Singer

scope note: Use for a person who uses his or her voice with or without instrumental accompaniment to produce music. A singer's performance may or may not include actual words.

Space artist

Speaker

scope note: Use for a person who participates in a program (often broadcast) and makes a formalized contribution or presentation generally prepared in advance.

Sponsor

scope note: Use for the person or agency that issued a contract or under the auspices of which a work has been written, printed, published, etc.

Sound

Stereotyper

Surveyor

scope note: Use for a person or organization who does measurements of tracts of land, etc. to determine location, forms, and boundaries.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Thesis advisor
scope note: Use for the person under whose supervision a degree candidate develops and presents a thesis, mémoire, or text of a dissertation.
UF Promoter

Transcriber
scope note: Use for a person who prepares a handwritten or typewritten copy from original material, including from dictated or orally recorded material. For makers of pen-facsimiles, use Facsimilist.

Translator
scope note: Use for a person who renders a text from one language into another, or from an older form of a language into the modern form.

Type designer
scope note: Use for the person who designed the type face used in a particular item.
UF Designer of type

Typographer
scope note: Use for the person primarily responsible for choice and arrangement of type used in an item. If the typographer is also responsible for other aspects of the graphic design of a book (e.g., Book designer), codes for both functions may be needed.

Vocalist
scope note: Use for a person who principally exhibits singing skills in a musical or dramatic presentation or entertainment.

Witness

Wood-engraver

Writer of accompanying material
scope note: Use for a person who writes significant material which accompanies a sound recording or other audiovisual material.

]]> authority_lists/copylist.html Copy Status Authority List

The Copy Status Authority List provides data values for the [Copy Status](#) element.

Preservation
scope note: Used solely in the processes and operations involved in the stabilization and protection of records against damage or deterioration.
source: SAA Glossary, 1992

Preservation-Reference
scope note: Used for both preservation and reference purposes.

Preservation-Reproduction
scope note: Used for both preservation and reproduction purposes.

Preservation-Reproduction-Reference
scope note: Used for all three purposes - preservation, reproduction and reference.

Reference
scope note: Used solely for consultation by both NARA staff and researchers.
source: SAA Glossary, 1992

Reproduction
scope note: Used solely to create exact copies of the record in form and content, but not necessarily in size and appearance. Also known as the "intermediate copy," especially in motion picture film descriptions.
source: SAA Glossary, 1992

Reproduction-Reference
scope note: Used for both reproduction and reference purposes.

]]> authority_lists/creatorlist.html Creator Type Authority List

The Creator Type Authority List provides data values for the [Creating Individual Type](#) and [Creating Organization Type](#) elements.

Most Recent
scope note: Use if the creator is the one *last responsible* for the archival materials' creation, accumulation, or maintenance.

Predecessor
scope note: Use if the creator is the one *first or previously responsible* for the archival materials' creation, accumulation, or maintenance.

]]> authority_lists/datelist.html Date Qualifier Authority List

The Date Qualifier Authority List provides data values for the following elements: [Abolish Date Qualifier](#), [Birth Date Qualifier](#), [Broadcast Date Qualifier](#), [Copyright Date Qualifier](#), [Coverage End Date Qualifier](#), [Coverage Start Date Qualifier](#), [Death Date Qualifier](#), [Establish Date Qualifier](#), [Inclusive End Date Qualifier](#), [Inclusive Start Date Qualifier](#), [Production Date Qualifier](#), and [Release Date Qualifier.](#)

?
scope note: Use if uncertainty exists regarding the date.

ca.
scope note: Use if the date is approximate.

]]> authority_lists/descriptionlist.html Description Type Authority List

The Description Type Authority List provides data values for the [Description Type](#) element.The highest grouping of archival materials will be a record group or collection. At NARA, both function as a means for facilitating administrative control of holdings.

Record Group
scope note: A body of organizationally related records established on the basis of provenance by an archives for control purposes; A major archival unit that comprises the records of a large organization, such as a Government bureau or independent agency.

Collection
scope note: An artificial accumulation of documents brought together on the basis of some characteristic (e.g. means of acquisition, creator, subject, language, medium, form, name of collector) without regard to

the provenance of the documents. The Presidential libraries often organize their archival materials by collections, which primarily fall into three categories: donated historical materials (relating to all Presidencies, Hoover-Bush), Presidential records (applying to Presidencies since Reagan), and Presidential historical materials (Nixon.)

Series
scope note: File units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use.

File Unit
scope note: An organized unit (file, volume, etc.) of documents grouped together either for current use or in the process of archival arrangement. For NARA's descriptive practices, the file unit is the intellectual handling of the record item, which may or may not be the physical handling. In other words, a folder does not necessarily equal a file unit. For example, a case file may be in several physical folders, but is described as one file unit. For electronic records, the definition of a file unit level may be difficult. A file does not necessarily refer to a tape or to a particular data file.

Item
scope note: The smallest indivisible archival unit (e.g. a letter, memorandum, report, leaflet, or photograph). For example, a book or record album would be described as an item, but the individual chapters of the book or the discs or songs that make up the album would not be described as items.
Do not use the Item description type to describe motion picture films, sound recordings or video recordings.

Item (AV)
scope note: Use the Item (AV) description type to describe audiovisual items. Audiovisual refers to Motion Picture Films, Sound Recordings, and Video Recordings.
Do not use this description type to describe photographs, artifacts or textual items.

]]> authority_lists/dimensionlist.html Dimension Authority List

The Dimension Authority List provides data values for the [Dimension](#) element.

Â¼ inch

Â½ inch

1 inch

10 inch

12 inch

14 inch

16 inch

1x2 inches

11x14 inches

16x20 inches

2 inch

2x2 inches
scope note: Common dimension for slides.
source: USMARC, 1991

2 Â¼ x 2 Â¼ inches
scope note: Common dimension for slides.
source: USMARC, 1991

Â¾ inch

3 inch

3 Â½ inch

3x5 inches

3 Â½ x 5 inches

4 inch

4 Â¾ inch
scope note: Use for CDs and DVDs.
source: Archival Moving Image Materials, July 2000

4x5 inches

4x6 inches

5 inch

5x7 inches

5x8 inches

7 inch

8 inch

8x10 inches

9 inch

Film: 120 mm

Film: 16 mm

Film: 16/32 mm

Film: 28 mm

Film: 35 mm

Film: 35/32 mm

Film: 65 mm

Film: 70 mm

Film: 8 mm

Film: 9.5 mm

Film: s16 mm

Film: s8 mm
scope note: Super 8 mm/Single 8 mm
source: USMARC, 1991

Paper: A4 European

Paper: Legal (8.5x14 inches)

Paper: Letter (8.5x11 inches)

Sound: Â¼ inch on 3 inch reel

Sound: Â¼ inch on 5 inch reel

Sound: Â¼ inch on 7 inch reel

Sound: Â¼ inch on 10 inch reel

Varied
scope note: Use if a Series or File Unit has a variety of standard sizes, such as 3x5 and 4x6 cards, Â¾ inch and 1 inch sound recordings, or 8mm and s8mm films.

]]> authority_lists/editlist.html Edit Status Authority List

The Edit Status Authority List provides data values for the [Edit Status](#) element.

Edited
scope note: Use if the moving images or sound recordings have been edited, such as a film in its final production stage.

Partially Edited
scope note: Use if the moving images or sound recordings have been partially edited, such as a film that has been assembled but is not in final format.

Unedited
scope note: Use if the moving images or sound recordings have not been edited, such as a tape right out of the camera. Unedited footage is sometimes referred to as "raw footage."

]]> authority_lists/emulsionlist.html Emulsion Authority List

The Emulsion Authority List provides data values for the [Emulsion](#) element.

Chromium Dioxide

Ferric Oxide

Gelatin

scope note: Gelatin emulsions have been used since the 1880s to produce dry plate negatives, Eastman paper negatives, Eastman gelatin film, cellulose nitrate film, cellulose acetate film, and polyester film. Gelatin emulsions have also been used to process Silver Gelatin Prints, which can be created on either "developing out" paper or "printing out" paper. By 1910, silver gelatin developing-out paper prints were standard. Silver gelatin emulsions are used in the Polaroid process. Color prints are created by processes that use chemically-dyed gelatin emulsions.
source: Administration of Photographic Collections

Metal Evaporation

Metal Particle

]]> authority_lists/findinglist.html Finding Aid Type Authority List

The Finding Aid Type Authority List provides data values for the [Finding Aid Type](#) element.

Calendar

scope note: A chronological list of individual documents, either selective or comprehensive, usually with a description providing such information as writer, recipient, date, place, summary of content, type of document, and page or leaf count.
source: SAA Glossary, 1992

Catalog

scope note: A listing of materials with descriptive details, usually arranged systematically. Catalogs are produced in a variety of formats, including book, card, microform, or electronic.
source: SAA Glossary, 1992

Container List

scope note: A listing of materials by container, meant to facilitate retrieval. A container list normally includes the title of the series or file, start and end of each container, and the inclusive dates of the materials contained therein. Also known as a box list.
source: SAA Glossary, 1992

Database

scope note: A structured assembly of logically related data, usually machine-readable data, designed to meet various applications but managed independently of them. A database may be designed to emulate any other finding aid type.
source: ICA Dictionary of Archival Terminology, 1984

Doc. Package

scope note: A compilation of materials that enables the user to understand the structure and/or content of the electronic records being described. A documentation package may include materials produced by the creator and/or NARA, such as a listing of the contents, data layouts, manuals, user notes, and publications.

Filing Plan

scope note: A classification plan or scheme for the physical arrangement, storage, and retrieval of files. A filing plan is often identified by the type of symbols used (e.g. alphabetical, numerical, alpha-numerical, decimal). Use for agency-created filing plans, not NARA-created finding aids.
source: SAA Glossary, 1992

Folder List

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

scope note: A list prepared by the creator or an archives or manuscript repository detailing the titles of folders contained in one or more records center cartons/containers or archives boxes/containers.
source: SAA Glossary, 1992

Index

scope note: A systematically arranged list providing access to the contents of a file, document, or groups of documents, consisting of entries giving enough information to trace or locate each entry by means of a page number or other symbol.
source: SAA Glossary, 1992

Inventory

scope note: Inventories only apply to Record Group or Collection descriptions. As a basic archival finding aid, an inventory generally includes a brief administrative history of the organization(s) as well as series descriptions of their records. Minimum descriptions generally include title, inclusive dates, quantity, arrangement, relationships to other series, and scope and content notes. Inventories may also include appendices that provide supplementary information such as container lists, folder lists, glossaries, etc.
In record management, an inventory is a listing of the volume,scope, and complexity of the records, usually compiled for the purpose of creating a records schedule.
Use for preliminary inventories
source: SAA Glossary, 1992

Item List

scope note: A finding aid listing all items or a selection of items from a record group, collection or series.

Log

scope note: A listing of sequential data, especially about activities or transactions that occur in a system.
Use for logbook.

Manuscript Register

scope note: The finding aid developed in the style of the Manuscript Division of the Library of Congress to describe groups of papers and records by giving their provenance and conditions of access and use;scope and general content, including inclusive dates and bulk dates; a biographical note about the person, family group, or organization whose material it is; its arrangement; a folder list; and on occasion, selective indexes. Registers only apply to collection descriptions.
source: SAA Glossary, 1992

Other

scope note: Use if the finding aid type is not available in this list. Describe the finding aid type in the Finding Aid Note.

Prelim. Checklist

scope note: Use for archival materials that have been described in a preliminary checklist. A checklist is a list of documents prepared for the purposes of identification and control. Do not confuse with preliminary inventory, for which you should use inventory.
source: SAA Glossary, 1992

Register

scope note: A list, often in the form of a volume, of items, names, events, actions, etc. The entries are usually in numerical or chronological sequence. Registers often accomplish the legal function of providing evidence of facts and acts and may also serve as a finding aids to records, such as a register of letters sent.
source: SAA Glossary, 1992

Select List

scope note: A published finding aid listing items, such as textual documents, photographs, maps, etc., that bring together information from across record groups, collections, or series relating to a particular topic.

Shelf List
scope note: A list of the holdings in a library, records center, or archives, arranged in the order of the contents of each shelf.
source: SAA Glossary, 1992

]]> authority_lists/formatlist.html Format Authority List

The Format Authority List provides data values for the Format element.

Dictation Belt: Amertape

Dictation Belt: Dictabelt

Dictation Belt: Dictalog Belt

Dictation Belt: Dictaphone DictaBelt

Dictation Belt: Magnabelt

Dictation Belt: Sonobelt

Film: 1/4" MAG
scope note: 1/4-inch Sync Reel-to-Reel

Film: 1/4" MAGW
scope note: 1/4-inch Wild Sound Reel-to-Reel

Film: CRI
scope note: Color Reversal Internegative

Film: DNC
scope note: Duplicate Negative, Composite

Film: DNS
scope note: Duplicate Negative, Silent

Film: DNT
scope note: Duplicate Negative Track

Film: FGMC
scope note: Fine Grain Master Composite

Film: FGMS
scope note: Fine Grain Master Silent

Film: INCK
scope note: Internegative, Composite, Color

Film: INSK
scope note: Internegative, Silent, Color

Film: INTPCK
scope note: Interpositive, Composite, Color

Film: INTPSK
scope note: Interpositive, Silent, Color

Film: MAG
scope note: Full Coat Magnetic Sound Track

Film: MAGS
scope note: Magnetic Tape Stripe Sound Track

Film: MAGSC
scope note: Magnetic Tape Stripe, Composite

Film: MPC
scope note: Master Positive, Composite

Film: MPCK
scope note: Master Positive, Composite, Silent

Film: MPPC
scope note: Master Projection Print, Composite

Film: MPPCK
scope note: Master Projection Print, Composite, Color

Film: MPPS
scope note: Master Projection Print, Silent

Film: MPPSK
scope note: Master Projection Print, Silent, Color

Film: MPS
scope note: Master Positive, Silent

Film: MPSK
scope note: Master Positive, Silent, Color

Film: MPT
scope note: 35/16mm Master Positive Track

Film: MRCK
scope note: Master Reversal, Composite Color

Film: MRSK
scope note: Master Reversal, Silent, Color

Film: RCK
scope note: Reversal, Composite, Color

Film: RSK
scope note: Reversal, Silent, Color

Film: ONC
scope note: Original Negative, Composite

Film: ONCK
scope note: Original Negative, Composite, Color

Film: ONS
scope note: Original Negative, Silent

Film: ONSK
scope note: Original Negative, Silent, Color

Film: ONT
scope note: Original Negative Track

Film: ORC
scope note: Original Reversal, Composite

Film: ORCK
scope note: Original Reversal, Composite, Color

Film: ORS
scope note: Original Reversal, Silent

Film: ORSK
scope note: Original Reversal, Silent, Color

Film: PPC
scope note: Projection Print, Composite

Film: PPCK
scope note: Projection Print, Composite, Color

Film: PPS
scope note: Projection Print, Silent

Film: PPSK
scope note: Projection Print, Silent, Color

Sound: 2 Tracks

Sound: 4 Tracks

Sound: 8 Tracks

Sound: Audograph Disc

Sound: Broadcast Transcription Test Pressing

Sound: Dubbing Instantaneous
scope note: Dubbing Instantaneous Type

Sound: Flexi Disc

Sound: Mass Produced Pressing

Sound: Master Matrix

Sound: Master Pressing

Sound: Microcassette

Sound: Mother Matrix

Sound: Quadraplex

Sound: Stamper Matrix

Sound: Soundscriber

Video: Â½'' EIAJ Type 1

Video: 1'' Open reel-Type A

Video: 1'' Open reel-Type C

Video: 2'' Helical Ampex - 1500

Video: 2'' Helical IVC - 900

Video: 2'' Quad

Video: Betacam

Video: BetacamSP

Video: Betacam SX

Video: Betacam/Super/HB

Video: Betamax

Video: D1

Video: D2

Video: D3

Video: D5

Video: D6

Video: D9-HD

Video: DCT

Video: Digital-8

Video: Digital Betacam

Video: DVCAM

Video: DVCPRO50/P

Video: DVCPRO/D7

Video: DVCPRO HD

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Video: HD D5

Video: HDCAM

Video: HDCAM SR

Video: Hi-8

Video: M

Video: M2

Video: MiniDV

Video: MPEG IMX

Video: S-VHS

Video: U-matic

Video: U-maticSP

Video: VHS

Video: Video8

]]> authority_lists/generalmedialist.html General Media Type Authority List

The General Media Type Authority List provides data values for the [General Media Type](#) element.

Artifacts
scope note: Physical objects made or altered by human craft, such as tools, utensils, weapons, objects for personal adornment, art, or other items that inherently give cultural clues about the person who made it or used it.
source: Art and Architecture Thesaurus Online, 2009

Artworks and Graphic Materials
scope note: Encompasses works of the fine or decorative arts when their aesthetic or conceptual nature is emphasized, and prints and illustrations that depend upon line and not color to render the design.
source: Art and Architecture Thesaurus Online, 2009

Bound Volumes
scope note: Books, magazines, and other media types in which pages are bound together to form a single volume. Examples include manuals, publications, and notebooks.

Flash Memory Devices
scope note: Digital data storage that consists of nonvolatile solid state memory and uses electrical charges to record information.

Grooved Media
scope note: Disks, cylinders, or other media containing a channel cut, embossed, or pressed into the recording medium that carries the encoded signal.
source: The International Association of Sound and Audiovisual Archives Cataloguing Rules, 1999

Loose Sheets

scope note: Items consisting of single sheets or multiple sheets that are unbound.

Magnetic Media
scope note: Magnetizable material in various formats, capable of storing information in the form of electromagnetic signals.
source: Art and Architecture Thesaurus Online, 2009

Microform
scope note: Media used to record microimages.
source: Art and Architecture Thesaurus Online, 2009

Motion Picture Film
scope note: A thin sheet of plastic, in a sheet or roll, used to capture a sequence of images that, when viewed in rapid succession, gives the appearance of movement.
source: A Glossary of Archival and Records Terminology Online (SAA)

Optical Disks
scope note: Data storage devices in disk form that use lasers to write and access data and can store data in analog or digital form.
source: Art and Architecture Thesaurus Online, 2009

Photographic Materials
scope note: The class of materials and material products used in the processing of photographs, including the constituent parts of the photograph itself.
source: Art and Architecture Thesaurus Online, 2009

]]> authority_lists/grtlist.html General Records Type Authority List

The General Records Type Authority List provides data values for the [General Records Type](#) element.

Architectural and Engineering Drawings
scope note: The broad class of technical drawings that follow precise conventions or scale and that are intended for construction or mechanical purposes, whether or not a project was executed. Examples of architectural and engineering drawings include records needed to plan and build static structures, such as buildings, bridges, and canals, as well as objects, such as weapons and machines. These may be in electronic form.

Artifacts
scope note: A two or three dimensional object largely defined by aesthetic value or value as an object rather than by informational value.

Data Files
scope note: 1) A structured collection of data that is stored together and treated as a unit by a computer. 2) Related data (numeric, textual, or graphic information) and fields that are organized in a strictly prescribed form and format. Examples of data files include databases, spreadsheets, and e-mail. Data files are not the same as textual documents recorded on electronic media.

Maps and Charts
scope note: Graphic representations, drawn to scale, of selected features of the surface and atmosphere of the earth and of other planets and planetary satellites. Examples include hydrographic/nautical charts, weather charts, aeronautical charts, photomaps, orthophotomaps, atlases, cartograms, globes, and relief models. These may be in electronic form.

Moving Images
scope note: A sequence of images that presents the illusion of motion or movement as they are advanced. Examples include motion pictures, videos, and other theatrical releases, shorts, news footage (including television newscasts and

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

theatrical newsreels), trailers, outtakes, screen tests, training films, educational material, commercials, spot announcements, home movies, amateur footage, television broadcasts, and unedited footage. These may be in electronic form.

Photographs and other Graphic Materials
scope note: Two-dimensional pictorial representations intended to be viewed, without motion, either by the naked eye or by means of an optical device, such as transparencies, negatives, or slides. Examples include photographs (positive or negative, opaque or transparent), prints, posters, and original art. These may be in electronic form.

Sound Recordings
scope note: Digital or analog recordings for audio purposes only. Examples include radio broadcasts, public service or advertising spot announcements, recordings of meetings, oral histories, and speeches.

Textual Records
scope note: The term usually applied to manuscript and typescript records. Examples include minutes of meetings, organizational charts, diaries, calendars, correspondence, reports, briefing books, legal opinions, directives, and publications. Textual records may be in electronic form, as in the case of some email records or word processing documents.

Web Pages
scope note: One or more electronic files accessed by Internet browsers and associated with a unique address called a Uniform Resource Locator (URL).

]]> authority_lists/holdingslist.html The Holdings Measurement Type Authority List provides data values for the [Holdings Measurement Type](#) element.

Code	Holdings Measurement Type	Dimensions (Inches) (Depth x Width x Height)	Volume (Total Cubic Feet)
ACF-H	Archival Quality Cubic Foot Container, Hinged Lid	15.500 x 12.000 x 10.000	1.076
ACF-S	Archival Quality Cubic Foot Container, Standard	16.500 x 12.500 x 10.750	1.283
AER-A	Aerial Film Can, Standard	5.500 x 5.500 x 10.000	0.175
AER-B	Aerial Film Can, 500	7.250 x 7.250 x 9.500	0.289
AER-C	Aerial Film Can, 70mm, Large	7.750 x 7.750 x 3.000	0.104
AER-D	Aerial Film Can, 70mm, Medium	6.000 x 6.000 x 3.000	0.063
AER-E	Aerial Film Can, 70mm, Small	3.750 x 3.750 x 3.000	0.024
ALB-A	Album, Unboxed, Custom	12.000 x 2.000 x 9.000	0.125
ARF	Artifact		
AUD-A	10 1/2 inch single open reel tape	11.000 x 11.000 x 1.000	0.070
AUD-B	7 inch single open reel tape	7.500 x 7.500 x 0.500	0.016
AUD-C	Shoebox, 7 inch audioreel (old style)	18.000 x 8.000 x 8.000	0.667
AUD-D	Shoebox, 7 inch audioreel (AII style)	12.500 x 8.000 x 8.000	0.463
AUD-E	Audiocassette tray (single wide)	18.000 x 6.000 x 3.000	0.188
AUD-F	Audiocassette tray (double wide)	18.000 x 10.500 x 3.000	0.328
AUD-G	Pizza box (for 16 inch floppy disks)	18.000 x 18.000 x 4.000	0.750
AUD-H	Disk box - 16 inch disks	19.000 x 19.000 x 3.500	0.731
AUD-I	Disk box - 12 inch disks	12.500 x 12.500 x 4.000	0.362

AUD-J	'Norton' film storage box	12.000 x 12.000 x 10.000	0.833
AUD-K	Oversized film box	15.000 x 15.000 x 10.000	1.302
AUD-L	Audiocassette tray (single wide - AII style)	18.000 x 6.000 x 3.000	0.188
AUD-M	Audiocassette	4.250 x 0.500 x 2.750	0.003
AUD-N	Cylinder Box	16.750 x 11.000 x 5.500	0.586
AUD-O	Dictabelt Box	12.500 x 8.000 x 5.500	0.318
AUD-P	Digital Audio Tape (DAT)	3.125 x 0.563 x 2.250	0.002
AUD-Q	Audiocassette Box, 12 inch	12.000 x 6.000 x 3.000	0.125
AUD-R	5 inch single open reel tape	5.000 x 5.000 x 0.500	0.007
AUD-S	3 inch single open reel tape	3.000 x 3.000 x 0.500	0.003
AUD-T	Phonograph Storage Box	16.750 x 17.250 x 3.250	0.543
AUD-U	Audiocassette Box (double wide)	12.000 x 9.000 x 3.000	0.188
AUD-V	Phonograph Storage Box - 12 inch disks	13.000 x 13.000 x 3.250	0.318
BIN-A	Ring Binder, 1 1/2 inch	10.000 x 1.250 x 11.500	0.083
BIN-B	Ring Binder, 2 inch	10.000 x 1.750 x 11.500	0.116
BIN-C	Ring Binder, 3 inch	11.250 x 2.750 x 11.250	0.201
BIN-D	Ring Binder, 3 inch	11.500 x 2.750 x 11.750	0.215
BIN-E	Ring Binder, Canvas Covered, 3 inch	11.000x 3.250 x 11.750	0.243
BIN-F	Signal Corps Post Binders	12.250 x 2.250 x 9.500	0.152
BIN-G	Ring Binder, 2.5 inch	12.250 x 3.750 x 13.500	0.359
BIN-P1	Post Binder, 1	16.500 x 12.000 x 7.500	0.859
BIN-P2	Post Binder, 2	16.500 x 11.500 x 11.500	1.263
BIN-P3	Post Binder, 3	17.500 x 11.500 x 8.500	0.990
BIN-P4	Post Binder, 4	18.000 x 12.000 x 5.000	0.625
BIN-P5	Post Binder, 5	11.500 x 11.500 x 3.000	0.230
BIN-P6	Post Binder, 6	26.250 x 18.250 x 0.500	0.139
BIN-P7	Post Binder, 7	4.000 x 10.000 x 7.500	0.174
BIN-P8	Post Binder, 8	14.500 x 15.500 x 2.000	0.265
BKS-A	Book Style Box, Hinged A	12.250 x 9.000 x 3.000	0.191
BKS-B	Book Style Box, Hinged B	17.250 x 11.500 x 3.250	0.373
BKS-C	Book Style Box, Hinged C	15.250 x 10.250 x 3.000	0.271
BUN-D	Bundle	12.000 x 18.000 x 8.000	1.000
CAB-A	Blue Metal Cabinet	12.000 x 36.000 x 60.000	15.000
CAB-B	Metal Cabinet, 5-Drawers	28.000 x 15.000 x 58.000	14.097
CAB-C	Grey Metal Cabinet	21.500 x 54.250 x 66.000	44.549
CAB-D	Cabinet, 4-Drawers Standard	18.000 x 11.750 x 26.000	3.182
CAB-E	Cabinet, 4-Drawers standard	18.000 x 36.000 x 49.000	18.375
CAB-F	Cabinet, 4-Drawers long	28.000 x 18.000 x 49.000	14.291
CAB-G	Cabinet, 9-Drawers Media Cabinet	25.000 x 28.625 x 56.000	23.192
CAB-H	Photographic Negatives Cabinet, 8-Drawers	52.000 x 15.000 x 28.500	12.865
CAB-I	Index Card Cabinet, 8-Drawers	28.000 x 13.000 x 42.000	8.847
CAB-J	Index Card Cabinet, 10-Drawers	24.500 x 13.000 x 52.000	9.584
CAB-K	Index Card Cabinet, 2-Drawers, 5 x 8 Cards	16.000 x 18.370 x 7.180	1.221

CAT-A	Catalog Card Drawer	15.750 x 5.250 x 3.250	0.156
CD-A	CD Jewel Case, Single Disc	5.625 x 0.250 x 4.938	0.004
COM-P	Computer Card Box	12.375 x 8.875 x 4.125	0.262
CUS-1	Custom Box 1	13.000 x 7.750 x 10.500	0.612
CUS-2	Custom Box 2	3.500 x 58.000 x 2.500	0.294
CUS-3	Custom Box 3	5.000 x 54.000 x 3.000	0.469
CUS-4	Custom Box Clam Shell 4	10.750 x 8.375 x 1.125	0.059
CUS-5	Custom Box Clam Shell 5	10.750 x 8.375 x 1.500	0.078
CUS-6	Custom Box Clam Shell 6	10.750 x 8.500 x 1.375	0.073
CUS-7	Custom Box Clam Shell 7	10.750 x 8.875 x 1.125	0.062
CUS-8	Custom Box Clam Shell 8	10.750 x 9.000 x 2.000	0.112
CUS-9	Custom Box Clam Shell 9	10.750 x 9.250 x 2.125	0.122
CUS-10	Custom Box Clam Shell 10	10.750 x 9.750 x 2.250	0.136
CUS-11	Custom Box Clam Shell 11	10.750 x 10.000 x 2.000	0.124
CUS-12	Custom Box Clam Shell 12	10.875 x 8.750 x 1.375	0.076
CUS-13	Custom Box Clam Shell 13	10.875 x 9.000 x 2.000	0.113
CUS-14	Custom Box Clam Shell 14	10.875 x 9.500 x 2.000	0.120
CUS-15	Custom Box Clam Shell 15	10.875 x 9.625 x 2.000	0.121
CUS-16	Custom Box Clam Shell 16	10.875 x 9.750 x 1.875	0.115
CUS-17	Custom Box Clam Shell 17	10.875 x 9.750 x 2.000	0.123
CUS-18	Custom Box Clam Shell 18	11.000 x 8.750 x 2.250	0.125
CUS-19	Custom Box Clam Shell 19	11.000 x 9.000 x 2.000	0.115
CUS-20	Custom Box Clam Shell 20	11.000 x 9.250 x 2.000	0.118
CUS-21	Custom Box Clam Shell 21	11.000 x 9.375 x 2.000	0.119
CUS-22	Custom Box Clam Shell 22	11.000 x 9.500 x 2.000	0.121
CUS-23	Custom Box Clam Shell 23	11.000 x 9.750 x 2.500	0.155
CUS-24	Custom Box Clam Shell 24	11.250 x 9.500 x 1.250	0.077
CUS-25	Custom Box Clam Shell 25	11.250 x 13.750 x 2.500	0.224
CUS-26	Custom Box Clam Shell 26	11.250 x 14.000 x 2.500	0.228
CUS-	Custom Box Clam Shell 27	11.250 x 14.000 x 3.000	0.273

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CUS-28	Custom Box Clam Shell 28	11.375 x 9.625 x 1.375	0.087
CUS-29	Custom Box Clam Shell 29	11.375 x 10.250 x 2.125	0.143
CUS-30	Custom Box Clam Shell 30	11.375 x 11.375 x 2.250	0.168
CUS-31	Custom Box Clam Shell 31	11.500 x 9.500 x 1.375	0.087
CUS-32	Custom Box Clam Shell 32	11.750 x 10.000 x 2.250	0.153
CUS-33	Custom Box Clam Shell 33	11.750 x 10.625 x 2.000	0.144
CUS-34	Custom Box Clam Shell 34	11.875 x 10.250 x 2.000	0.141
CUS-35	Custom Box Clam Shell 35	11.875 x 10.375 x 1.500	0.107
CUS-36	Custom Box Clam Shell 36	11.875 x 10.625 x 2.125	0.155
CUS-37	Custom Box Clam Shell 37	12.000 x 10.500 x 2.250	0.164
CUS-38	Custom Box Clam Shell 38	12.000 x 10.625 x 2.000	0.148
CUS-39	Custom Box Clam Shell 39	12.000 x 14.500 x 2.750	0.277
CUS-40	Custom Box Clam Shell 40	12.125 x 11.250 x 2.000	0.158
CUS-41	Custom Box Clam Shell 41	12.250 x 11.375 x 2.500	0.202
CUS-42	Custom Box Clam Shell 42	12.500 x 14.500 x 2.500	0.262
CUS-43	Custom Box Clam Shell 43	13.750 x 10.875 x 0.750	0.065
CUS-44	Custom Box Clam Shell 44	14.000 x 10.000 x 2.125	0.172
CUS-45	Custom Box Clam Shell 45	16.125 x 11.750 x 2.500	0.274
CUS-46	Custom Box Clam Shell 46	18.500 x 12.250 x 1.625	0.213
CUS-47	Custom Box Clam Shell 47	18.750 x 12.750 x 1.750	0.242
CUS-48	Custom Box Clam Shell 48	21.000 x 17.250 x 3.250	0.681
CUS-49	Custom Box Clam Shell 49	21.250 x 17.375 x 3.125	0.668
CUS-50	Custom Box Clam Shell 50	21.250 x 17.375 x 3.250	0.694
CUS-	Custom Box Clam Shell 51	23.000 x 19.875 x 3.250	0.860

CUS-51			
CUS-52	Custom Box Clam Shell 52	24.000 x 17.875 x 3.250	0.807
CUS-53	Custom Box Clam Shell 53	23.375 x 21.500 x 2.500	0.727
CUS-54	Custom Box Clam Shell 54	18.750 x 12.750 x 1.750	0.242
CUS-55	Custom Box Clam Shell 55	18.500 x 12.750 x 4.250	0.580
CUS-56	Custom Box Clam Shell 56	18.500 x 13.000 x 2.500	0.348
CUS-57	Custom Box Clam Shell 57	18.500 x 13.000 x 4.000	0.557
CUS-58	Custom Box Clam Shell 58	18.500 x 13.000 x 4.250	0.592
CUS-59	Custom Box Clam Shell 59	18.500 x 13.000 x 4.500	0.626
CUS-60	Custom Box Clam Shell 60	18.500 x 13.375 x 3.375	0.483
CUS-61	Custom Box Clam Shell 61	18.500 x 13.375 x 3.625	0.519
CUS-62	Custom Box Clam Shell 62	18.500 x 13.375 x 4.250	0.609
CUS-63	Custom Box Clam Shell 63	18.500 x 13.375 x 4.375	0.626
CUS-64	Custom Box Clam Shell 64	18.500 x 13.375 x 4.500	0.644
CUS-65	Custom Box Clam Shell 65	18.500 x 13.500 x 4.250	0.614
CUS-66	Custom Box Clam Shell 66	18.500 x 13.500 x 4.375	0.632
CUS-67	Custom Box Clam Shell 67	17.750 x 11.875 x 3.250	0.396
CUS-68	Custom Box 68	14.250 x 14.875 x 1.500	0.184
CUS-69	Custom Box 69	11.625 x 12.750 x 1.500	0.129
CUS-70	Custom Box 70	9.750 x 14.750 x 2.000	0.166
CUS-71	Custom Box 71	11.250 x 12.625 x 1.250	0.103
CUS-72	Custom Box 72	10.000 x 14.000 x 1.000	0.081
CUS-73	Custom Box 73	9.750 x 13.625 x 1.000	0.077
CUS-74	Custom Box 74	11.250 x 13.000 x 0.750	0.063
CUS-	Custom Box 75	11.375 x 12.500 x 1.000	0.082

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CUS-76	Custom Box 76	12.500 x 13.000 x 1.500	0.141
CUS-77	Custom Box 77, flat with top	31.000 x 11.000 x 1.500	0.296
CUS-78	Custom Box 78, flat with top	22.000 x 11.000 x 1.500	0.210
CUS-79	Custom Box Clam Shell 79	13.250 x 13.500 x 3.250	0.336
CUS-80	Custom Box Clam Shell 80	16.250 x 16.000 x 3.250	0.489
CUS-81	Custom Box Clam Shell 81	13.000 x 13.000 x 1.250	0.122
CUS-82	Custom Box Clam Shell 82	13.000 x 13.000 x 2.125	0.208
CUS-83	Custom Box Clam Shell 83	13.000 x 13.000 x 2.750	0.269
CUS-84	Custom Box 84	59.000 x 32.000 x 3.250	3.551
CUS-A	Custom Box	18.000 x 12.000 x 4.000	0.500
CUS-A1	Custom Box A1	36.500 x 24.500 x 2.000	1.035
CUS-A2	Custom Box A2	122.000 x 48.000 x 4.500	15.250
CUS-A3	Custom Box A3	114.000 x 82.000 x 3.500	18.934
CUS-B	Custom Box B	12.500 x 16.000 x 5.000	0.579
CUS-C	Custom Box C	10.000 x 15.750 x 9.500	0.866
CUS-D	Custom Box D	42.000 x 31.750 x .500	0.386
CUS-E	Custom Box E, No Metal Edge Stays	61.000 x 11.500 x 7.000	2.842
CUS-F	Custom Box F	16.500 x 5.000 x 25.000	1.194
CUS-G	Custom Box G	16.000 x 4.000 x 11.500	0.426
CUS-H	Custom Box, Metal Edge Stays	60.250 x 40.250 x 2.250	3.158
CUS-I	Custom Box I	15.750 x 12.500 x 3.250	0.370
CUS-J	Custom Box J	12.313 x 10.875 x 1.750	0.136
CUS-K	Custom Box K	17.625 x 13.125 x 3.250	0.435
CUS-L	Custom Box L	12.625 x 11.375 x 1.625	0.135
CUS-M	Custom Box M	17.875 x 13.188 x 2.500	0.341
CUS-N	Custom Box N	10.500 x 8.750 x 1.750	0.093
CUS-O	Custom Box O	16.000 x 11.000 x 2.250	0.229
CUS-P	Custom Portfolio	9.000 x 46.000 x 0.250	0.060
CUS-P1	Custom Portfolio P1	20.250 x 17.500 x 1.000	0.205
CUS-P2	Custom Portfolio P2	31.000 x 25.000 x 0.500	0.224
CUS-P3	Custom Portfolio P3	31.000 x 21.000 x 0.500	0.188

CUS-P4	Custom Portfolio P4	24.500 x 22.500 x 1.000	0.319
CUS-P5	Custom Portfolio P5	50.000 x 72.000 x 1.000	2.083
CUS-P6	Custom Portfolio P6	17.500 x 22.625 x 0.250	0.057
CUS-P7	Custom Portfolio P7	16.500 x 33.500 x 0.500	0.160
CUS-P8	Custom Portfolio P8	19.000 x 15.000 x 0.500	0.082
CUS-P9	Custom Portfolio P9	15.250 x 10.250 x 5.000	0.452
CUS-P10	Custom Portfolio P10	32.000 x 50.000 x 2.000	1.852
CUS-Q	Custom Box Q	16.00 x 35.750 x 2.000	0.662
CUS-R	Custom Box R	14.250 x 29.500 x 2.000	0.487
CUS-S	Custom Box S	11.750 x 28.625 x 1.375	0.268
CUS-T	Custom Designed Box	18.000 x 24.000 x 5.000	1.250
CUS-U	Custom Box U	12.500 x 22.375 x 1.375	0.223
CUS-V	Custom Box V	11.750 x 28.625 x 1.375	0.268
CUS-W	World War One Draft Card Boxes	15.250 x 5.250 x 6.000	0.278
CUS-X	Custom Box X	11.000 x 22.275 x 1.375	0.199
CUS-Y	Custom Box Y	11.500 x 17.750 x 1.375	0.162
CUS-Z	Custom Box Z	17.000 x 12.250 x 3.500	0.422
DFB-A	Drop Front Box A	3.000 x 14.500 x 18.750	0.472
DFB-B	Drop Front Box B	20.000 x 14.500 x 3.250	0.545
DFB-C	Drop Front Box C, Metal Edge Stays	18.250 x 15.750 x 4.000	0.665
DFB-D	Drop Front Box D, Metal Edge Stays	15.000 x 11.500 x 1.500	0.150
DFB-E	Drop Front Box E	11.000 x 3.250 x 9.000	0.186
DFB-F	Drop Front Box F	15.375 x 10.625 x 1.500	0.142
DFB-G	Drop Front Box G	14.000 x 9.625 x 2.000	0.156
DFB-H	Drop Front Box H	15.375 x 10.625 x 2.000	0.189
DFB-I	Drop Front Box I	12.750 x 16.625 x 1.500	0.184
DFB-J	Drop Front Box J	12.750 x 16.625 x 3.000	0.368
DFB-K	Drop Front Box K	10.375 x 12.625 x 1.500	0.114
DFB-L	Drop Front Box L	18.500 x 24.500 x 3.000	0.787
DFB-M	Drop Front Box M	22.500 x 40.000 x 3.000	1.563
DFB-N	Drop Front Box N	19.500 x 13.500 x 1.500	0.229
DFB-O	Drop Front Box O	8.000 x 10.000 x 1.500	0.069
DFB-P	Drop Front Box P	8.000 x 10.000 x 3.000	0.138
DFB-Q	Drop Front Box Q	9.500 x 12.500 x 1.500	0.103
DFB-R	Drop Front Box R	9.500 x 12.500 x 3.000	0.206
DFB-S	Drop Front Box S	13.000 x 19.000 x 1.500	0.214
DFB-T	Drop Front Box T	13.000 x 19.000 x 3.000	0.429
DFB-U	Drop Front Box U	24.500 x 20.500 x 3.000	0.872

DFB-V	Drop Front Box V	12.000 x 15.000 x 3.500	0.365
DFB-W	Drop Front Box W	19.500 x 13.500 x 3.000	0.457
DFB-X	Drop Front Box X	29.000 x 18.500 x 3.500	1.086
DFP-A	Drop Front Map Box A	20.500 x 16.500 x 1.500	0.294
DFP-B	Drop Front Map Box B	24.500 x 20.500 x 1.500	0.436
DFP-C	Drop Front Map Box C	18.500 x 25.000 x 2.000	0.535
DFP-D	Drop Front Map Box D	20.750 x 30.500 x 2.000	0.732
DFP-E	Drop Front Map Box E	25.000 x 28.500 x 2.000	0.825
DFP-F	Drop Front Map Box F	29.000 x 32.500 x 2.000	1.090
DFP-G	Drop Front Box, Metal Edge Stays	20.500 x 16.500 x 3.000	0.587
DFP-H	Drop Front Box, Metal Edge Stays	18.500 x 14.500 x 3.000	0.466
DFP-I	Drop Front Box, Metal Edge Stays	18.750 x 14.750 x 1.500	0.240
DFP-J	Drop Front Box, No Metal Edge Stays	23.750 x 18.250 x 3.000	0.752
DFP-K	Drop Front Box, Metal Edge Stays	15.250 x 11.750 x 3.000	0.311
DFP-L	Drop Front Box, Metal Edge Stays	23.250 x 16.250 x 3.000	0.656
DFP-M	Drop Front Box, Metal Edge Stays	15.000 x 18.750 x 3.000	0.488
DFP-N	Drop Front Box, Metal Edge Stays	23.000 x 15.500 x 1.500	0.309
DRW-A	Drawer A	28.250 x 12.000 x 4.500	0.883
DRW-B	Drawer B	24.000 x 12.000 x 4.000	0.666
DRW-C	Drawer C	16.500 x 5.500 x 3.750	0.197
DRW-D	Drawer D	6.500 x 15.000 x 28.500	1.608
DRW-E	Drawer E	14.875 x 27.250 x 13.000	3.049
DRW-F	Drawer F	11.500 x 15.000 x 28.000	2.795
DRW-G	Drawer G	35.000 x 43.000 x 0.750	0.653
DRW-H	Drawer H	35.000 x 44.250 x 1.750	1.568
DVD-A	DVD Storage Case	5.500 x 0.500 x 7.500	0.012
FLD-A	Folder, Custom		0.010
FLD-B	Poster Folder, Custom		0.100
FLD-C	Poster Folder, Custom C	50.000 x 17.000 x 0.250	0.123
FLD-D	Folder, Custom D	36.000 x 48.000 x 0.125	0.125
FLD-E	Folder, Custom E	20.000 x 30.000 x 0.125	0.043
FLT-1	Flat Storage Box 1	18.500 x 18.500 x 4.000	0.771
FLT-2	Flat Storage Box, Extra Long	126.000 x 45.000 x 1.500	4.922
FLT-3	Flat Storage Box 3	21.750 x 12.750 x 3.000	0.481
FLT-4	Flat Storage Box 4	9.000 x 13.000 x 1.000	0.071
FLT-5	Flat Storage Box 5	12.250 x 14.500 x 2.250	0.231
FLT-6	Flat Storage Box 6	12.5000 x 15.000 x 4.250	0.461
FLT-7	Flat Storage Box 7	11.300 x 15.800 x 1.300	0.134

FLT-8	Flat Storage Box 8	14.500 x 11.750 x 2.750	0.271
FLT-9	Flat Storage Box 9	15.200 x 11.900 x 2.300	0.241
FLT-10	Flat Storage Box 10	11.250 x 16.250 x 2.000	0.215
FLT-11	Flat Storage Box 11	18.000 x 12.500 x 3.375	0.439
FLT-12	Flat Storage Box 12	12.870 x 8.619 x 2.106	0.135
FLT-13	Flat Storage Box 13	13.026 x 9.438 x 2.457	0.175
FLT-14	Flat Storage Box 14	13.065 x 9.399 x 2.652	0.188
FLT-15	Flat Storage Box 15	13.104 x 8.970 x 2.145	0.146
FLT-16	Flat Storage Box 16	13.104 x 9.243 x 2.847	0.200
FLT-17	Flat Storage Box 17	13.104 x 9.243 x 3.471	0.243
FLT-18	Flat Storage Box 18	13.143 x 9.828 x 3.042	0.227
FLT-19	Flat Storage Box 19	13.260 x 9.087 x 2.067	0.144
FLT-20	Flat Storage Box 20	13.338 x 9.867 x 2.418	0.184
FLT-21	Flat Storage Box 21	13.338 x 10.140 x 2.691	0.211
FLT-22	Flat Storage Box 22	13.377 x 9.009 x 2.145	0.150
FLT-23	Flat Storage Box 23	13.416 x 10.340 x 2.262	0.182
FLT-24	Flat Storage Box 24	13.416 x 10.370 x 2.886	0.232
FLT-25	Flat Storage Box 25	13.650 x 9.984 x 2.574	0.203
FLT-26	Flat Storage Box 26	13.650 x 10.020 x 2.769	0.219
FLT-27	Flat Storage Box 27	13.650 x 10.140 x 2.535	0.203
FLT-28	Flat Storage Box 28	13.650 x 10.260 x 2.418	0.196
FLT-29	Flat Storage Box 29	13.689 x 9.906 x 2.457	0.193
FLT-30	Flat Storage Box 30	13.689 x 9.945 x 2.457	0.194
FLT-31	Flat Storage Box 31	13.689 x 9.984 x 2.340	0.185
FLT-32	Flat Storage Box 32	13.689 x 10.020 x 2.535	0.201
FLT-33	Flat Storage Box 33	13.689 x 10.220 x 2.340	0.189
FLT-34	Flat Storage Box 34	13.689 x 10.220 x 2.730	0.221
FLT-35	Flat Storage Box 35	13.689 x 10.340 x 2.535	0.208
FLT-36	Flat Storage Box 36	13.689 x 10.370 x 2.886	0.237
FLT-37	Flat Storage Box 37	13.689 x 10.450 x 2.535	0.210
FLT-38	Flat Storage Box 38	13.689 x 10.530 x 2.730	0.228
FLT-39	Flat Storage Box 39	13.728 x 10.220 x 2.613	0.212
FLT-40	Flat Storage Box 40	13.767 x 9.516 x 2.457	0.186
FLT-41	Flat Storage Box 41	13.767 x 9.555 x 2.340	0.178
FLT-42	Flat Storage Box 42	13.806 x 9.360 x 2.340	0.175
FLT-43	Flat Storage Box 43	13.845 x 9.321 x 2.340	0.175
FLT-44	Flat Storage Box 44	13.845 x 10.450 x 2.457	0.206
FLT-45	Flat Storage Box 45	13.845 x 13.380 x 2.340	0.251
FLT-46	Flat Storage Box 46	13.884 x 9.984 x 2.496	0.200
FLT-47	Flat Storage Box 47	13.923 x 10.140 x 2.613	0.213
FLT-48	Flat Storage Box 48	14.079 x 9.321 x 2.574	0.195
FLT-49	Flat Storage Box 49	14.079 x 9.399 x 2.379	0.182
FLT-50	Flat Storage Box 50	14.079 x 9.477 x 2.340	0.181
FLT-51	Flat Storage Box 51	14.079 x 10.410 x 2.730	0.232

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FLT-52 Flat Storage Box 52	14.196 x 9.945 x 2.730	0.223
FLT-53 Flat Storage Box 53	14.391 x 9.672 x 2.925	0.236
FLT-54 Flat Storage Box 54	18.213 x 12.519 x 4.212	0.556
FLT-55 Flat Storage Box 55	18.213 x 12.870 x 2.262	0.307
FLT-56 Flat Storage Box 56	18.213 x 12.870 x 3.705	0.503
FLT-57 Flat Storage Box 57	18.213 x 12.870 x 3.822	0.518
FLT-58 Flat Storage Box 58	18.213 x 12.870 x 4.095	0.555
FLT-59 Flat Storage Box 59	18.213 x 12.870 x 4.212	0.571
FLT-60 Flat Storage Box 60	18.213 x 12.870 x 4.446	0.603
FLT-61 Flat Storage Box 61	18.213 x 12.870 x 4.719	0.640
FLT-62 Flat Storage Box 62	18.213 x 13.143 x 3.237	0.448
FLT-63 Flat Storage Box 63	18.213 x 13.143 x 3.588	0.497
FLT-64 Flat Storage Box 64	18.213 x 13.143 x 4.095	0.567
FLT-65 Flat Storage Box 65	18.213 x 13.143 x 4.212	0.583
FLT-66 Flat Storage Box 66	18.213 x 13.143 x 4.329	0.600
FLT-67 Flat Storage Box 67	18.213 x 13.143 x 4.563	0.632
FLT-68 Flat Storage Box 68	18.213 x 13.377 x 4.095	0.577
FLT-69 Flat Storage Box 69	18.213 x 13.377 x 4.329	0.610
FLT-70 Flat Storage Box 70	11.193 x 8.970 x 3.120	0.181
FLT-71 Flat Storage Box 71	11.193 x 9.165 x 4.446	0.264
FLT-72 Flat Storage Box 72	11.310 x 8.970 x 2.418	0.142
FLT-73 Flat Storage Box 73	11.310 x 8.970 x 2.808	0.165
FLT-74 Flat Storage Box 74	11.427 x 8.853 x 2.613	0.153
FLT-75 Flat Storage Box 75	11.427 x 8.970 x 2.730	0.162
FLT-76 Flat Storage Box 76	11.466 x 8.970 x 2.535	0.151
FLT-77 Flat Storage Box 77	11.505 x 8.775 x 1.950	0.114
FLT-78 Flat Storage Box 78	11.505 x 8.775 x 2.574	0.150
FLT-79 Flat Storage Box 79	11.505 x 8.775 x 3.783	0.221
FLT-80 Flat Storage Box 80	11.505 x 8.814 x 2.535	0.149
FLT-81 Flat Storage Box 81	11.505 x 8.970 x 2.184	0.130
FLT-82 Flat Storage Box 82	11.505 x 8.970 x 2.457	0.147
FLT-83 Flat Storage Box 83	11.505 x 9.048 x 2.457	0.148
FLT-84 Flat Storage Box 84	11.505 x 9.087 x 2.457	0.149
FLT-85 Flat Storage Box 85	11.505 x 9.087 x 2.925	0.177
FLT-86 Flat Storage Box 86	11.505 x 9.165 x 2.418	0.148
FLT-87 Flat Storage Box 87	11.505 x 9.165 x 2.730	0.167
FLT-88 Flat Storage Box 88	11.544 x 9.282 x 2.067	0.128
FLT-89 Flat Storage Box 89	11.544 x 9.750 x 2.340	0.152
FLT-90 Flat Storage Box 90	11.583 x 9.087 x 2.574	0.157
FLT-91 Flat Storage Box 91	11.622 x 8.970 x 2.652	0.160
FLT-92 Flat Storage Box 92	11.622 x 9.126 x 2.418	0.148
FLT-93 Flat Storage Box 93	11.622 x 9.126 x 2.730	0.168
FLT-94 Flat Storage Box 94	11.700 x 8.697 x 2.808	0.165
FLT-95 Flat Storage Box 95	11.700x 8.775 x 2.418	0.144

FLT-96	Flat Storage Box 96	11.700 x 8.853 x 2.730	0.164
FLT-97	Flat Storage Box 97	11.700 x 8.970 x 2.457	0.149
FLT-98	Flat Storage Box 98	11.700 x 8.970 x 2.730	0.166
FLT-99	Flat Storage Box 99	11.817 x 8.775 x 2.730	0.164
FLT-100	Flat Storage Box 100	11.817 x 9.048 x 2.457	0.152
FLT-101	Flat Storage Box 101	17.745 x 11.895 x 3.510	0.429
FLT-102	Flat Storage Box 102	17.979 x 12.285 x 1.755	0.224
FLT-103	Flat Storage Box 103	18.018 x 12.168 x 2.223	0.282
FLT-104	Flat Storage Box 104	18.018 x 12.168 x 2.262	0.287
FLT-105	Flat Storage Box 105	18.018 x 12.168 x 2.379	0.302
FLT-106	Flat Storage Box 106	18.018 x 12.168 x 2.418	0.307
FLT-107	Flat Storage Box 107	18.018 x 12.285 x 2.145	0.275
FLT-108	Flat Storage Box 108	18.018 x 12.285 x 2.340	0.300
FLT-109	Flat Storage Box 109	18.018 x 12.480 x 2.145	0.279
FLT-110	Flat Storage Box 110	18.018 x 12.558 x 2.340	0.306
FLT-111	Flat Storage Box 111	18.057 x 12.480 x 2.262	0.295
FLT-112	Flat Storage Box 112	18.135 x 12.207 x 2.262	0.290
FLT-113	Flat Storage Box 113	18.135 x 12.285 x 2.847	0.367
FLT-114	Flat Storage Box 114	13.500 x 13.000 x 3.000	0.305
FLT-115	Flat Storage Box 115	18.500 x 16.500 x 3.750	0.662
FLT-116	Flat Storage Box 116	15.750 x 11.750 x 2.500	0.268
FLT-117	Flat Storage Box 117	15.875 x 11.500 x 2.375	0.251
FLT-118	Flat Storage Box 118	16.750 x 11.750 x 2.875	0.327
FLT-119	Flat Storage Box 119	17.125 x 11.500 x 3.000	0.342
FLT-120	Flat Storage Box 120	17.125 x 11.625 x 2.250	0.259
FLT-121	Flat Storage Box 121	17.250 x 11.625 x 3.000	0.348

FLT-122	Flat Storage Box 122	17.375 x 11.750 x 3.875	0.458
FLT-123	Flat Storage Box 123	11.500 x 14.375 x 1.625	0.155
FLT-124	Flat Storage Box 124	11.375 x 17.250 x 1.750	0.199
FLT-125	Flat Storage Box 125	9.750 x 11.500 x 1.250	0.081
FLT-126	Flat Storage Box 126	11.750 x 16.125 x 3.500	0.384
FLT-127	Flat Storage Box 127	12.000 x 15.250 x 3.125	0.331
FLT-128	Flat Storage Box 128	12.125 x 14.750 x 4.750	0.492
FLT-129	Flat Storage Box 129	20.500 x 19.250 x 3.500	0.799
FLT-130	Flat Storage Box 130	30.500 x 15.000 x 4.750	1.258
FLT-131	Flat Storage Box 131	20.250 x 12.500 x 2.500	0.366
FLT-A	Flat Storage Box, No Hinge	17.250 x 11.500 x 3.500	0.402
FLT-AA	Lidded Flat Box	25.000 x 21.000 x 1.250	0.380
FLT-B	Flat Storage Box, No Hinge, B	17.500 x 13.750 x 3.500	0.487
FLT-C	Flat Storage Box, No Hinge, C	15.250 x 10.000 x 4.000	0.353
FLT-D	Flat Storage Box, Suitland	14.875 x 11.750 x 3.125	0.316
FLT-E	Flat Storage Box, No Hinge, E	21.000 x 17.250 x 3.125	0.655
FLT-F	Flat Storage Box, No Hinge, F	19.000 x 19.000 x 4.250	0.888
FLT-G	Flat Storage Box, No Hinge, G	18.750 x 14.750 x 3.000	0.480
FLT-H	Flat Storage Box, Large	39.000 x 30.000 x 1.750	1.185
FLT-I	Flat Storage Box, Metal Edge Stays	20.250 x 14.750 x 3.500	0.605
FLT-J	Flat Storage Box, Metal Edge Stays	20.750 x 16.750 x 3.000	0.603
FLT-K	Flat Storage Box, Metal Edge Stays	1.500 x 12.250 x 18.250	0.194
FLT-L	Flat Storage Box, Metal Edge Stays	1.500 x 16.750 x 20.750	0.302
FLT-M	Flat Storage Box, Hinged	16.500 x 11.500 x 2.250	0.247
FLT-N	Flat Storage Box, Metal Edge Stays	20.250 x 16.750 x 3.500	0.687
FLT-O	Flat Storage Box, Metal Edge Stays, Separate Lid	15.375 x 12.375 x 3.000	0.330
FLT-P	Flat Storage Box, Separate Lid	22.125 x 17.250 x 1.500	0.331
FLT-Q	Flat Storage Box, Separate Lid	25.875 x 21.000 x 1.750	0.550
FLT-R	Flat Storage Box, Separate Lid	25.250 x 21.500 x 2.750	0.864
FLT-S	Flat Storage Box, Separate Lid	18.000 x 12.250 x 3.625	0.463
FLT-T	Flat Storage Box	22.000 x 15.000 x 2.000	0.382
FLT-U	Flat Storage Box	27.500 x 20.500 x 3.500	1.142
FLT-V	Flat Storage Box	36.500 x 21.500 x 4.000	1.817
FLT-W	Flat Storage Box	18.000 x 13.000 x 3.000	0.406

FLT-X	Flat Storage Box	31.500 x 23.500 x 3.000	1.285
FLT-Y	Flat Storage Box	25.000 x 9.000 x 3.250	0.423
FLT-Z	Flat Storage Box	14.500 x 19.000 x 4.500	0.717
FRC-A	FRC Box	36.000 x 12.000 x 4.500	1.125
FRC-B	FRC Box	48.000 x 8.500 x 8.500	2.007
FRC-BL	FRC Bundle, Large	42.000 x 30.000 x 30.000	21.875
FRC-BM	FRC Bundle, Medium	36.000 x 20.000 x 20.000	8.333
FRC-BS	FRC Bundle, Small	25.000 x 10.000 x 10.000	1.447
FRC-BX	FRC Bundle, Extra Large	60.000 x 36.000 x 36.000	45.000
FRC-E	FRC Carton, Long	24.500 x 12.500 x 10.500	1.861
FRC-F	FRC Carton, Flat, Oversized	30.500 x 12.500 x 6.500	1.434
FRC-G	FRC Carton, Half Size, Long	24.500 x 12.500 x 6.500	1.152
FRC-H	FRC Carton, Half Size	15.000 x 12.250 x 5.250	0.558
FRC-H2	FRC Carton, Half Size 2	14.375 x 9.500 x 4.875	0.385
FRC-H3	FRC Carton, Half Size 3	15.000 x 10.000 x 5.000	0.434
FRC-I	FRC Index Card Box	16.000 x 10.500 x 4.250	0.413
FRC-L	FRC Carton, Full Size, with Separate Lid	15.000 x 12.500 x 10.000	1.085
FRC-LR	FRC Box for Rolled Records	40.375 x 8.250 x 8.375	1.614
FRC-M	FRC Magnetic Tape Storage Box	14.750 x 11.750 x 11.750	1.178
FRC-O	FRC Carton, Oversize	18.000 x 12.250 x 10.500	1.340
FRC-P	FRC Palletized Triwall Container	49.000 x 38.000 x 40.500	43.641
FRC-Q	FRC Carton, Quarter Size	13.875 x 10.562 x 3.166	0.269
FRC-R	FRC Box for Rolled Records	40.250 x 7.000 x 5.250	0.856
FRC-S	FRC Carton, Standard	15.000 x 12.250 x 10.125	1.077
FRC-T	FRC Box	44.000 x 6.000 x 4.500	0.688
FRC-U	FRC Box	47.000 x 6.750 x 5.500	1.010
FRC-V	FRC Box	38.000 x 3.000 x 3.000	0.198
FRC-W	FRC Box	30.000 x 5.000 x 5.000	0.434
FRC-X	FRC Box	33.000 x 4.000 x 4.000	0.306
FRC-Y	FRC Box	25.000 x 9.000 x 5.500	0.716
FTL-1	Full Telescoping Lid Storage Box, Metal Edge Stays	21.000 x 17.000 x 5.000	1.033
FTL-2	Full Telescoping Lid Storage Box, Metal Edge Stays	24.750 x 21.000 x 5.250	1.579
FTL-3	Full Telescoping Lid Storage Box, Metal Edge Stays	15.250 x 11.750 x 5.250	0.544
FTL-4	Full Telescoping Lid Storage Box, Metal Edge Stays	20.500 x 16.500 x 5.000	0.979
IND-1	Index Card Box, 4 x 5 Speckled	11.750 x 5.750 x 4.000	0.156

IND-2	Index Card Box, 3 x 5 Grey-White	12.500 x 5.500 x 3.500	0.139
IND-3	Index Card Box	9.500 x 5.250 x 3.125	0.090
IND-4	Index Card Box, 8 x 5	12.500 x 8.500 x 5.500	0.338
IND-5	Index Card Box, 8 x 5 Long	15.000 x 8.500 x 5.500	0.406
IND-6	Index Card Box, 6.5 x 5 inch	11.500 x 6.500 x 5.000	0.216
IND-7	Index Card Box, Divided	12.250 x 7.000 x 5.125	0.254
IND-8	Index Card Box	16.250 x 4.000 x 10.750	0.404
IND-9	Index Card Box, 8 x 5, Short	5.500 x 8.125 x 5.125	0.133
IND-A	Index Card Box, 3 inch	12.000 x 5.250 x 3.250	0.118
IND-B	Index Card Box, 4 inch	12.000 x 5.500 x 5.125	0.196
IND-C	Index Card Box, 6 x 4 inch	12.375 x 6.500 x 4.500	0.209
IND-D	Index Card Box, Navy Upright	7.250 x 4.000 x 10.250	0.172
IND-E	Index Card Box, Oversize, with Separate Lid	15.375 x 9.625 x 8.000	0.685
IND-F	Index Card Box F	14.250 x 7.750 x 4.250	0.272
IND-G	Card Box G	14.000 x 9.125 x 4.500	0.333
IND-H	Index Card Box H	12.000 x 6.250 x 4.125	0.179
IRS-1	FRC Carton, IRS Index	14.500 x 8.000 x 4.000	0.269
IRS-2	FRC Carton, IRS Index, Oversized	14.500 x 10.500 x 4.000	0.352
IRS-S	FRC Carton, IRS Standard	12.000 x 13.000 x 9.000	0.813
LDR	Logical Data Record		
LED-1	Ledger Sheet Box, Oversized	24.000 x 35.000 x 1.500	0.729
LED-2	Ledger Sheet Box, 2 inch	18.750 x 20.000 x 2.000	0.434
LED-3	Ledger Sheet Box, 3 inch	18.750 x 20.000 x 3.000	0.651
LGA-1	Legal Archives Box, Oversize (DAVA)	14.500 x 4.500 x 11.500	0.434
LGA-2	Legal Size Box	15.500 x 5.000 x 10.250	0.460
LGA-B	Legal Archives Box, LBJ Buckram	15.125 x 4.750 x 10.125	0.421
LGA-BLU	Legal Archives Box, Hardshell Blue	15.750 x 5.250 x 10.375	0.496
LGA-C	Legal Archives Box, OMPF	14.875 x 12.125 x 10.000	1.044
LGA-D	Legal Archives Box, 4.6 inch	15.125 x 4.625 x 10.625	0.430
LGA-E	Legal Archives Box E	15.500 x 4.750 x 10.500	0.447
LGA-G	Legal Archives Box, Old Green	15.250 x 5.250 x 10.000	0.463
LGA-N	Legal Archives Box, Narrow	15.625 x 2.625 x 10.625	0.252
LGA-O	Legal Archives Box, Oversize	15.625 x 5.250 x 12.500	0.593
LGA-RED	Legal Archives Box, LBJ Red	15.500 x 4.500 x 10.250	0.414
LGA-S	Legal Archives Box, Standard	15.625 x 5.250 x 10.625	0.504
LGA-W	Legal Archives Box, Wide	15.625 x 7.375 x 10.625	0.709
LGA-X	Legal Archives Box, Oversize 2	17.000 x 5.000 x 12.000	0.590
LGA-XL	Legal Archives Box, Oversize 3	17.500 x 5.000 x 12.750	0.646
LTA-1	Letter Archives Box, 5 inch	12.500 x 5.000 x 10.500	0.380
LTA-2	Letter Archives Box, 5.5 inch	12.625 x 5.500 x 10.625	0.427

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LTA-3	Letter Archives Box, 4.75 inch	12.500 x 4.750 x 10.500	0.361
LTA-A	Letter Archives Box, Narrow 4.5 inch	12.625 x 4.500 x 10.625	0.349
LTA-B	Letter Archives Box, Narrow 4 inch	12.625 x 4.000 x 10.625	0.311
LTA-C	Letter Archives Box, Narrow 3.5 inch	12.625 x 3.625 x 10.625	0.281
LTA-D	Letter Archives Box, Narrow 2.5 inch	12.625 x 2.625 x 10.625	0.204
LTA-F	Letter Archives Box, Old Blue Narrow 3.5 inch	12.000 x 3.500 x 10.500	0.255
LTA-G	Letter Archives Box, Old Green	12.250 x 5.250 x 10.000	0.372
LTA-R	Letter Archives Box, Red	10.000 x 5.25 x 13.25	0.401
LTA-S	Letter Archives Box, Standard	12.625 x 5.250 x 10.625	0.408
LTA-W	Letter Archives Box, Wide	12.625 x 7.375 x 10.625	0.573
MAP-1	Extra Large Hamilton (XLH)	47.000 x 75.500 x 1.750	3.594
MAP-2	Old Deep Gray (G)	40.000 x 62.000 x 2.750	3.947
MAP-3	10-drawer Hamilton (TH)	41.750 x 51.00 x 0.750	0.924
MAP-4	Map drawer	54.000 x 40.000 x 4.000	5.000
MAP-5	5-drawer Hamilton (H)	38.000 x 50.000 x 1.750	1.924
MAP-6	5-drawer Off-white	41.000 x 59.500 x 2.000	2.823
MAP-7	10-drawer Off-white	41.000 x 59.500 x 0.750	1.059
MAP-8	5-drawer Off-white, Inherited	41.000 x 51.000 x 2.000	2.421
MAP-9	5-drawer Gray, Oversized	90.000 x 59.250 x 2.000	6.172
MAP-10	Map Box	30.000 x 40.000 x 3.500	2.430
MAP-11	6-drawer Map Case	39.500 x 27.500 x 3.000	1.886
MAP-A	Map Case Drawer, A	43.000 x 30.500 x 1.750	1.328
MAP-B	Map Case Drawer, B	37.000 x 25.500 x 1.750	0.955
MAP-D	Map Case, Double Drawer	42.000 x 64.000 x 2.000	3.111
MAP-E	Map Case, Single Drawer, Globe-Wernicke	30.750 x 24.000 x 2.125	0.908
MAP-R	Map and Plan Rectangular Box	6.250 x 6.250 x 48.250	1.091
MAP-S	Map Case, Single Drawer	35.000 x 51.000 x 0.750	1.000
MAP-T	Map Box, T	11.000 x 42.000 x 6.000	1.604
MET-A	Metal Tray, Size A	18.000 x 12.000 x 3.000	0.375
MET-B	Metal Tray, Size B	14.000 x 12.000 x 3.000	0.292
MET-C	Metal Tray, Size C	18.000 x 12.000 x 6.000	0.750
MET-D	Metal Tray, Size D	14.000 x 12.000 x 6.000	0.583
MET-E	Metal Tray, Size E	18.000 x 18.000 x 6.000	1.125
MIC-A	Microfilm Box, 35 mm	4.000 x 3.875 x 1.625	0.015
MIC-B	Microfilm Box, 16 mm	4.000 x 3.875 x 1.000	0.009
MIC-C	Microfilm Box, Multiple Reels	13.375 x 4.500 x 4.500	0.157
MIC-D	Microfilm Box, Multiple Reels, Large	19.000 x 13.000 x 9.500	1.358
MIF-A	Microfiche Box (also lantern slides)	6.500 x 4.250 x 4.250	0.068
MIF-B	Microfiche/Lantern Slide Box, Short Lid Old	6.000 x 3.500 x 5.000	0.061
MIF-C	Microfiche/Lantern Slide Box, Full Lid Old	6.750 x 3.500 x 4.750	0.065
MIF-D	Microfiche Box D	12.250 x 6.250 x 5.250	0.233

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MIF-E	Microfiche Box E	14.750 x 6.500 x 5.000	0.277
MIS-1	Miscellaneous Box, 1	8.000 x 6.000 x 8.000	0.222
MIS-2	Miscellaneous Box, 2	16.500 x 17.000 x 6.000	0.973
MIS-3	Miscellaneous Box, 3	18.500 x 13.500 x 3.250	0.470
MIS-A	Miscellaneous Box, Polar 1	6.500 x 3.500 x 4.833	0.064
MIS-C	Miscellaneous Box, Polar 3	7.000 x 5.000 x 3.500	0.071
MIS-D	Miscellaneous Box, Polar 4	12.000 x 10.000 x 3.000	0.208
MIS-E	Miscellaneous Box, Polar 5	12.250 x 9.250 x 3.000	0.197
MIS-F	Miscellaneous Box, Polar 6	13.000 x 9.625 x 3.000	0.217
MIS-G	Miscellaneous Box, Polar 7	15.000 x 11.250 x 3.250	0.317
MIS-I	Miscellaneous Box, Polar 9	15.000 x 12.500 x 2.500	0.271
MIS-J	Miscellaneous Box, Polar 10	18.250 x 25.250 x 3.250	0.867
MIS-K	Miscellaneous Box, 8 x 9 Hat	12.375 x 9.375 x 8.625	0.579
MIS-L	Miscellaneous Box, Cardboard 1	19.500 x 14.750 x 8.750	1.753
MIS-M	Miscellaneous Box, Oversize 1	20.125 x 16.250 x 3.875	0.733
MIS-N	Miscellaneous Box, Oversize 2	25.125 x 2.625 x 17.000	0.648
MIS-O	Miscellaneous Box, Oversize 3	11.750 x 17.500 x 3.625	0.019
MIS-P	Miscellaneous Box, Oversize 4	21.250 x 15.250 x 11.250	2.110
MIS-Q	Miscellaneous Box Q	14.000 x 10.000 x 8.000	0.648
MIS-R	Miscellaneous Box R	36.000 x 14.000 x 3.000	0.875
MIS-S	Miscellaneous Box S	18.000 x 14.000 x 5.000	0.729
MIS-T	Miscellaneous Box T	22.000 x 18.500 x 10.500	2.473
MIS-U	Miscellaneous Box U	18.000 x 19.000 x 14.000	2.771
MIS-V	Miscellaneous Box V	18.000 x 14.000 x 14.000	2.042
MIS-W	Miscellaneous Box W	14.500 x 30.000 x 4.500	1.133
MIS-X	Miscellaneous Box X	12.125 x 15.500 x 5.500	0.598
MON-1	FRC Carton, Money Order	14.750 x 6.500 x 3.000	0.166
MON-2	FRC Carton, Money Order, Oversized	14.500 x 8.000 x 4.000	0.269
MPF-A	35mm x 2,000' capacity (round)	14.500 x 14.500 x 1.750	0.213
MPF-B	35mm x 1,000' capacity (round)	11.000 x 11.000 x 1.750	0.123
MPF-C	35mm x 1,000' capacity (square)	11.000 x 11.000 x 2.000	0.140
MPF-D	16mm x 1,200' capacity (round)	11.000 x 11.000 x 1.000	0.070
MPF-E	16mm x 800' capacity (round)	10.000 x 10.000 x 1.000	0.058
MPF-F	16mm x 400' capacity (round)	7.250 x 7.250 x 1.000	0.030
MPF-G	16mm x 2200' capacity (round)	14.875 x 14.875 x 0.875	0.112
MPF-H	16mm x 1600' capacity (round)	13.625 x 13.625 x 0.875	0.094
MPF-I	16mm x 1200' capacity (round)	12.875 x 12.875 x 0.875	0.084
MPF-J	16mm x 800' capacity (round)	10.375 x 10.375 x 0.875	0.055
MPF-K	16mm x 600' capacity (round)	9.25 x 9.25 x 0.875	0.043
MPF-L	16mm x 400' capacity (round)	6.875 x 6.875 x 0.875	0.024
NEG-A	Negative Box, Grey-White	12.500 x 7.500 x 3.750	0.203
NEG-B	Negative Box, Long Neck, Grey-White	18.000 x 8.250 x 5.250	0.451
NEG-C	Negative Box, 8 x 10, Full Lid	12.750 x 3.250 x 10.000	0.240
OTH	Other Container		0.100

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PAP-S	Papoose Box	10.625 x 5.750 x 15.500	0.548
PAY-1	FRC Carton, Pay Flat, Oversized	19.250 x 17.000 x 5.000	0.947
PAY-2	FRC Carton, Pay Flat, Small	18.000 x 15.000 x 5.500	0.859
PCK-1	Packing Box 1	18.000 x 11.500 x 9.500	1.138
PCK-2	Packing Box 2	23.000 x 15.250 x 11.500	2.334
PCK-3	Packing Box 3	16.000 x 16.000 x 10.000	1.481
PHO-1	Photograph Box, 4 x 5, Flip Top, Lig Free	6.000 x 2.750 x 5.000	0.048
PHO-2	Photograph Box, 5 x 6, Flip Top	6.000 x 2.500 x 5.000	0.043
PHO-3	Photograph Box, 5 x 7 x 12	12.000 x 8.000 x 5.750	0.319
PHO-4	Stereo Box, Full Lid, Tan	12.500 x 8.000 x 5.250	0.304
PHO-5	Photograph Box, 8 x 10, Full Size	10.750 x 4.250 x 9.000	0.238
PHO-6	Photograph Box, 5 x 7, Speckled	11.500 x 6.000 x 8.250	0.329
PHO-7	Photograph Box, 4 x 5, Flip Top	8.000 x 4.500 x 5.500	0.115
PHO-8	Photograph Box, 14 x 16, Corrugated Drop Front	14.500 x 2.000 x 16.500	0.277
PHO-9	Photograph Box, Flip Top	10.500 x 5.500 x 4.750	0.159
PHO-10	Photograph Box, 22 x28, Corrugated Drop Front	29.000 x 23.500 x 2.000	0.789
PHO-11	Photograph Box, 12 x 5.75, Grey	12.000 x 5.750 x 8.000	0.319
PHO-12	Photograph, 11 x 14 Regular Drop Front, Narrow	14.000 x 11.000 x 1.500	0.134
PHO-13	Photograph Box, 12.75 x 9.75	12.750 x 9.750 x 3.250	0.234
PHO-14	Photograph Box, 5 x 6	5.000 x 6.000 x 3.250	0.056
PHO-15	Photograph Box, 8 x 8	8.000 x 8.000 x 3.250	0.120
PHO-16	Photograph Box, 11 x 8.875	11.000 x 8.875 x 3.000	0.169
PHO-17	Photograph Box, 15.75 x 24.75	15.750 x 24.750 x 1.750	1.075
PHO-18	Photograph Box, Glass Plate Negative	10.750 x 4.000 x 4.500	0.112
PHO-A	Photograph Box, 4 x 5 Shoe	12.250 x 5.750 x 4.500	0.183
PHO-B	Photograph, 5 x 7 Negative Half-Size	8.000 x 6.000 x 2.625	0.073
PHO-C	Photograph, 5 x 7 Lig-Free Prints	12.500 x 8.000 x 5.250	0.304
PHO-D	Photograph, 5 x 7 Negative Box	7.750 x 5.750 x 4.250	0.110
PHO-E	Photograph, 6 x 9 Lig-Free II	12.250 x 9.250 x 5.250	0.344
PHO-F	Photograph, 6 x 9 Lig-Free II Long Top	12.250 x 9.625 x 6.250	0.426
PHO-G	Photograph, 6 x 9 Grey White	12.250 x 8.250 x 5.750	0.336
PHO-H	Photograph, 8 x 10 Half-Size	11.000 x 9.000 x 2.750	0.158
PHO-I	Photograph, 8 x 10 Corrugated Drop Front	10.000 x 8.000 x 2.000	0.093
PHO-J	Photograph, 8 x 10 Regular Drop Front	10.000 x 8.000 x 3.000	0.139
PHO-K	Photograph, 11 x 14 Corrugated Drop Front	14.000 x 11.000 x 2.000	0.178
PHO-	Photograph, 11 x 14 Corrugated Drop Front, B		

K1	Flute, Deep Lid	15.000 x 12.500 x 2.250	0.244
PHO-L	Photograph, 11 x 14 Regular Drop Front	14.000 x 11.000 x 3.000	0.267
PHO-M	Photograph, 16 x 20 Corrugated Drop Front	20.000 x 16.000 x 2.000	0.370
PHO-N	Photograph, 16 x 20 Regular Drop Front	20.000 x 16.000 x 3.000	0.556
PHO-O	Photograph, Oversize NN-BA	36.500 x 36.500 x 2.500	1.927
PHO-P	Photograph, Oversize NN-BB	36.500 x 18.500 x 1.500	0.586
PHO-Q	Photograph, Oversize Custom A	36.500 x 31.000 x 2.250	1.473
PHO-R	Photograph, Oversize Custom B	30.500 x 24.750 x 2.250	0.983
PHO-S	Photograph Box, Polar Standard	13.000 x 3.125 x 9.750	0.229
PHO-T	Photograph, 20 x 24 Corrugated Drop Front	24.000 x 20.000 x 2.000	0.556
PHO-U	Photograph, 20 x 24 Regular Drop Front	24.000 x 20.000 x 3.000	0.833
PHO-V	Photograph, Regional 10 inch	10.750 x 4.250 x 3.000	0.079
PHO-W	Photograph, Regional 12 inch	12.000 x 7.000 x 4.750	0.231
PHO-X	Photograph, Regional 15 inch	15.000 x 6.750 x 8.000	0.469
PHO-Y	Clam Shell Box, Old Style	12.000 x 2.250 x 10.000	0.156
PHO-Z	Clam Shell Box, Green, Grey, White	12.500 x 3.250 x 9.250	0.217
PHS-1	Kodak Slide Box	9.000 x 3.500 x 2.250	0.041
PHS-B	Brumberger Slide Case	7.500 x 14.500 x 2.000	0.126
PHS-C	Photographic Slide Carousel Box	10.000 x 10.000 x 2.750	0.159
PHS-D	Photographic Slide Box, Double	11.750 x 6.500 x 2.750	0.122
PHS-S	Photographic Slide Box, Single	12.250 x 2.750 x 2.375	0.046
PHS-T	Photographic Slide Box, Triple	14.500 x 8.750 x 2.000	0.147
PHT-A	Photograph, Flat Storage, Small	13.000 x 10.000 x 3.000	0.226
PHT-B	Photograph, Flat Storage, Grey-White Lift Lid	18.250 x 18.250 x 4.250	0.819
PHT-C	Photograph, Flat Storage	14.500 x 11.500 x 2.000	0.193
PHT-K	Photograph, Flat Storage, Large	36.000 x 18.500 x 1.500	0.578
POS-A	Poster Drawer, Small	41.000 x 50.500 x 1.250	1.498
POS-B	Poster Drawer, Large	47.000 x 75.000 x 1.750	3.570
PRT-A	Portfolio A	31.000 x 12.000 x 1.000	0.215
RCN-1	Records Carton, Long	24.500 x 12.125 x 10.500	1.805
RDE-1	FRC Carton, Radiation Exposure Film Badges	25.000 x 10.000 x 4.000	0.579
REC-1	FRC Carton, Record Card	15.500 x 9.500 x 4.750	0.405
RLD-A	Roller Drawer, 4 inch	18.000 x 38.000 x 4.000	1.583
RLD-B	Roller Drawer, 6 inch	18.000 x 38.000 x 6.000	2.375
RLD-C	Roller Drawer, 8 inch	18.000 x 38.000 x 8.000	3.167
RLD-D	Roller Drawer, 10 inch	18.000 x 38.000 x 10.000	3.958
RLD-E	Roller Drawer, 12 inch	18.000 x 38.000 x 12.000	4.750
RLD-F	Roller Drawer, Negatives, F	14.500 x 36.000 x 4.500	1.359
RLD-G	Roller Drawer, Negatives, G	15.250 x 37.000 x 5.250	1.714
RLD-H	Roller Drawer, 6 inch, H	18.000 x 41.500 x 6.000	2.594
SLI-A	Slide Cabinet	27.875 x 68.250 x 36.000	39.564
SUI-1	Suit Box (Large 'Pizza Box')	26.000 x 19.000 x 3.000	0.858
SUI-2	Suit Box (Seismograph 'Tie Box')	39.000 x 7.000 x 1.500	0.237

SUI-3	Suit Box (Large, Thin 'Pizza Box')	26.000 x 19.500 x 1.500	0.440
SUI-A	Suit Box, 20 inch Thin	16.625 x 20.625 x 1.625	0.322
SUI-B	Suit Box, 24 inch Thin	20.500 x 24.500 x 1.625	0.472
SUI-C	Suit Box, 24 inch Medium	21.000 x 24.500 x 3.000	0.893
SUI-D	Suit Box, 20 inch Thick	16.625 x 20.625 x 3.000	0.595
SUI-E	Suit Box, 22 inch Medium	22.500 x 18.000 x 3.000	0.703
SUI-G	Log and Printout Box	16.375 x 11.375 x 2.188	0.236
SUI-L	Suit Box, Large	18.375 x 36.500 x 4.250	1.650
SUI-M	Magazine Box	15.125 x 12.063 x 3.375	0.356
SUI-N	Newspaper Box	23.000 x 17.500 x 4.500	1.048
SUI-O	Suit Box, 26 inch	26.000 x 35.500 x 4.000	2.137
SUI-P	Newspaper Box, 25 inch Thin	25.000 x 19.000 x 2.500	0.687
SUI-S	Suit Box, Small ('Pizza Box')	18.375 x 18.375 x 4.250	0.830
SUI-T	Suit Box, Large, 30 inch	18.250 x 30.000 x 4.000	1.267
SUI-U	Suit Box, Large, 36 inch, Thin	36.000 x 18.500 x 1.500	0.578
TCK-1	FRC Carton, Treasury	14.500 x 7.750 x 3.750	0.244
TCK-2	FRC Carton, Treasury, Oversized	15.000 x 9.000 x 4.000	0.313
TCK-3	FRC Carton, Treasury, Extra Large	25.000 x 10.000 x 5.000	0.723
TRE-A	Treaty Box, 1 1/2 inch	15.500 x 1.500 x 17.625	0.237
TRE-B	Treaty Box, 2 inch	15.500 x 2.250 x 17.625	0.356
TRE-C	Treaty Box, 3 inch	15.500 x 3.125 x 17.625	0.494
TUB-1	Tube, 60 L, 4 W	60.000 x 4.000 x 4.000	0.556
TUB-2	Tube, 54 L, 4 W	54.000 x 4.000 x 4.000	0.500
TUB-3	Tube, 48 L, 4 W	48.000 x 4.000 x 4.000	0.444
TUB-4	Tube, 42 L, 4 W	42.000 x 4.000 x 4.000	0.389
TUB-5	Tube, 36 L, 4 W	36.000 x 4.000 x 4.000	0.333
TUB-6	Tube, 30 L, 4 W	30.000 x 4.000 x 4.000	0.278
TUB-7	Tube, 24 L, 4 W	24.000 x 4.000 x 4.000	0.222
TUB-8	Tube, 18 L, 4 W	18.000 x 4.000 x 4.000	0.167
TUB-9	Tube, 60 L, 6 W	60.000 x 6.000 x 4.000	0.833
TUB-10	Tube, 54 L, 6 W	54.000 x 6.000 x 4.000	0.750
TUB-11	Tube, 48 L, 6 W	48.000 x 6.000 x 4.000	0.666
TUB-12	Tube, 42 L, 6 W	42.000 x 6.000 x 6.000	0.875
TUB-13	Tube, 36 L, 6 W	36.000 x 6.000 x 6.000	0.750
TUB-14	Tube, 30 L, 6 W	30.000 x 6.000 x 6.000	0.625
TUB-15	Tube, 24 L, 6 W	24.000 x 6.000 x 6.000	0.500
TUB-16	Tube, 18 L, 6 W	18.000 x 6.000 x 6.000	0.375
TUB-	Tube, 60 L, 8 W	60.000 x 8.000 x 8.000	2.222

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TUB-18	Tube, 54 L, 8 W	54.000 x 8.000 x 8.000	2.000
TUB-19	Tube, 48 L, 8 W	48.000 x 8.000 x 8.000	1.778
TUB-20	Tube, 42 L, 8 W	42.000 x 8.000 x 8.000	1.556
TUB-21	Tube, 36 L, 8 W	36.000 x 8.000 x 8.000	1.333
TUB-22	Tube, 30 L, 8 W	30.000 x 8.000 x 8.000	1.111
TUB-23	Tube, 24 L, 8 W	24.000 x 8.000 x 8.000	0.889
TUB-24	Tube, 18 L, 8 W	18.000 x 8.000 x 8.000	0.667
TUB-25	Tube, 72 L, 3 W	72.000 x 3.000 x 3.000	0.375
TUB-26	Tube, 72 L, 6 W	72.000 x 6.000 x 6.000	1.500
TUB-A	Tube, 53.3 inch	53.300 x 10.000 x 10.500	3.239
TUB-B	Box Tube, Rectangular	42.000 x 4.000 x 8.000	0.778
TUB-E	Tube	36.000 x 3.000 x 3.000	0.188
TUB-F	Tube F	48.000 x 3.000 x 3.000	0.250
TUB-G	Tube, Telescoping (Gray)	42.000 x 4.000 x 4.000	0.389
TUB-M	Tube, Telescoping (Manila)	36.000 x 5.500 x 5.500	0.630
TUB-N	Tube, 48 inch	48.000 x 6.500 x 6.500	1.174
TUB-O	Tube, Square	48.000 x 4.000 x 4.000	0.444
TUB-P	Tube, Square	36.250 x 6.250 x 6.250	0.819
TUB-Q	Tube, Rectangular	33.500 x 7.750 x 13.750	2.066
TUB-R	Tube	43.000 x 4.750 x 4.750	0.561
TUB-S	Tube, Triangular	36.000 x 4.000 x 3.500	0.292
TUR-1	Turtle Case 1	9.000 x 3.500 x 7.125	0.130
TUR-2	Turtle Case 2	21.000 x 20.125 x 5.500	1.345
TUR-3	Turtle Case 3	24.000 x 12.500 x 6.125	1.063
VID-A	2 inch quadruplex	15.500 x 15.500 x 3.000	0.417
VID-B	1 inch Types A, B, and C	12.000 x 12.000 x 2.000	0.167
VID-C	1/2 inch open reel	1.250 x 8.500 x 8.500	0.052
VID-D	1/2 inch VHS	4.750 x 8.000 x 1.250	0.027
VID-E	1/2 inch Betacam (small cassette)	6.750 x 1.250 x 4.500	0.022
VID-F	1/2 inch Betacam (large cassette)	11.000 x 7.000 x 1.750	0.078
VID-G	3/4 inch U-matic (regular)	7.500 x 10.000 x 1.500	0.065
VID-H	D1/D2	11.250 x 7.000 x 1.500	0.068
VID-I	1/2 inch Betacam (large cassette)	10.625 x 6.375 x 1.250	0.049
VID-K	Digital Video Cassette, Mini	2.000 x 2.875 x 0.500	0.002
VID-L	Digital Video Cassette, Large	3.250 x 5.250 x 0.750	0.007
VID-M	Digital Video Cassette, Medium	2.750 x 4.250 x 0.750	0.005

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VID-N	DVCAM (Small Video Tapes)	3.063 x 2.500 x 3.250	0.014
VID-O	XDCAM (Professional Disk)	5.125 x 5.250 x 0.375	0.006
VID-P	1/2 inch HDCAM (small cassette)	6.750 x 1.250 x 4.500	0.022
VID-Q	1/2 inch HDCAM SR (small cassette)	6.750 x 1.250 x 4.500	0.022
VID-R	1/2 inch HDCAM (large cassette)	11.000 x 7.000 x 1.750	0.078
VID-S	1/2 inch HDCAM SR (large cassette)	11.000 x 7.000 x 1.750	0.078
VID-T	1 inch Type A (small box)	11.000 x 1.750 x 11.250	0.125
VOL-A	Volume, A	9.000 x 0.750 x 14.000	0.055
VOL-J	Volume, Journal Size	9.000 x 1.000 x 11.000 or smaller	0.057
VOL-L	Volume, Ledger Size	between 9.000 x 1.000 x 11.000 and 9.000 x 3.000 x 14.000	0.143
VOL-O	Volume, Oversize	larger than 9.000 x 3.000 x 14.000	0.219
VOL-X	Volume, Extra Large	15.000 x 30.000 x 3.000	0.781
XRB-1	X-Ray Film Box	19.000 x 15.500 x 6.500	1.108
XRB-2	X-Ray Film Box, Open Top	14.500 x 4.750 x 8.750	0.349
XRB-3	X-Ray Film Box, EOD & SOD	14.750 x 15.500 x 4.875	0.645
XRB-4	X-Ray Film Box, with Flaps	18.000 x 15.000 x 5.500	0.859
XRB-5	X-Ray Film Box	19.000 x 15.000 x 5.000	0.825

Note: Size is in inches. Volume per container is in cubic feet, rounded to three decimal places. On a volume, depth is the horizontal extent of the front cover; width is the thickness of the spine; height is the measurement from the head (top) to the tail (bottom) of the spine.

Notes on the volume figures.

1. The volume of MAP-S was set as 1.000 cu. ft. to conform to standard practice in NNSC.

2. The volumes of BUN-D and TUB-E were calculated by multiplying average dimensions supplied by NNTR-S (depth x width x height), dividing by 1728, and rounding the result to three decimal places.

3. The volume of CUS-T was set at 1.250 cu. ft., the average volume of a sample of 174 custom boxes calculated by NNTR.

4. The volumes associated with VOL-J and VOL-O were computed by multiplying depth x width x height of the largest journal and the smallest oversize volume, respectively, dividing by 1728, and rounding the result to three decimal places. The volume of VOL-L was computed by taking the average of the volumes of the larger and smaller ledgers.

5. There are currently no measurements for ALB-A, CUS-A, FLD-A, FLD-B or UUU-U.

6. The dimensions and volumes for all round motion picture film cans, including aerial film cans, were determined by "squaring off" the container, i.e., using the diameter of the container as both the length and the width.

7. The volumes of all other containers were calculated by multiplying depth x width x height, dividing by 1728, and rounding the result to three decimal places.

]]> authority_lists/index.html [Authority Files](#)   [Thesauri](#)   [Authority Lists](#)

AUTHORITY FILES

The Organization Authority File and Person Authority File are available via DAS (NARA's Description and Authority Service) and in many casses, result from the [Library of Congress Name Authority File (LCNAF)](#).

Geographic Authority File

This thesaurus is used to index the geographic subjects found in archival materials and the jurisdictions of archival organizational creators. The headings in this authority file result from the Library of Congress Name Authority File and Library of Congress Subject Headings. This authority file provides data values for Geographic Reference and Jurisdiction elements.

THESAURI

Topical Subject Thesaurus

This thesaurus is used to index the topical subjet content of archival materials. NARA created the Topical Subject Thesaurus from terms in Data Elements 800 (DE 800), the Library of Congress Subject Headings, and other sources. This thesaurus provides data values for Topical Subject Reference.

Specific Records Type Thesaurus

This thesaurus is used to indicate the specific records types of archival materials. Headings in this thesaurus result from the Library of Congress Subject Headings and the Library of Congress Thesaurus for Graphic Materials. This thesaurus provides data values for Specific Records Type.

Program Area Thesaurus

This thesaurus is used to index the program areas or functions of creating organizations. NARA created the Program Area Thesaurus based on terms in DE 800 and other sources. This thesaurus provides data values for Program Area.

AUTHORITY LISTS

Intellectual Elements

- Access Restriction Status Authority List
  - Specific Access Restriction Authority List
  - Security Classification Authority List
- Contributor Type Authority List
- Creator Type Authority List
- Date Qualifier Authority List
- Description Type Authority List
- Edit Status Authority List
- Finding Aid Type Authority List
- General Records Type Authority List
- Language Authority List
- Sound Type Authority List
- Use Restriction Status Authority List
  - Specific Use Restriction Authority List
- Variant Control Number Type Authority List

Physical Occurrence Elements

- Holdings Measurement Type Authority List
- Copy Status Authority List
- Location Facility Authority List
- Reference Unit Authority List

Media Occurrence Elements

- General Media Type Authority List
- Specific Media Type Authority List (former Media Type Authority List)
  - Base Authority List

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    [Color Authority List](#)
- [Dimension Authority List](#)
- [Emulsion Authority List](#)
- [Format Authority List](#)
- [Other Preservation Characteristics Authority List](#)
- [Process Authority List](#)
- [Recording Speed Authority List](#)
- [Roll Authority List](#)
- [Soundtrack Configuration Authority List](#)
- [Tape Thickness Authority List](#)
- [Wind Authority List](#)

Digital Object Elements

- [Object Type Authority list](#)

]]> authority_lists/languagelist.html Language Authority List

The Language Authority List provides data values for the [Language](#) and [Soundtrack Language](#) elements. The Language Authority List is based on the MARC Language Code List.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Achinese

Acoli

Adangme

Afrihili

Afrikaans

Afroasiatic

Akan

Akkadian

Albanian

Aleut

Algonquian

Altaic

Amharic

Apache languages

Arabic

Aramaic

Arapaho

Arawak

Armenian

Artificial

Assamese

Athapascan

Austrhonesian

Avaric

Avestan

Awadhi

Aymara

Azerbaijani

Balinese

Baltic

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Beja

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Bikol

Bini

Bislama

Braj

Breton

Bugis

Bulgarian

Burmese

Caddo

Carib

Catalan

Caucasian

Cebuano

Celtic

Central American Indian

Chagatai

Chamarro

Chamic languages

Chechen

Cherokee

Cheyenne

Chibcha

Chinese

Chinook jargon

Choctaw

Church Slavic

Chuvash

Coptic

Cornish

Creek

Creoles and Pidgins

Creoles and Pidgins, English-based

Creoles and Pidgins, French-based

Creoles and Pidgins, Portuguese-based

Cree

Cushitic

Czech

Dakota

Danish

Dayak

Delaware

Dinka

Divehi

Dogri

Dravidian

Duala

Dutch

Dutch, Middle

Dyula

Efik

Egyptian

Ekajuk

Elamite

English

English, Middle

English, Old

Eskimo languages

Esperanto

Ethiopic

Ewe

Ewondo

Fang

Fanti

Faroese

Fijian

Filipino

Finnish

Finno-Ugrian

Fon

French

French, Middle

French, Old

Frisian

Fula

Ga

Gaelic

Galician

Ganda

Gayo

Gbaya

Georgian

German

German, Middle High

German, Old High

Germanic

Gilbertese

Gondi

Gorontalo

Gothic

Grebo

Greek, Ancient (to 1453)

Greek, Modern (1453-)

Guarani

Gujarati

Hahuatl

Haida

Hausa

Hawaiian

Hebrew

Herero

Hiligaynon

Himachali

Hindi

Hiri Motu

Hmong

Hungarian

Hupa

Iban

Igbo

Icelandic

Ijo

Iloko

Indo-European

Indonesian

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Interlinqua

Iranian

Irish

Iroquoian

Italian

Javanese

Japanese

Judeo-Arabic

Judeo-Persian

Kabyle

Kachin

Kamba

Kannada

Kanuri

Kara-Kalpak

Karen

Kashmiri

Kawi

Kazakh

Khasi

Khmer

Khoisan

Khotanese

Kikuyu

Kimbundu

Kinyarwanda

Kongo

Konkani

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Korean

Kpelle

Kru

Kuanyama

Kurdish

Kurukh

Kusaie

Kutenai

Kyrgyz

Ladino

Lahnda

Lakota

Lamba

Lao

Latin

Latvian

Lingala

Lithuanian

Lozi

Luba-Katanga

Luba-Lulua

Luiseno

Lunda

Luo

Lushai

Macedonian

Madurese

Magahi

Makasar

Malagasy

Malay

Malayalam

Maltese

Mandar

Mandingo

Manipuri

Manobo languages

Manx

Maori

Mapuche

Marshall

Marathi

Marwari

Masai

Matihili

Mayan languages

Mende

Micmac

Minangkabau

Miscellaneous languages

Mohawk

Moldavian

Mon-Khmer

Mongo-Nkundu

Mongolian

Moore

Multiple languages

Munda

Nauru

Navajo

Ndebele

Ndonga

Nepali

Newari

Nias

Niger-Kordofanian

Nilo-Saharan

Niuean

North American Indian

Norwegian

Northern Sotho

Nubian languages

Nyanja

Nyamwezi

Nyankole

Nyoro

Nzima

Occitan

Ojibwa

Old Norse

Old Persian

Oriya

Oromo

Osage

Ossetic

Otomian languages

Pahlavi

Palauan

Pali

Pampanga

Pangasinan

Panjabi

Papiamento

Papuan-Australian

Persian

Philippine (Other)

Polish

Ponape

Portuguese

Prakrit languages

Provencal

Pushto

Quechua

Raeto-Romance

Rajasthani

Rapanui

Rarotongan

Romance

Romanian

Romany

Rundi

Russian

Salishan languages

Samaritan Aramic

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Sami

Samoan

Sandawe

Sango

Sanskrit

Santali

Sasak

Scots

Serbian

Selkup

Semitic

Serer

Shan

Shona

Sidamo

Sign languages

Siksika

Sindhi

Sinhalese

Sino-Tibetan

Siouan

Slavic

Slovak

Slovenian

Sogdian

Somali

Songhai

Soninke

Sorbian languages

South American Indian

Sotho

Spanish

Sukuma

Sumerian

Sundanese

Susu

Swahili

Swazi

Swedish

Syriac

Tagalog

Tahitian

Tai

Tajik

Tamashek

Tamil

Tatar

Telugu

Temme

Terena

Tetum

Thai

Tibetan

Tigre

Tigrinya

Tiv

Tlingit

Tok Pisin

Tokelavan

Tonga

Truk

Tsimshian

Tsonga

Tswana

Tumbuka

Turkish

Turkish, Ottoman

Turkmen

Tuvalu

Twi

Ugarithic

Uighur

Ukrainian

Umbundu

Undetermined

Urdu

Uzbek

Vai

Venda

Vietnamese

Votic

Wakashan languages

Walamo

Waray

Washo

Welsh

Wolof

Xhosa

Yao

Yapese

Yiddish

Yoruba

Zapotec

Zande

Zulu

Zuni

]]> authority_lists/locationlist.html Location Facility Authority List

The Location Facility Authority List provides data values for the Location Facility element.

Descriptions for microform products can use only terms followed by **[MF]**.

Dwight D. Eisenhower Library (Abilene, KS)

Electronic Records Archives (ERA)

Franklin D. Roosevelt Library (Hyde Park, NY)

George Bush Library (College Station, TX)

George W. Bush Library (Lewisville, TX)

Gerald R. Ford Library (Ann Arbor, MI)

Gerald R. Ford Museum (Grand Rapids, MI)

Government Printing Office (Washington, DC)

Harry S. Truman Library (Independence, MO)

Herbert Hoover Library (West Branch, IA)

Jimmy Carter Library (Atlanta, GA)

John F. Kennedy Library (Boston, MA)

Library of Congress, James Madison Building (Washington, DC)

Lyndon Baines Johnson Library (Austin, TX)

NARA's Central Plains Region (Kansas City, MO) [MF]

NARA's Central Plains Region (Lee's Summit, MO)

NARA's Central Plains Region (Lenexa, KS)

NARA's Great Lakes Region (Chicago, IL)

NARA's Mid Atlantic Region (Philadelphia, PA) [MF]

NARA's Northeast Region (Boston, MA) [MF]

NARA's Northeast Region (New York City, NY) [MF]

NARA's Northeast Region (Pittsfield, MA)

NARA's Rocky Mountain Region (Denver, CO)

NARA's Pacific Alaska Region (Anchorage, AK)

NARA's Pacific Alaska Region (Seattle, WA) [MF]

NARA's Pacific Region (Laguna Niguel, CA) [MF]

NARA's Pacific Region (San Bruno, CA)

NARA's Southeast Region (Atlanta, GA)

NARA's Southwest Region (Fort Worth, TX)

National Archives Building - Archives I (Washington, DC) [MF]

National Archives at College Park - Archives II (College Park, MD) [MF]

National Civilian Personnel Records Center (St. Louis, MO)

National Military Personnel Records Center (St. Louis, MO)

National Underground Storage (Boyers, PA) (offsite storage)

New Mexico State Records Center and Archives (Santa Fe, NM) [MF]

Oklahoma Historical Society, Wiley Post Historical Building (Oklahoma City, OK) [MF]

Pennsylvania State Archives (Harrisburg, PA) [MF]

Richard Nixon Library (Yorba Linda, CA)

Ronald Reagan Library (Simi Valley, CA)

United States Military Academy (West Point, NY) [MF]

United States Naval Academy (Annapolis, MD)

University of North Texas Libraries (Denton, TX)

William J. Clinton Library (Little Rock, AR)

Yellowstone National Park Archives (Yellowstone, WY) [MF]

]]> authority_lists/medialist.html Specific Media Type Authority List

The Specific Media Type Authority List provides data values for the [Specific Media Type](#) element.

Microform publication descriptions can use only terms followed by **[MF]**.

3480 - Class Magnetic Tape Cartridge
scope note: A closed container of magnetic tape, designed for loading and unloading in a computer tape drive without prior threading or rewinding.
source: SAA Glossary, 1992

Aerial Film
scope note: Sequence of images of the earth taken from an aircraft.
source: Art and Architecure Thesaurus Online, 2009

Aerial Print
scope note: Image of the earth taken from an aircraft.
source: Art and Architecture Thesaurus Online, 2009

Aperture Card
scope note: An 80 column tabulating size paper card with a hole, or aperture, containing one frame of 35 mm microfilm. Generally used for engineering drawings, maps, charts, and X rays. Use [Dimension](#) to include additional information on aperture cards.
source: NARA Managing Micrographic Records, 1995

Audio Cartridge

Audio Cassette

Audio Disk

Audio Minicassette

Audio Tape/Reel

Bound Volume
scope note: Books, magazines, and other media types in which pages are bound together to form a single volume. Examples include manuals, publications, and notebooks.

Cards
scope note: Use for index cards or punch cards.

Cased Photograph/Direct Positive
scope note: Positive-image photographs produced in the camera without the intervening use of a negative, or produced by a positive-to-positive process. Generally used for ambrotypes, dagurreotypes, and tintypes. Also called direct positive. Use [Color](#), [Dimension](#), or [Process](#) to include additional information on original positives.
source: Art and Architecture Thesaurus, 2000

Clothing
scope note: Coverings for the torso, limbs, hands, feet, and head for warmth, fashion, or to cover nudity. It generally excludes other items of costume such as jewelry, crowns, and other accessories that are purely

decorative or symbolic and have no practical function.
source: Art and Architecture Thesaurus Online, 2009

Collage
scope note: Compositions made in two dimensions or very low relief by gluing paper, fabrics, photographs, or other materials onto a flat surface.
Source: Art and Architecture Thesaurus Online, 2009

Compact Disk (CD)
scope note: Optical disk on which programs, data, or music are digitally encoded for a laser beam to scan, decode, and transmit to a playback system, computer monitor, or television set.
source: Art and Architecture Thesaurus, 2000

Cylinder
scope note: Cylinders or disks of rubber, wax, metal, vinyl, etc., specially prepared with a spiral grove that reproduces sound when played on a machine with a needle or stylus. Generally used for phonographs and records. Use Base, Format, or Process to include additional information on cylinders.

Decorative Object
scope note: Refers to objects that are primarily utilitarian in form or function, but that have aesthetic value provided by the design, decoration, or embellishment. They may include ceramics, furniture, and other household or utilitarian objects. They are distinct from "fine arts," which were traditionally considered to require more extensive training and were restricted to the media of painting, sculpture, drawing, and architecture.
source: Art and Architecture Thesaurus Online, 2009

Dictation Belt
scope note: Dictation belts are the media used in dictation machines, which record human speech for transcription. Use Format to include additional information on dictation belts.

Digital Audio Tape (DAT)
scope note: Magnetizable material in tape form, on which sound recordings are digitally encoded. DAT was developed by Sony and Phillips in the mid-1980s.

Digital Linear Tape (DLT)
scope note: Half-inch magnetic tape contained in a single-hub cartridge. DLT was originally developed for the VAX computer.

Digital Versatile Disk (DVD)
scope note: Optical disks the same size as compact disks, but designed to hold approximately seven times more digital information, including multiple layers. DVDs are generally one-sided, each side holding 4.7 gigabytes of information, most often video.
source: Art and Architecture Thesaurus, 2000

Digitally Produced Print
scope note: Images captured using a digital image capture device (e.g. digital camera, scanner) that are physically rendered for viewing. Use Base, Color, Dimension, Emulsion, or Process to include additional information on digital prints.

Drawing
scope note: The application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the delineation of form rather than the application of color. This term is often defined broadly to refer to computer-generated images as well. Use Process to include additional information on drawing.
source: Art and Architecture Thesaurus Online, 2009

Film Negative
scope note: A reversed photographic image used for projection.

Film Reel
scope note: Film reel is a general term used for film supplied on its own reel and not contained in a cartridge or cassette. The film is threaded, usually by hand, through the mechanism of its machine and then is wound on a separate take-up reel. Use Base, Color, Dimension, Format, Process, Recording Speed, Roll Type, Sound Type, or Wind to include additional information on film reels.
source: SAA Glossary, 1992

Filmstrip
scope note: A strip of film bearing a sequence of images for projection as still pictures. Use Base, Color, Dimension, or Process to include additional information on filmstrips.
source: Webster's 10th, 1997

Flag/Banner
scope note: Pieces of cloth or other flexible material marked with signs or decorative designs, usually attached along one side or suspended. Intended for symbolic purposes.
source: Art and Architecture Thesaurus Online, 2009

Flash Memory Card
scope note: A removable flash memory data storage device.

Floppy Disk
scope note: Thin, round, flexible disks with magnetic surfaces for storing and retrieving data.
source: Art and Architecture Thesaurus, 2000

Frame
scope note: Cases or structures that surround or enclose such items as works of art, mirrors, or documents, serving as support or protection or to call attention, while leaving the items visible.
source: Art and Architecture Thesaurus Online, 2009

Furniture
scope note: Movable equipment designed to provide support and/or storage.

Glass Negative
scope note: Glass plates containing images, made with the intention of producing prints.

Graphic Material
scope note: Prints and illustrations that depend upon line and not color to render the design.
source: Art and Architecture Thesaurus Online, 2009

Hard Drive
scope note: Devices that house a fixed (non-removable) hard disk for storage and retrieval of digital computer data.
source: Art and Architecture Thesaurus Online, 2009

Interpositive Transparency
scope note: Positive photographic transparencies used as an intermediate step in making copies of negatives.
source: Art and Architecture Thesaurus Online, 2009

Jewelry
scope note: Ornaments such as bracelets, necklaces, and rings, of precious or semiprecious materials worn

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or carried on the person for adornment; also includes similar articles worn or carried for devotional or mourning purposes.
source: Art and Architecture Thesaurus Online, 2009

Linear Tape Open (LTO)
scope note: Magnetic tape developed to provide non-proprietary data storage.

Magnetic Tape Cartridge
scope note: A closed container of magnetic tape, designed for loading and unloading in a computer tape drive without prior threading or rewinding.
source: SAA Glossary, 1992

Magnetic Tape Reel
scope note: NARA uses open-reel tape on one-half inch 9-track tape reels recorded at 1600 or 6250 bytes per inch (bpi) for preservation of electronic records.

Medals/Insignias
scope note: Devices in any form that identify a person or object as belonging to a group or organization, denote rank or office, or serve a commemorative purpose.
source: Art and Architecture Thesaurus Online, 2009

Microfiche
scope note: A flat, transparent sheet of film with miniaturized images arranged in a grid pattern. Use Dimension or Process to include additional information on microfiche.
source: NARA Managing Micrographic Records, 1995
[MF]

Microfilm
scope note: A fine-grain, high-resolution film in roll form containing miniaturized images in sequential order. Use Dimension or Process to include additional information on microfilm.
[MF]

Microopaque
scope note: An opaque medium, such as translucent paper stock, containing microimages arranged in a grid pattern. Also called microcard or microprint. Use Dimension or Process to include additional information on microopaques.
source: NARA Managing Micrographic Records, 1995

Negative
scope note: A transparent support, such as glass plate or piece of film, on which the tones or colors of an image are reversed from their appearance in nature. Directly opposite to a "positive" image (photograph) or transparency. Use Color, Dimension, Emulsion, or Process to include additional information on negatives.
source: Library of Congress, Graphic Materials, 1982

Networked Storage
scope note: Data storage or a data storage device that is accessible on a computer network, including network-attached storage (NAS) and storage area networks (SAN).

Painting
scope note: Unique works in which images are formed primarily by the direct application of pigments suspended in oil, water, egg yolk, molten wax, or other liquid, arranged in masses of color, onto a generally two-dimensional surface.
source: Art and Architecture Thesaurus Online, 2009

Paper

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scope note: Use [Base](#), [Color](#), [Dimension](#), or [Process](#) to include additional information on paper.

Parchment
scope note: Parchment historically is made from unsplit calfskin that has been specially treated for use as a writing medium and in binding. Parchment may be made from lambskin or goatskin. The term is used interchangeably with "vellum".
source: SAA Glossary, 1992

Personal Object
scope note: An object owned or once in the possession of a given individual.

Photographic Print
scope note: Photographs generally printed from a negative. Do not confuse with manual prints, original positives, photomechanical prints, or digital prints. Use [Base](#), [Color](#), [Dimension](#), [Emulsion](#), or [Process](#) to include additional information on photographic prints.

Sculpture
scope note: Art works created by carving or engraving a hard material, by molding or casting a malleable material, or by assembling parts to create a three-dimensional object.
source: Art and Architecture Thesaurus Online, 2009

Slide
scope note: Positive transparencies in mounts suitable for projection, usually 35mm film in a mount of 2 by 2 inches.
source: Art and Architecture Thesaurus, 2000

Stone/Mineral Sample/Gem
scope note: Stones are rocks that has been cut, shaped, crushed, or otherwise formed for use in construction or other purposes. Mineral samples are naturally occurring inorganic elements or compounds. Gems are precious or semiprecious stones or other materials such as amber or pearl, cut, polished, or otherwise dressed for ornamental purposes.
source: Art and Architecture Thesaurus Online, 2009

Thread/Fibers
scope note: Material formed from natural or synthetic filament or staple, twisted tightly together.
source: Art and Architecture Thesaurus Online, 2009

Tracing Cloth
scope note: Fine, thin cotton or linen cloth, coated on one or both sides with starch or a starch mixture, used especially by architects and designers for making tracings in ink or pencil.
source: Art and Architecture Thesaurus, 2000

Transparency
scope note: Images designed for viewing by transmitted light. Most often refers to transparent positive photographs; can also refer to transparent non-photographic images that are designed for projection viewing or as intermediates for reproduction. Use [Base](#), [Color](#), [Dimension](#), or [Process](#) to include additional information on transparencies.
source: Art and Architecture Thesaurus, 2000

USB Flash Drive
scope note: A portable flash memory data storage device which connects to a computer's USB port.

Utilitarian Object
scope note: An object created to be useful or for use rather than for beauty or ornamentation.
source: Merriam-Webster Dictionary Online, 2009

Video Cassette

scope note: Recordings on videotape, which is a magnetic tape that records images and sound electronically, contained in cassette.

source: Art and Architecture Thesaurus, 2000

Video Open Reel

scope note: Recordings on videotape, which is a magnetic tape that records images and sound electronically, contained on an open reel.

Videodisk

scope note: Analog or digital optical disks on which images or sound are recorded by a laser. Use Format or Process to include additional information on videodisks.

source: Art and Architecture Thesaurus, 2000

Weapon

scope note: Implements or mechanisms used for defense or attack in combat, hunting, or war.

source: Art and Architecture Thesaurus Online, 2009

Wire Recording

scope note: Recordings of sound on a spool of wire rather than on magnetic tape.

source: Art and Architecture Thesaurus, 2000

X-Ray

scope note: Images produced on photographic film by x-ray radiation.

source: Art and Architecture Thesaurus Online, 2009

Zip Disk

scope note: A portable medium-capacity storage disk.

]]> authority_lists/objecttypelist.html The Object Type Authority List provides data values for the Object Type element.

ASCII Text

Audio/Visual (RealMedia Video Stream)

Audiovisual File (AVI)

Audiovisual File (MOV)

Audiovisual File (MP4)

Audiovisual File (WMV)

Binary

Comma-separated values (CSV)

EBCDIC Binary

EBCDIC Text

Executable program (EXE)

HTML

Image (BMP)

Image (GIF)

Image (JP2)

Image (JPG)

Image (TIFF)

Microsoft Excel Spreadsheet

Microsoft PowerPoint Document

Microsoft Word Document

Microsoft Write Document

Portable Document File (PDF)

Shapefile

Sound File (MP3)

Sound File (WAV)

Visio

World Wide Web Page

XML - Extensible Markup Language

ZIP

]]> authority_lists/opclist.html

Other Preservation Characteristics Authority List

The Other Preservation Characteristics Authority List provides data values for the [Other Preservation Characteristics](#) element.

Artifact: Copper alloy
scope note: Alloy in which copper is the principle element.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Artifact: Inlay
scope note: Any process by which small pieces of one material are inserted into a larger piece of another so as to create a design.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Artifact: Iron
scope note: Pure metallic element having symbol Fe and atomic number 26; metallic iron is silvery in color, lustrous, soft, ductile, malleable, and slightly magnetic; it rusts when exposed to moist air. It is rarely found

as a native metal (telluric iron) except in meteorites (meteoric iron). Iron is most often found throughout the world as iron oxides (hematite, magnetite, limonite, and siderite) mixed with other ores.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Artifact: Painted surfaces
scope note: The art and practice of applying pigments suspended in water, oil, egg yolk, molten wax, or other liquid to a surface to create an expressive or communicative image or the application of paint to a surface primarily for protection or to apply a general color.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Artifact: Silver
scope note: Pure metallic element having symbol Ag and atomic number 47; a malleable, ductile, white metal with characteristic sheen, considered a precious metal. Silver is widely distributed throughout the world, occurring rarely as metallic silver (in Peru, Norway) but more often as silver-gold alloys and silver ore. Today silver is obtained as a byproduct in the refinement of gold, lead, copper, or zinc ores. Silver was smelted from the ore galena as early as 3800 BCE. As a pure metal, silver is second to gold in malleability and ductility, can be polished to a highly reflective surface, and used -- typically in an alloy -- in jewelry, coinage, photography, mirrors, electrical contacts, and tableware.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Fasteners/records adhered together
scope note: Materials consisting of separate parts that have been fastened or held together by a device, adhesive, or other physical or chemical force.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Folded
scope note: Something that has been bent over upon itself, such as cloth or paper.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Framed
scope note: An item that has been provided with a border or case to surround, support, enclose, or call attention it as a work of art, mirror, or document, leaving the item itself visible.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Microform: Negative
scope note: An image on a microform in which the tones are reversed.
source: A Glossary of Archival and Records Terminology Online (SAA)

Microform: Orientation unknown

Microform: Other

Microform: Positive
scope note: An image on a microform in which the tones match those in the original.
source: A Glossary of Archival and Records Terminology Online (SAA)

Motion Picture Films: Tinted
scope note: Black and white film print colored (tinted) by dyeing the film base or the gelatin with dye.
source: Restoration of Motion Picture Film by Paul Read & Mark-Paul Meyer ©Caleidoscope 2000

Motion Picture Films: Toned
scope note: Converting some or all of the silver in a black-and-white image using inorganic salts or mordant dyes, and usually altering the overall tone of the image.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Mounted
scope note: Attached to a secondary support; as in attaching a paper artifact to a stiff board, sometimes preparatory to matting.
source: The J. Paul Getty Trust's Art and Architecture Thesaurus© (AAT) Online

Oversized
scope note: Larger than normal.
source: A Glossary of Archival and Records Terminology Online (SAA)

Rolled
scope note: Wound into a cylinder.
source: A Glossary of Archival and Records Terminology Online (SAA)

]]> authority_lists/processlist.html Process Authority List

The Process Authority List provides data values for the [Process](#) element. The processes have been listed by category: [album/scrapbook](#), [artwork](#), [coloring](#), [document copying](#), [hand](#), [magnetic media/optical disk](#), [microform](#), [mixed media](#), [paint](#), [photographic](#), [photomechanical](#), [photoreproduction](#), [printing](#), and [typed](#).

Album/Scrapbook
scope note: Unpublished sets of pages, bound or loose-leaf, either intended to have, or assembled after having, material affixed to them or writing or other images made on them.
source: Art and Architecture Thesaurus Online, 2009

Artwork: Charcoal
scope note: The art or practice of producing creative works with charcoal.

Artwork: Color Pencil
scope note: The art or practice of producing creative works with color pencil.

Artwork: Crayon
scope note: The art or practice of producing creative works with crayon, the generic term for drawing materials made in stick form.
source: Art and Architecture Thesaurus, 2000

Artwork: Graphite Pencil
scope note: The art or practice of producing creative works with graphite pencil.

Artwork: Ink
scope note: The art or practice of producing creative works with ink, a fluid medium used for drawings or tracings.
source: Art and Architecture Thesaurus, 2000

Artwork: Pastel/Chalk
scope note: The art or practice of producing creative work with chalk or pastels, which are colored crayons consisting of pigment mixed with just enough of an aqueous binder to hold it together.
source: Art and Architecture Thesaurus, 2000

Coloring: Hand-coloring
scope note: Applying color by a manual process.
source: Art and Architecture Thesaurus, 2000

Document Copying: Letterpress
scope note: Often on tissue paper, produced by the transfer of ink through direct contact with the original,

using moisture and pressure in a copy press.
source: Art and Architecture Thesaurus Online, 2009

Document Copying: Mimeograph

scope note: Produced by a duplicating machine operating on the stencil principle; includes any documents produced by an ink bleed-through stencil.
source: Art and Architecture Thesaurus Online, 2009

Document Copying: Photocopy

scope note: Creation of images or quick reproduction made through an electrostatic or other electrophotographic process. Examples are prints from office copiers, such as Xerox machines, or microfilm readers.
source: Library of Congress, Thesaurus for Graphic Materials, 1995; Art and Architecture Thesaurus Online, 2009

Document Copying: Photostats

scope note: Reproduction of any printed or simple black and white material, such as drawings, manuscripts, or photographs made by cameras such as the Photostat, a photographic camera that used photographic paper instead of film.
source: Encyclopedia of Printing, Photographic and Photomechanical Processes by Luis Nadeau, 1990

Document Copying: Unknown

Document Copying: Verifax

scope note: Reproduction of an image through the diffusion transfer of silver salts in undeveloped areas onto a receiving paper. Development of the transferred image produces prints with a generalized brown cast on plain, uncoated paper stock.
source: National Gallery of Art Glossary Online, 2009

Hand Drawn

scope note: Generally any drawing made without the use of devices such as t-squares, triangles, or other mechanical means of rendering or tracing. Synonymous with free-hand drawing.
source: Art and Architecture Thesaurus Online, 2009

Handwritten

scope note: The formation of letters and words by hand.
source: Art and Architecture Thesaurus Online, 2009

Magnetic Media/Optical Disk: Analog

Magnetic Media/Optical Disk: Digital

Microform: Diazo

scope note: Sensitized layers composed of diazonium salts that react with couplers to form dye images. The color of the image is determined by the composition of the diazonium compound as well as the couplers used in the process and may be black, violet, or another color.
source: MARC-AMC, 1985

Microform: Mix

scope note: Use for microform that is a mix of diazo, silver halide, or vesicular processes.
source: MARC-AMC, 1985

Microform: Silver Halide

scope note: A compound of silver and halogens. Silver halide microforms always appear black and transparent. Do not confuse with dry silver film, which does not meet archival standards.

source: MARC-AMC, 1985

Microform: Thermal Processed Silver
scope note: A computer output microfilm (COM) that generates positive-appearing images in either 16mm or 105mm (microfiche) with a blue tinted Estar base.
source: Kodak.com, 2009

Microform: Vesicular
scope note: The light-sensitive component is suspended in a plastic layer. On exposure, the component creates optical vesicules (bubbles) in the layers. These bubbles form the latent image. The latent image becomes visible and fixed by heating the plastic layer and then allowing it to cool. Vesicular films are commonly blue or beige in color. They do not appear to have much contrast until projected in a microform reader.
source: MARC-AMC, 1985

Mixed Media
scope note: Any combination of a variety of materials plus the associated techniques, used in the making of a single work of art. In printmaking, use when more than one technique, such as both etching and engraving, are used in one print.
source: Art and Architecture Thesaurus Online, 2009

Paint: Acrylic
scope note: The art or practice of producing creative works with acrylic paint.
source: Art and Architecture Thesaurus, 2000

Paint: Gouache
scope note: The art or practice of producing creative works with gouache, an opaque water-based paint, usually composed of pigment in gum arabic plus a white material that increases opacity.
source: Art and Architecture Thesaurus, 2000

Paint: Oil
scope note: The art or practice of producing creative works in oil paint, which is pigment suspended in vegetal drying oils. It dates from at least the Middle Ages in Europe, and was widely adopted for easel painting by the fifteenth century.
source: Art and Architecture Thesaurus, 2000

Paint: Unknown

Paint: Watercolor
scope note: The art or practice of producing creative works with watercolors, paints produced by mixing pigments with an aqueous vehicle, often gum arabic.
source: Art and Architecture Thesaurus, 2000

Photographic: Albumen
scope note: Use for photographic processes in which albumen is used as the binder. Common for photographic prints and occasionally for lantern slides, but rarely used for negatives on glass. Synonymous with silver albumen process.
source: Art and Architecture Thesaurus, 2000

Photographic: Ambrotype
scope note: A variant of the wet collodion process to produce a direct-positive camera original. The collodion is coated on glass, the image underexposed and then underdeveloped, the glass backed with black lacquer or black cloth, and the whole mounted in a case or frame. Occasionally, the image was made on ruby glass.
source: Art and Architecture Thesaurus, 2000

Photographic: Carbon/Woodburytype
scope note: A bichromate process to produce photographic prints using a pigment to form the image.
source: Art and Architecture Thesaurus Online, 2009

Photographic: Chromogenic
scope note: Photographic process in which subtractive dyes form from the reaction of the oxidation product of the developing agent (resulting from the development of the latent image) with a coupler, contained either in the film or in the developing solution.
source: Art and Architecture Thesaurus Online, 2009

Photographic: Collodion
scope note: Use for photographic processes in which collodion is the binder. A silver halide is the light-sensitive agent, and the process may be used to produce positives (ambrotypes, tintypes) or negatives.
source: Art and Architecture Thesaurus, 2000

Photographic: Collodion-Printing Out
scope note: Photographic processes in which the "image was created entirely by exposure to light" and photographic papers "in which light sensitive silver salts were suspended" in collodion were employed.
source: Care and Identification of 19th-Century Photographic Prints by James M. Reilly, 1986

Photographic: Cyanotype
scope note: Blue-toned photographic prints produced by the blueprint process, not including reproductive prints of architectural or other technical drawings; for these, use "Photoreproduction: Blueprint."
source: Art and Architecture Thesaurus Online, 2009

Photographic: Daguerreotype
scope note: An early photographic process producing a direct positive image on a silver-coated copper plate.
source: Art and Architecture Thesaurus, 2000

Photographic: Diffusion Transfer
source: Photographic process used primarily for instant or self-developing photographs in which the positive image is formed from undeveloped silver halides in the negative. The negative is placed in contact with a support in the presence of a developing agent, and the unexposed silver diffuses to the support to form the positive image. For making color instant camera photographs, it is dye couplers that are in the negative, in which case use "dye diffusion transfer process" or "internal dye diffusion transfer".
source: Art and Architecture Thesaurus, 2000

Photographic: Direct Duplicate Negative
scope note: A photographic copying process that does not require an intermediary. The direct duplicate negative is distinguished from an interpositive or internegative.
source: Society of American Archivists Glossary of Archival and Records Terminology, 2005

Photographic: Gelatin Silver
scope note: Photographic process that uses gelatin as the binder and silver as the final image material.
source: Art and Architecture Thesaurus Online, 2009

Photographic: Gelatin Silver DOP (Developed Out Paper)
scope note: A type of process involving the use of materials with gelatin emulsions that allow a latent image to form after a brief exposure that is "subsequently converted to a visible image by a chemical action of development."
source: ICP Encyclopedia of Photography, 1984

Photographic: Gelatin Silver POP (Printed Out Paper)

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

scope note: A type of process in which images were produced on papers "solely by the action of exposure, without the need for a chemical solution."
source: ICP Encyclopedia of Photography, 1984

Photographic: Matte Collodion
scope note: Photographic processes in which the "image was created entirely by exposure to light" and photographic papers "in which light sensitive silver salts were suspended" in collodion were employed. The paper was treated with a "combination of gold toning followed by platinum toning ..."
source: Care and Identification of 19th-Century Photographic Prints by James M. Reilly, 1986

Photographic: Original Negative
scope note: Distinguishes from reproductions or other types of copies.
source: Art and Architecture Thesaurus Online, 2009

Photographic: Platinum/Palladium
scope note: An iron process for making photographic prints in which platinum or palladium is reduced from a salt to form the image.
source: Art and Architecture Thesaurus, 2000

Photographic: Polaroid (Dye-Diffusion Transfer)
scope note: Diffusion transfer process from film packets that contain their own developing chemicals and are exposed in a special camera.
source: Art and Architecture Thesaurus, 2000

Photographic: Salted Paper
scope note: Photographic process in which the light-sensitive salt is formed in the fibers of the paper rather than in a binder. Paper is impregnated with a solution of salt (sodium chloride) dissolved in water; it is then coated on one side with silver nitrate thus forming light-sensitive silver chloride on the surface. Sometimes designed to be developed out, as in the calotype process, and sometimes printed out, as when making salted paper prints.
source: Art and Architecture Thesaurus Online, 2009

Photographic: Silver Printing Out
scope note: A process in which images were produced on papers "solely by the action of exposure, without the need for a chemical solution," and in which the binder-gelatin or collodion-cannot be determined.
source: Care and Identification of 19th-Century Photographic Prints by James M. Reilly, 1986

Photographic: Subtractive Color
scope note: Photographic processes using cyan, magenta, and yellow dyes or inks to produce a full-color image. Each dye permits two of the primary colors to pass, while blocking the third; a combination of two dyes (on separate filters) will allow only a single primary to pass.
source: Art and Architecture Thesaurus, 2000

Photographic: Tintype
scope note: A variant of the wet collodion process producing a direct positive image on a thin sheet of lacquered metal (usually iron, never tin). Synonymous with "Ferrotype" and "Melainotype."
source: Art and Architecture Thesaurus, 2000

Photomechanical: Printing
scope note: Involving a photographic process (that is, employing light-sensitivity) to transfer an image, and then using a separate process to produce a print that was never itself light-sensitive.
source: Art and Architecture Thesaurus Online, 2009

Photoreproduction: Blueprint
scope note: Reproductive prints of architectural and other technical drawings having white images on blue

backgrounds, produced by the blueprint process. For blue-toned photographs produced by the blueprint process, use "Photographic: Cyanotype."
source: Art and Architecture Thesaurus Online, 2009

Photoreproduction: Brown Line
scope note: Prints made on light-sensitized surfaces that produce brown lines on neutral backgrounds.
source: Art and Architecture Thesaurus, 2004

Photoreproduction: Brown Print
scope note: Prints made on light-sensitized surfaces that produce white images on brown backgrounds.
source: Art and Architecture Thesaurus Online, 2009

Photoreproduction: Diazo
scope note: Printing process based on light-sensitive diazonium compounds, most often used to reproduce technical drawings.
source: Art and Architecture Thesaurus Online, 2009

Photoreproduction: Unknown

Printing: Color Printing
scope note: Printing processes, generally involving materials such as dyes and inks, to produce a variety of shades of the visible spectrum. Synonymous with "Chromotypography."
source: Art and Architecture Thesaurus, 2000

Printing: Color Printing-Four Color
scope note: Full-color printing using four-color separation, that is, cyan, magenta, yellow, and black.
source: Art and Architecture Thesaurus, 2000

Printing: Color Printing-Full Color
scope note: Methods of making photomechanical prints having a full color range. Images are photographed with halftone screens as three- or four-color separations, separate printing plates are made, and these are printed in register with transparent inks.
source: Art and Architecture Thesaurus, 2000

Printing: Dye Diffusion Thermal Transfer
scope note: This process employs a set of ribbons that are coated with a dye that is transferred to the receiver sheet by the application of heat and pressure from a stylus at a discrete point. The dye will sublimate and migrate to the substrate, where it will be chemically bound in a receptor coating.

Printing: Ink Jet
scope note: Nonimpact computer-controlled printing in which tiny droplets of ink are projected from nozzles onto paper.
source: Art and Architecture Thesaurus, 2000

Printing: Intaglio
scope note: Use for printing processes in which the image prints from ink held in the recessed areas of the plate or block, which have been cut or etched away.
source: Art and Architecture Thesaurus, 2000

Printing: Laser
scope note: Nonimpact computer-controlled printing in which the light from a laser commences an electrophotographic process leading to the fusion of toner onto the printing surface.
source: Art and Architecture Thesaurus, 2000

Printing: Linocut

scope note: Use for printing process in which the image is made from a design cut in linoleum blocks.
source: Art and Architecture Thesaurus, 2000

Printing: Manual Print
scope note: Use for printing processes in which image is transferred from an engraved plate, wood block, lithographic stone or other medium.

Printing: Planographic
scope note: Use for printing processes in which the image is printed from a flat surface.
source: Art and Architecture Thesaurus, 2000

Printing: Relief
scope note: Use for printing processes in which the nonprinting areas of the block or plate are carved, engraved, or etched away, leaving the original plane surface as the area to be printed.
source: Art and Architecture Thesaurus, 2000

Printing: Screenprint
scope note: Printing by forcing ink or dye through a mesh on which a design has been formed by stopping out certain areas. Synonymous with "Serigraphy" and "Silkscreen."
source: Art and Architecture Thesaurus, 2000

Printing: Unknown

Typed

Video Recording: High Definition

Video Recording: Standard Definition

]]> authority_lists/recordinglist.html Recording Speed Authority List

The Recording Speed Authority List provides data values for the [Recording Speed](#) element.

Audio Disk: 120 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 16 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 160 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 33 1/3 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 45 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 50 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Disk: 78 rpm
scope note: Use for both audio disks and cylinders. (rpm = revolutions per minute)

Audio Tape: 1 7/8 ips

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scope note: 1 7/8 ips = 4.75 cm/sec (ips = inches per second)

Audio Tape: 15 ips
scope note: (ips = inches per second)

Audio Tape: 15/16 ips
scope note: (ips = inches per second)

Audio Tape: 3 3/4 ips
scope note: 3 3/4 ips = 9.5 cm/sec (ips = inches per second)

Audio Tape: 30 ips
scope note: (ips = inches per second)

Audio Tape: 7 1/2 ips
scope note: 7 1/2 ips = 19 cm/sec (ips = inches per second)

Film: Silent at Sound Speed
scope note: Use for silent movies that are meant to be played at sound speed (24 frames per second) instead of a normal silent speed (18 frames per second).

Videotape: LP
scope note: Long Play is a recording speed used for VHS videotapes. Generally, running time is 4 hours on a T-120 tape.

Videotape: SLP/EP
scope note: Standard Long Play or Extended Play is a recording speed used for VHS videotapes. Generally, running time is 6 hours on a T-120 tape.

Videotape: SP
scope note: Standard Play is a recording speed used for VHS, S-VHS, 8mm and Hi8 videotapes. Generally, running time is 2 hours on a T-120 tape.

]]> authority_lists/referencelist.html The Reference Unit Authority List provides data values for the Reference Unit element.

Affiliated Archives

XGPO U.S. Government Printing Office (an affiliated archives)
732 North Capitol Street, NW, Washington, DC 20401 (phone) 866-512-1800 (fax) 202-512-2104 (e-mail) gpo@custhelp.com

XLOC Library of Congress, Prints and Photographs Division (an affiliated archives)
James Madison Building, Room 339, Washington, DC 20540-4730 (phone) 202-707-6394 (fax) 202-707-6647

XNM New Mexico Commission of Public Records, State Records Center and Archives (an affiliated archives)
1205 Camino Carlos Rey, Santa Fe, NM 87505 (phone) 505-476-7948 (fax) 505-476-7909

XOHS Oklahoma Historical Society (an affiliated archives)
Wiley Post Historical Building, 2100 N. Lincoln Blvd., Oklahoma City, OK 73105-4997 (phone) 405-522-5206 (fax) 405-521-2492 (e-mail) padams@ok-history.mus.ok.us

XPSA Pennsylvania Historical and Museum Commission, State Archives (an affiliated archives)
Bureau of Archives and History, 350 North Street, Harrisburg, PA 17120 (phone) 717-783-3281 (fax) 717-787-4822

XUSMA United States Military Academy Archives (affiliated archives)
Pershing Center, Building 2107, United States Military Academy, West Point, NY 10996-2099 (phone) 845-938-7052 (fax) 845-938-3752 (e-mail) 8libarch@sunams.usma.army.mil

XUSNA United States Naval Academy, William W. Jeffries Memorial Archives (an affiliated archives)
Nimitz Library, Room 320, 589 McNair Road, Annapolis, MD 21402 (phone) 410-293-6922 (fax) 410-293-4926 (e-mail) Lavalley@usna.edu

XUNT University of North Texas Libraries (an affiliated archives)
1155 Union Circle #305190, Denton , TX 76203-5017 (phone) 940-565-2413 (fax) 940-565-2599 (e-mail) govinfo@unt.edu

XYELL National Park Service, Yellowstone National Park Archives (an affiliated archives)
P.O. Box 168, Yellowstone National Park, WY 82190 (phone) 307-344-2261 (fax) 307-344-2323 (e-mail) Colleen_Curry@nps.gov

Office of Presidential Libraries

LP-DDE Dwight D. Eisenhower Library
200 SE 4th Street, Abilene, KS 67410-2900 (phone) 785-263-6700 (fax) 785-263-6715 (e-mail) eisenhower.library@nara.gov

LP-FDR Franklin D. Roosevelt Library
4079 Albany Post Road, Hyde Park, NY 12538-1999 (phone) 845-486-7770 (fax) 845-486-1147 (e-mail) roosevelt.library@nara.gov

LP-GB George Bush Library
1000 George Bush Drive West, College Station, TX 77845 (phone) 979-691-4000 (fax) 979-691-4050 (e-mail) bush.library@nara.gov

LP-GRF Gerald R. Ford Library
1000 Beal Avenue, Ann Arbor, MI 48109-2114 (phone) 734-205-0555 (fax) 734-205-0571 (e-mail) ford.library@nara.gov

LP-GRFM Gerald R. Ford Museum
303 Pearl Street, NW, Grand Rapids, MI 49504-5353 (phone) 616-254-0400 (fax) 616-254-0386 (e-mail) ford.museum@nara.gov

LP-GWB George W. Bush Library
1725 Lakepointe Drive, Lewisville, TX 75057 (phone) 972-353-0545 (fax) 972-353-0599 (e-mail) gwbush.library@nara.gov

LP-HH Herbert Hoover Library
210 Parkside Drive, P.O. Box 488, West Branch, IA 52358-0488 (phone) 319-643-5301 (fax) 319-643-6045 (e-mail) hoover.library@nara.gov

LP-HST Harry S. Truman Library

500 West U.S. Highway 24, Independence, MO 64050-1798 (phone) 816-268-8272 (fax) 816-268-8295 (e-mail) truman.reference@nara.gov

LP-JC Jimmy Carter Library
441 Freedom Parkway, Atlanta, GA 30307-1498 (phone) 404-865-7100 (fax) 404-865-7102 (e-mail) carter.library@nara.gov

LP-JFK John F. Kennedy Library
Columbia Point, Boston, MA 02125-3398 (phone) 617-514-1600 (fax) 617-514-1652 (e-mail) kennedy.library@nara.gov

LP-LBJ Lyndon Baines Johnson Library
2313 Red River Street, Austin, TX 78705-5702 (phone) 512-721-0212 (fax) 512-721-0170 (e-mail) johnson.library@nara.gov

LM Presidential Materials Division
National Archives Building, 7th and Pennsylvania Avenue NW, Washington, DC 20408 (phone) 202-501-5700 (fax) 202-501-5709 presidential.materials@nara.gov

LP-RN Richard Nixon Library
18001 Yorba Linda Boulevard, Yorba Linda, CA 92886 (phone) 714-983-9120 (fax) 714-983-9111 (e-mail) nixon@nara.gov

LP-RNS Richard Nixon Library - College Park
National Archives at College Park, 8601 Adelphi Road, Room 1350, College Park, MD 20740-6001 (phone) 301-837-3290 (fax) 301-837-3202 (e-mail) nixon@nara.gov

LP-RR Ronald Reagan Library
40 Presidential Drive, Simi Valley, CA 93065-0600 (phone) 800-410-8354 (fax) 805-577-4074 (e-mail) reagan.library@nara.gov

LP-WJC William J. Clinton Library
1200 President Clinton Avenue, Little Rock, AR 72201 (phone) 501-244-2877 (fax) 501-244-2881 (e-mail) clinton.library@nara.gov

Office of Records Services - Washington, DC

RD-DC-C National Archives at College Park - Cartographic
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-3200 (fax) 301-837-3622 (e-mail) carto@nara.gov

RD-DC-M National Archives at College Park - Motion Pictures
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-3540 (fax) 301-837-3620 (e-mail) mopix@nara.gov

RD-DC-S National Archives at College Park - Still Pictures
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-0561 (fax) 301-837-3621 (e-mail) stillpix@nara.gov

RD-DC-1 National Archives at Washington, DC - Textual Reference
National Archives Building, 7th and Pennsylvania Avenue NW, Washington, DC 20408 (phone) 202-501-5385 (fax) 202-208-1903 (e-mail) inquire@nara.gov

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RD-DC-2-CIV National Archives at College Park - Textual Reference (Civilian)
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-3510 (fax) 301-837-1752 (e-mail) inquire@nara.gov

RD-DC-2-MIL National Archives at College Park - Textual Reference (Military)
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-3510 (fax) 301-837-1752 (e-mail) inquire@nara.gov

RD-DC-F National Archives at College Park - FOIA
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-3190 (fax) 301-837-1864 (e-mail) inquire@nara.gov

LL Center for Legislative Archives
National Archives Building, Room 8E, 7th and Pennsylvania Avenue NW, Washington, DC 20408 (phone) 202-501-5350 (fax) 202-219-2176 (e-mail) inquire@nara.gov

RD-DC-E National Archives at College Park - Electronic Records
National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (phone) 301-837-0470 (fax) 301-837-3681 (e-mail) cer@nara.gov

Office of Regional Records Services

RE-BO National Archives at Boston
380 Trapelo Road, Waltham, MA 02452-6399 (phone) 866-406-2379 (fax) 781-663-0156 (e-mail) waltham.archives@nara.gov

RE-NY National Archives at New York
201 Varick Street, New York, NY 10014-4811 (phone) 212-401-1620 (fax) 212-401-1638 (e-mail) newyork.archives@nara.gov

NRARP NARA's Northeast Region (Pittsfield)
10 Conte Drive, Pittsfield, MA, 01201-8230 (phone) 413-236-3600 (fax) 413-445-7599 (e-mail) pittsfield.archives@nara.gov

RE-PA National Archives at Philadelphia
14700 Townsend Road, Philadelphia, PA 19154-1096 (phone) 215-305-2044 (fax) 215-305-2052 (e-mail) philadelphia.archives@nara.gov

RE-AT National Archives at Atlanta
5780 Jonesboro Road, Morrow, GA 30260 (phone) 770-968-2100 (fax) 770-968-2547 (e-mail) atlanta.archives@nara.gov

RL-SL National Archives at St. Louis
1 Archives Drive, Room 340, St. Louis, MO 63138 (phone) 314-801-0850 (fax) 314-801-9187 (e-mail) stl.archives@nara.gov

RM-CH National Archives at Chicago
7358 South Pulaski Road, Chicago, IL 60629-5898 (phone) 773-948-9001 (fax) 773-948-9050 (e-mail) chicago.archives@nara.gov

RM-KC National Archives at Kansas City
2312 East Bannister Road, Kansas City, MO 64131-3011 (phone) 816-268-8000 (fax) 816-268-8038 (e-

mail) kansascity.archives@nara.gov

RM-FW National Archives at Fort Worth
1400 John Burgess Drive, Fort Worth, TX 76140 (phone) 817-551-2051 (fax) 817-551-2034 (e-mail) ftworth.archives@nara.gov

RM-DV National Archives at Denver
Building 48, Denver Federal Center, West 6th Avenue and Kipling Street, Denver, CO 80225-0307 (phone) 303-407-5740 (fax) 303-407-5709 (e-mail) denver.archives@nara.gov

RW-RS National Archives at Riverside
23123 Cajalco Road, Perris, CA 92570-7298 (phone) 951-956-2000 (fax) 951-956-2079 (e-mail) riverside.reference@nara.gov

RW-SB National Archives at San Francisco
1000 Commodore Drive, San Bruno, CA 94066-2350 (phone) 650-238-3501 (fax) 650-238-3510 (e-mail) sanbruno.archives@nara.gov

RW-AN National Archives at Anchorage
654 West Third Avenue, Anchorage, AK 99501-2145 (phone) 907-261-7800 (fax) 907-261-7813 (e-mail) alaska.archives@nara.gov

RW-SE National Archives at Seattle
6125 Sand Point Way NE, Seattle, WA 98115-7999 (phone) 206-336-5115 (fax) 206-336-5112 (e-mail) seattle.archives@nara.gov

AFN-C National Personnel Records Center - Civilian Personnel Records
111 Winnebago Street, St Louis, MO 63118-4199 (fax) 314-538-5719 (e-mail) cpr.center@nara.gov

AFN-M National Personnel Records Center - Military Personnel Records
9700 Page Avenue, St. Louis, MO 63132-5100 (fax) 314-801-9195 (e-mail) mpr.assistance@nara.gov

]]> authority_lists/rolltypelist.html Roll Authority List

The Roll Authority List provides data values for the [Roll](#) element.

A Roll

B Roll

C Roll

D Roll

E Roll

]]> authority_lists/securitylist.html Security Classification Authority List

The Security Classification Authority List provides data values for the [Security Classification](#) element.

Confidential
scope note: Use for archival materials that contain Confidential information.

Restricted Data/Formerly Restricted Data

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scope note: Use for archival materials that contain Restricted Data or Formerly Restricted Data information.

Secret
scope note: Use for archival materials that contain Secret information.

Top Secret
scope note: Use for archival materials that contain Top Secret information.

Unmarked
scope note: Use for archival materials that contain security classified information, but have no markings indicating the level of classification.

]]> authority_lists/soundlist.html Sound Type Authority List

The Sound Type Authority List provides data values for the [Sound Type](#) element.

Silent
scope note: Use for audiovisual materials recorded without sound.

Silent and Sound
scope note: Use for audiovisual materials partially recorded with sound and partially recorded without sound. The bulk of the materials should be silent.

Sound
scope note: Use for audiovisual materials recorded with sound.

Sound and Silent
scope note: Use for audiovisual materials partially recorded with sound and partially recorded without sound. The bulk of the materials should be sound.

]]> authority_lists/soundtracklist.html Soundtrack Configuration Authority List

The Soundtrack Configuration Authority List provides data values for the [Soundtrack Configuration](#) element.

Film: Variable Area

Film: Variable Area, Push-pull

Film: Variable Density

Sound: Dual

Sound: Eight

Sound: Full

Sound: Half

Sound: Mono

Sound: Quarter

Sound: Stereo

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> authority_lists/specificaccesslist.html Specific Access Restriction Authority List

The Specific Access Restriction Authority List provides data values for the Specific Access Restriction element.

Donated - Security Classified
scope note: Use for donated archival materials with national security restrictions. Indicate the level of classification in Security Classification.

Donated - Statute
scope note: Use for donated archival materials with statutory restrictions. Explain the statutory restriction further in the Access Restriction Note.

Donor Restricted
scope note: Use for archival materials on which the donor has placed access restrictions. Explain the donor restriction further in the Access Restriction Note.

Executive Privilege
scope note: Use for presidential or vice presidential records for which a claim of Executive Privilege has been invoked by the incumbent President or a former President or Vice President.

Freedom of Information Act (FOIA)
scope note: Use when the specific FOIA restriction is unknown.

FOIA (b)(1) National Security
scope note: Use for archival materials with national security restrictions: Confidential, Secret, and Top Secret. Indicate the level of classification in Security Classification.

FOIA (b)(2) Internal Personnel Rules and Practices

FOIA (b)(3) Statute
scope note: Use for archival materials with statutory restrictions. Explain the statutory restriction further in the Access Restriction Note.

For archival materials classified under the Atomic Energy Act as Restricted Data/Formerly Restricted Data, indicate this level of classification in Security Classification.

FOIA (b)(4) Trade Secrets and Commercial or Financial Information
scope note: Use for archival materials with trade secret and commercial or financial information that must remain closed.

FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

FOIA (b)(6) Personal Information
scope note: Use for archival materials with personal information that invades the privacy of living individuals.

FOIA (b)(7) Law Enforcement
scope note: Use for archival materials with law enforcement information.

FOIA (b)(7a) Law Enforcement
scope note: Use for archival materials with law enforcement information that could reasonably be expected to interfere with enforcement proceedings.

FOIA (b)(7b) Law Enforcement

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scope note: Use for archival materials with law enforcement information that would deprive a person of a right to a fair trial or an impartial adjudication.

FOIA (b)(7c) Law Enforcement
scope note: Use for archival materials with law enforcement information that could reasonably be expected to constitute an unwarranted invasion of personal privacy.

FOIA (b)(7d) Law Enforcement
scope note: Use for archival materials with law enforcement information that could reasonably be expected to disclose the identity of confidential source, including a state, local, or foreign agency or authority or any private institution that furnished information on a confidential basis, and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source.

FOIA (b)(7e) Law Enforcement
scope note: Use for archival materials with law enforcement information that would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.

FOIA (b)(7f) Law Enforcement
scope note: Use for archival materials with law enforcement information that could reasonably be expected to endanger the life or physical safety or any individual.

FOIA (b)(8) Regulation or Supervision of Financial Institutions

FOIA (b)(9) Geological or Geophysical Information and Data

House Rule
scope note: Use for archival materials from the House of Representatives that are subject to restrictions imposed by the House of Representatives. Explain the restrictions and specific closure periods in the [Access Restriction Note](#).

John F. Kennedy Assassination Records Collection Act

Presidential Records Act (p)(1) National Security Classified
scope note: Use for Presidential records with national security restrictions. Indicate the level of classification in [Security Classification](#).

Presidential Records Act (p)(2) Appointments to Federal Office
scope note: Use for Presidential records relating to appointments to Federal office.

Presidential Records Act (p)(3) Statute
scope note: Use for Presidential records with statutory restrictions. Explain the statutory restriction further in the [Access Restriction Note](#).

Presidential Records Act (p)(4) Trade Secrets and Commercial or Financial Information
scope note: Use for Presidential records with trade secret and commercial or financial information that must remain closed.

Presidential Records Act (p)(5) Confidential Communications
scope note: Use for Presidential records with confidential communications requesting or submitting advice among the President and his advisers

Presidential Records Act (p)(6) Personal Privacy

scope note: Use for Presidential records with personal information that invades the privacy of living individuals.

Presidential Records Act (PRA)

scope note: Use for Presidential records during the 5 year period of initial closure specified by the PRA or when the specific PRA restriction is unknown.

Presidential Recordings and Materials Preservation Act of 1974 (PRMPA)

scope note: Use when the specific PRMPA restriction is unknown.

PRM - Personal Record Misfile

scope note: Use for PRA withdrawal sheets for textual records that are withheld from public access. This indicates the legal status of the record, in that these personal materials were misfiled in a PRA records series and can not be released under PRA or FOIA, only later under a subsequent deed of gift.

PRMPA - Individual Rights Pending (C)

scope note: Use for archival materials from the Nixon Presidential Materials with a pending or approved claim whose release would violate an individual's rights.

PRMPA - Investigatory Information (F)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would disclose investigatory information compiled for law enforcement purposes.

PRMPA - National Security Classified (B)

scope note: Use for archival materials from the Nixon Presidential Materials with national security restrictions. Indicate the level of classification in [Security Classification](#).

PRMPA - Non-Historical Information (H)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would disclose non-historical material.

PRMPA - Personal Information (G)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would disclose private or personal material.

PRMPA - Personal Privacy (D)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would constitute a clearly unwarranted invasion of privacy or libel of a living person.

PRMPA - Statute (A)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would violate a Federal Statute or agency policy.

PRMPA - Trade Secrets and Commercial or Financial Information (E)

scope note: Use for archival materials from the Nixon Presidential Materials whose release would disclose trade secrets or confidential commercial or financial information.

Senate

scope note: Use for archival materials from the Senate that are subject to restrictions imposed by the Senate. Explain the restrictions and specific closure periods in the [Access Restriction Note](#).

Other

scope note: Use for archival materials whose specific access restriction is not included in this list. Explain the access restriction further in the [Access Restriction Note](#).

]]> authority_lists/specificuselist.html Specific Use Restriction Authority List

The Specific Use Restriction Authority List provides data values for the [Specific Use Restriction](#) element.

Copyright
scope note: Use if the archival materials have a copyright restriction regarding their use. If necessary, explain the copyright restriction further in [Use Restriction Note](#).

Donor Restrictions
scope note: Use if the archival materials have a donor restriction regarding their use. Explain the donor restriction further in [Use Restriction Note](#).

Public Law 101-246
scope note: Issued February 16, 1990, this law provides for the domestic release and distribution of U.S. Information Agency motion pictures, films, videotapes, and other materials 12 years after initial dissemination overseas, or, if not disseminated, 12 years from the preparation of the material.

Service Mark
scope note: Use if the archival materials have a service mark restriction regarding their use. If necessary, explain the serivce mark restriction further in [Use Restriction Note](#).

Trademark
scope note: Use if the archival materials have a trademark restriction regarding their use. If necessary, explain the trademark restriction further in [Use Restriction Note](#).

Other
scope note: Use for archival materials whose use restriction is not included in this list. Explain the specific use restriction further in [Use Restriction Note](#).

]]> authority_lists/tapelist.html Tape Thickness Authority List

The Tape Thickness Authority List provides data values for the [Tape Thickness](#) element.

0.5 mil

1.0 mil

1.5 mil

]]> authority_lists/uselist.html Use Restriction Status Authority List

The Use Restriction Status Authority List provides data values for the [Use Restriction Status](#) element.

Restricted - Fully
scope note: Use if *all* the archival materials have either a copyright, donor, or other use restriction.

Restricted - Partly
scope note: Use if *some* of the archival materials have a use restriction.

Restricted - Possibly
scope note: Use if the archival materials *may have* a use restriction.

Undetermined

scope note: Use when it is *unknown* if the archival materials have a use restriction.

Unrestricted

scope note: Use if there are *no* copyright, donor, or other use restrictions on the archival materials.

]]> authority_lists/varianttypelist.html The Variant Control Number Type Authority List provides data values for the [Variant Control Number Type](#) element.

Agency Disposition Number

scope note: The identifier the agency uses in its internal records schedule or manual.

Agency-Assigned Identifier

scope note: Use when the materials being described contain an identifier developed by a creating agency. For example, the U.S. Circuit Court. Northern District of Georgia. Atlanta Division assigned number 10042 to the case of "Coca-Cola Company versus Henry A. Rucker."

Declassification Project Number

scope note: A unique number assigned to a specific block of records (a series, several series, a specific file folder, etc.) that has been reviewed for declassification.

FOIA Tracking Number

scope note: A unique number assigned to a specific block of records (a series, several series, a specific file folder, etc.) that has been reviewed for release under FOIA.

Former ARC Identifier

scope note: Use for the archival material's previously assigned ARC Identifier.

Former Local Identifier

scope note: Use for identifiers created by but no longer used by local NARA units to identify particular archival materials.

Former National Archives Identifier

scope note: Use for the archival material's previously assigned National Archives Identifier.

Former HMS/MLR Entry Number:

scope note: Use for the archival material's previously-assigned identifier in the Holdings Management System (HMS) or Master Location Registry (MLR).

Government Publication Number

scope note: Use when describing an item that has been formally published through the Government Printing Office and has been assigned a government publication number, also known as the Su Docs Number (Superintendent of Documents Number).

HMS Asset ID

scope note: Use for the system-assigned identifier for an asset in the Holdings Management System (HMS).

HMS/MLR Entry Number

scope note: Use for the archival material's assigned identifier in the Holdings Management System (HMS) or Master Location Registry (MLR).

HMS Record Entry ID

scope note: Use for archival materials with a unique system-assigned identifier for a Holdings Management System (HMS) record entry.

Inventory Entry Number

scope note: Use for archival materials described in an inventory of a Record Group or Collection. A basic archival finding aid, an inventory generally includes a brief administrative history of the organization(s) as well as series descriptions of their records. Minimum descriptions generally include title, inclusive dates, quantity, arrangement, relationships to other series, and scope and content notes. Inventories may also include appendices that provide supplementary information such as container lists, folder lists, glossaries, etc. In record management, an inventory is a listing of the volume, scope, and complexity of the records, usually compiled for the purpose of creating a records schedule.
source: SAA Glossary, 1992

Kennedy Assassination Document ID

scope note: The President John F. Kennedy Assassination Records Collection Act of 1992 required agencies that held assassination records to record information about these records on Record Identification Forms (RIFs) for input into a master database. The master database contains a unique document number for most of the records described on RIFs. For example, 104-10004-10266 is for a 9-page document from the Federal Bureau of Investigation to the Central Intelligence Agency with allegations by Joaquin Rivas Gamez.

Legislative Transfer Number

scope note: Use for the unique identifier assigned by the House or Senate to archival materials transferred to the Center for Legislative Archives.

Local Identifier

scope note: Use for identifiers created by local NARA units to identify particular archival materials. The local identifier may be used to capture the "series entry number" or "entry number" used in the regions to identify series. Be aware that the local identifier might not be unique. Different units may use the same local identifier for different archival materials.

NAIL Control Number

scope note: Use for archival materials that have been described in the NAIL database and have been assigned a unique identifier.

NAILTEX Control Number

scope note: Use for archival materials that have been described on NAILTEX forms and assigned a control number.

NUCMC Number

scope note: A valid entry number for a bibliographic record as found in the National Union Catalog of Manuscript Collections (NUCMC). NUCMC is a cooperative cataloging program operated by the Library of Congress.

Other Finding Aid Identifier

scope note: Use when archival materials were described in a previous finding aid, either created by NARA, by an agency, or by a donor. Describe the finding aid and finding aid number in the [Variant Control Number Note](#).

Preliminary Checklist Identifier

scope note: Use of archival materials that have been described in a preliminary checklist. A checklist is a list of documents prepared for the purposes of identification and control.
source: SAA Glossary, 1992

PRESNET Number

scope note: Use for archival materials that have been described in the Presidential libraries Information Network (PRESNET) databases and have been assigned a unique identifier.

Ref ID

scope note: Use for the unique identifier assigned to each unique file of electronic records in the Electronic Records Archives (ERA). Use only for archival materials in the legal custody of the Electronic and Special Media Records Services Division (NWME).

Search Identifier

scope note: Use for archival materials that have been designated as part of a predetermined, or "canned," search strategy.

Select List Identifier

scope note: Use for archival materials that have been described in a select list. A select list is a published finding aid listing items, such as textual documents, photographs, maps, etc., that bring together information from across record groups, collections, or series relating to a particular topic.
source: SAA Glossary, 1992

WHORM Identifier

scope note: The case file number and suffix, such as "172125CU", assigned to the materials by the White House Office of Records Management.

XMIS Number

scope note: Use for the unique identifier assigned to each unique file of electronic records as received or preserved in the physical or legal custody of the Electronic and Special Media Records Services Division (NWME).

Other Identifier

scope note: Use if the number type is not available in this list or is unknown. Describe the number type further in [Variant Control Number Note](#).

]]> authority_lists/windlist.html Wind Authority List

The Wind Authority List provides data values for the [Wind](#) element.

A Wind

scope note: "A wind" reads correctly when reading the image directly off the emulsion. (The emulsion side is the coated, dull, less reflective side of the film.)

B Wind

scope note: "B wind" reads correctly when the image is viewed through the base. (The film base is the shiny side of the film.)

]]> elements/aacr2.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (700) Library of Congress Name Authority File Yes

Definition:	The name assigned to an organization in the Library of Congress Name Authority File (LCNAF) based on the *Anglo-American Cataloguing Rules, Second Edition (AACR2)*. The rules governing the formation of the AACR2 name and the organization name differ. The AACR2 name does not always include an organizational hierarchy.

Purpose:	Provides the form of the name for most non-Federal organizations. Helps establish links

among the elements in the organization authority database. Allows users to search for organizations, including Federal organizations, by names commonly found in other systems.

Relationship:	This element is dependent on Organization Name. To have **AACR2 Name**, Organization Name must be created.

Guidance:	Choose the correct name from the authority file.
	If a name does not exist in the authority file, then leave this element empty.

Examples:

AACR2 Name - United States. National Weather Service.
Organization Name - Department of Commerce. Environmental Science Services Division. National Weather Service.

AACR2 Name - United States. Weather Bureau.
Organization Name - Department of Commerce. Weather Bureau.

AACR2 Name - United States. Weather Bureau.
Organization Name - Department of Agriculture. Weather Bureau.

AACR2 Name - Supreme Commander for the Allied Powers. Natural Resources Section.
Organization Name - Supreme Commander for the Allied Powers. Natural Resources Section.

[In this example, **AACR2 Name** matches Organization Name]

]]> elements/abolish.html Mandatory Repeatable Data Type Authority Public Element No* No Date None Yes

* The use of either **Abolish Date** or Abolish Date Qualifier is mandatory if Organization Name is used in Creating Organization.

Definition:	The date on which the organization was terminated, disbanded, inactivated, or superseded.
Purpose:	Gives the ending of the chronological range within which the organization existed.
Relationship:	This element is dependent on Organization Name. To have **Abolish Date**, Organization Name must be created. Organization Name is repeatable. One **Abolish Date** can be specified for each Organization Name.
Guidance:	Enter the date the organization was terminated, disbanded, inactivated, or superseded.

Enter the date the organization was terminated, disbanded, inactivated, or superseded.

If an organization is on-going, enter the numbers "9999."

If an organization's abolish date is unknown, leave this element empty and use the "?" in Abolish Date Qualifier.

Use Abolish Date Qualifier to indicate uncertain or approximate dates.

Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

To determine the abolish date of a defunct Federal organization, consult available editions of the *United States Government Manual*, the *Guide to Federal Records in the National Archives of the United States*, any relevant preliminary inventories or NARA-produced finding aids, agency-created Standard Form 135's, or any pertinent accessioned records.

It is important that an abolish date be provided for defunct organizations whose records are part of NARA's holdings and have been identified as Creating Organization. If the abolish date of such an organization cannot be determined, use the date provided in the latest Inclusive End Date for the archival materials of the organization and indicate "ca." in Abolish Date Qualifier.

Describe any sources used to determine the organization's abolish date in Organization Source Note.

Examples:

> **Organization Name** - National Aeronautics and Space Council.
> **Abolish Date** - 06/30/1973

Organization Name - President (1981-1988 : Reagan). Commission on the Bicentennial of the United States Constitution.
Abolish Date - 12/03/1991

Organization Name - Department of the Interior. Alaska Power Administration.
Abolish Date - 08/04/1977
Administrative History Note - The Alaska Power Administration was established by the Interior Secretary in 1967. In 1977 the agency was transferred to the Department of Energy.
Organization Source Note - U.S. Government Manual, 1999-2000 edition

Organization Name - Department of Energy. Alaska Power Administration.
Abolish Date - 9999

]]> elements/abolishq.html Mandatory Repeatable Data Type Authority Public Element No* No Variable Character Length (8) Date Qualifier List Yes

* The use of either Abolish Date or **Abolish Date Qualifier** is mandatory if Organization Name is used in Creating Organization.

Definition:	The means for indicating an uncertain or approximate abolish date.

Purpose:	Alerts users to uncertain or approximate abolish dates.

Relationship:	This element is dependent on Organization Name. To have **Abolish Date Qualifier**, Organization Name must be created. Organization Name is repeatable. One **Abolish Date Qualifier** can be specified for each Organization Name.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

> **Guidance:** Choose the appropriate term from the [Date Qualifier Authority List](#).
>
> Use "?" if uncertainty exists regarding the date.
>
> Use "ca." if the date is approximate.
>
> If an organization's abolish date is unknown, use the "?" and leave [Abolish Date](#) empty.

]]> elements/access.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (25) [Access Restriction Status List](#) Series
File Unit
Item No Yes

Definition: The indication of whether or not there are access restrictions on the archival materials.

Purpose: Alerts users if access to the archival materials may be restricted.

Relationship: This element is independent, but [Specific Access Restriction](#) and [Access Restriction Note](#) are dependent on it. In addition, the selection of some terms from the [Access Restriction Status Authority List](#) requires the use of [Specific Access Restriction](#) or [Access Restriction Note](#) as described in the Guidance.

Guidance: Choose an appropriate term from the [Access Restriction Status Authority List](#).

Use "Restricted - Fully" if *all* the archival materials are restricted.

Use "Restricted - Partly" if *some* of the archival materials are restricted.

Use "Restricted - Possibly" if the archival materials *may be* restricted.

Use "Undetermined" when it is unknown if the archival materials are restricted.

Use "Unrestricted" if there are *no* access restrictions on the archival materials.

If "Restricted - Fully" or "Restricted - Partly" is used, then [Specific Access Restriction](#) must also be indicated.

If "Restricted - Possibly" is used, explain further in [Access Restriction Note](#).

If "Undetermined" is selected, explain it further in [Access Restriction Note](#).

Do **not** use this element to describe restrictions on using or reproducing the archival materials, instead use the use restriction elements.

Examples:

Access Restriction Status - Restricted - Possibly
Specific Access Restriction - FOIA (b)(6) Personal Information
Access Restriction Note - The records may be restricted due to privacy concerns. Register numbers 1 through 900 have been screened and are open for research.

[For the series "Warden's Notebook Pages" created between 1934 and 1963 at the U.S. Penitentiary at Alcatraz Island to provide basic summary information and identification photograph of each inmate.]

Access Restriction Status - Restricted - Partly
Specific Access Restriction - FOIA (b)(1) National Security
Security Classification - Top Secret
Specific Access Restriction - Presidential Records Act (p)(1) National Security Classified
Security Classification - Top Secret
Specific Access Restriction - Presidential Records Act (p)(6) Personal Privacy
Access Restriction Note - The closed portion of this series is subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

[For the series "African Affairs Directorate: Records, 1981-89" in the Ronald Reagan Library, which has been partially opened for research.]

Access Restriction Status - Restricted - Partly
Specific Access Restriction - Other
Access Restriction Note - The military records have been declassified (NND project number 973063). Some records remain restricted due to grand jury, law enforcement, national security, or privacy concerns.

[For the records Related to Criminal Case 31712, U.S. v. Iva Ikuko Toguri D'Aquino (Tokyo Rose).]

Access Restriction Status - Unrestricted

[For a document that has been declassified in its entirety.]

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/accession.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (60) None Series
File Unit
Item No Yes

Definition:	The unique identifier assigned to a group of archival materials that have been transferred into the legal custody of NARA.
Purpose:	Links the description of the archival materials and their acquisition/accession documentation. Will help NARA to create linkages in lifecycle systems.
Relationship:	This element is independent.
Guidance:	Enter the accession number exactly as it appears on the source accessioning documentation. Do not include notes or explanations in this element.
	For preliminary descriptions of Federal records, Accession Number should be entered if available.
Examples:	
	NRFFA-276-99-0001
	NW-338-99-005
	NN3-059-99-001
	NN 373-189
	N3-58-88-1

92-NLC-001

III-NN-789

4NS-021-95-367

]]> elements/accessname.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Variable Character Length (60) None File Unit
Item Image Yes

Definition: The identifier assigned to the file containing the access version of the digital object.

Purpose: Serves as a unique identifier for the computer file containing the access version of the digital object. Used for identification and retrieval.

Relationship: This element is independent.

Guidance: Enter the full URL of the access file, including the file extension.

Examples:

http://media.nara.gov/media/images/16/16/16-1557a.gif

http://www.reagan.utexas.edu/photos/large/c43674A.jpg

[Lifecycle Data Requirements Guide](#)

]]> elements/accessnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition: Significant information pertaining to the access restrictions on archival materials.

Purpose: Clarifies complex access restrictions, explains multiple levels of security classifications, identifies restricting statutes, or explains access restrictions not included in the [Specific Access Restriction Authority List](#) or [Security Classification Authority List](#).

Relationship: This element is dependent on [Access Restriction Status](#). To have **Access Restriction Note**, [Access Restriction Status](#) must be created. In addition, the selection of some terms from the [Access Restriction Status Authority List](#) and the [Specific Access Restriction Authority List](#) requires the use of **Access Restriction Note** as described in the Guidance for those elements.

Guidance: Enter any significant information pertaining to the access restrictions on the archival materials.

Do **not** use this element to describe restrictions on using or reproducing the archival materials, instead use the appropriate Use Restrictions elements.

Do **not** use this element to describe physical reasons for access restrictions, instead use [Physical Restriction Note](#). Physical reasons are often preservation requirements, such as the need to acclimate materials stored in a cold vault.

Do **not** use this element to describe the hardware or equipment needed to access the archival materials, instead use [Technical Access Requirements Note](#).

For archival materials that have been screened and identified as including records of concern, explain that the archival materials were identified as records of concern in [Staff Only Note](#).

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either [Title](#) or [Scope and Content Note](#). If **Access Restriction Note** uses an acronym that is not defined in either [Title](#) or [Scope and Content Note](#), define the acronym the first time that it is used in **Access Restriction Note**. Consult the [Abbreviations](#) section for further guidance on other abbreviation topics.

Examples:

> The records may be restricted due to privacy concerns. Register numbers 1 through 900 have been screened and are open for research.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Most documents have been declassified, but some are still classified and unavailable for research. Withdrawal sheets giving information necessary for mandatory declassification review requests have replaced the classified documents in the open folders. In a small number of cases, copies were too illegible to permit identification on a withdrawal sheet.

The military records have been declassified. Some records remain restricted due to grand jury, law enforcement, national security, or privacy concerns.

]]> elements/accesssize.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Numeric (20) None File Unit
Item Image Yes

Definition: The size in bytes of the computer file containing the access version of the digital object.

Purpose: Identifies the size of the computer file containing the access version of the digital object. Alerts the user to the size of the file to be downloaded. This is particularly useful for users with slower modem connections to the Internet.

Relationship: This element is independent.

Guidance: Provide the size of the computer file in bytes

Examples:

600000000

202000

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/acgelements.html (* denote Mandatory elements.)

Record Group	Collection
Title*	*Title**
Date Note	Date Note
Finding Aid Type	Finding Aid Type
Finding Aid Note	Finding Aid Note
Finding Aid Source	Finding Aid Source
Scope and Content Note	Scope and Content Note
Staff Only Note	Staff Only Note
	Collection Identifier*
Record Group Number*	
	Variant Control Number
	Variant Control Number Type
	Variant Control Number Note
Coverage Start Date	Coverage Start Date
Coverage Start Date Qualifier	Coverage Start Date Qualifier
Coverage End Date	Coverage End Date
Coverage End Date Qualifier	Coverage End Date Qualifier
Inclusive Start Date*	*Inclusive Start Date**
Inclusive Start Date Qualifier	Inclusive Start Date Qualifier
Inclusive End Date*	*Inclusive End Date**
Inclusive End Date Qualifier	Inclusive End Date Qualifier
	Organizational Donor
	Personal Donor

Description Author	Description Author
Description Date	Description Date
Description Type*	*Description Type**

]]> elements/adminhistory.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (9999) None Yes

Definition: Explanations or significant information regarding the organization, including information relevant to an understanding of its creation, mission, functions, program areas, activities, incumbents, administrative and operational hierarchy, relationships to other corporate bodies, relationships with superior organizations, and earlier or successor names.

Purpose: Establishes an appropriate context for understanding the records created by an organization.

Relationship: This element is dependent on Organization Name. To have **Administrative History Note**, Organization Name must be created.

Guidance: **General**

Be brief.

Use the past tense, even for ongoing agencies.

Do not include information on organizations that are higher in the hierarchy. This information will be conveyed in separate organization authority records.

Do not include extensive information of major predecessor organizations. This will be handled in separate authority records.

Do not use bullets in the text-they do not translate well in ARC.

What to Include in an Administrative History Note

Enter a narrative description of the organization's history, including any significant information required to make clear the context in which archival materials were created, accumulated, and maintained.

Establishment
Give the name of the organization as used in the Organization Name field. Add the variant name in parentheses, and if appropriate, explain any Variant Organization Name listed for the organization.

Give the dates of the establishment of the organization. Use "ca." If you can only approximate the date.

If known, cite the authority by which the organization was established.

> The United States Army Materiel Command (USAMC) was established on May 8, 1962, by General Order 23, Department of the Army, May 4, 1962.

> The U.S. District Court for the District of Arkansas was established on June 15, 1836, by an act of Congress, 5 Stat. 51, approved June 15, 1836.

Predecessor(s)

If known, cite the organization(s) from which the subject organization's functions were transferred.

> The U.S. Army Materiel Command inherited the functions of the offices of the Quartermaster General, the Chief of Ordnance, the Chief Signal Officer, the Chief Chemical Officer, and the Chief of Transportation.

Changes in the Hierarchy

Note significant changes in the hierarchy. Typically this would entail reassignments but not minor name changes.

> On April 1, 1987, the U.S. Coast Guard was transferred to the Department of Transportation, and on March 1, 2003, to the Department of Homeland Security.

Changes in the Organization Name

Note significant changes in the official name of the organization.

> In 1927 the Customs Service became the Bureau of Customs and on August 1, 1973, it became the U.S. Customs Service.

Function

Give a brief statement of the function of the organization, e.g. what it was responsible for, what it

did. For courts, a statement of jurisdiction would be appropriate, and also indicate it in Jurisdiction. Remember that most Program Area access points assigned to the organization will be anchored here.

USAMC was responsible for the life-cycle management of the Army's materiel, beginning with concept; progressing through research and development, test and evaluation, procurement and production, supply, distribution, and maintenance; and ending with disposal. USAMC also acted as the Department of the Army's executive agent for foreign military sales.

The original jurisdiction of the circuit courts was conferred by the Judiciary Act of 1789 (1 Stat. 73), approved September 24, 1789. Later laws, particularly an act of March 3, 1875 (18 Stat. 470), extended the courts' authority to additional classes of suits and liberalized provisions for the removal of cases from state courts. In general, where the amount in controversy exceeded $500, the circuit courts had original jurisdiction over cases arising under the Constitution, laws, or treaties of the United States, cases in which there was a dispute between citizens of different states, and suits between citizens of a state and a foreign state or its citizens. An act of March 3, 1887 (24 Stat. 552), increased the amount necessary to confer jurisdiction from $500 to $2,000, exclusive of costs and interest. The original jurisdiction of the circuit court also extended, irrespective of the amount in dispute, to suits between citizens of the same state claiming lands under grants of different states, to cases in which the United States was plaintiff or petitioner, and to all proceedings arising out of crimes and offenses against the United States, except as otherwise provided by law. A number of special laws also conferred on the circuit courts jurisdiction over other matters, such as those relating to the infringement of patents and copyrights, violations of civil rights and the elective franchise, importation of alien contract labor, registration of trademarks, transportation of passengers in merchant vessels, unlawful restraints of trade and monopolies, and controversies between trustees in bankruptcy and adverse claimants to property held by the trustees.

Persons
Mention significant people associated with the organization. Include titles and dates of incumbency. Remember that persons noted as access points in the authority record will be anchored here.

The first U.S. Ambassador Extraordinary and Plenipotentiary, George Wadsworth, presented his credentials on February 15, 1947. He was succeeded by Edward S. Crocker, March 12, 1949; Burton Y. Berry, August 11, 1952; Waldemar J. Gallman, November 3, 1954; and John D. Jernegan, January 12, 1959.

Abolishment and Successor(s) Include date and authority (if known). Briefly describe the circumstances, if appropriate. If functions were transferred, mention the organization(s) that

inherited functions of the abolished organization.

The U.S. Embassy in Tehran closed on November 4, 1979, when militant Iranian students occupied the Embassy. On April 7, 1980, the United States broke diplomatic relations with Iran and on April 24, 1981, the Swiss Government assumed representation of U.S. interests in Iran.

The Bureau of Refugees, Freedmen, and Abandoned Lands was abolished on June 30,1872, by an act of June 10, 1872 (17 Stat. 366). Its functions were transferred to the Freedmen's Branch in the Adjutant General's Office, War Department.

What Not to Include in an Administrative History Note
Administrative History Notes do not contain subjective assessments of the historical significance of the agency, or partisan comments on its policies, activities, and personnel.

When to Write an Administrative History Note
In general, create a note whenever necessary for the understanding of the archival materials that are in NARA's holdings.

An Administrative History Note may be written for an organization that has not transferred archival materials to NARA whenever such a note assists in the understanding of lower-level organizations and their records.

Some organizations may share a common history and in that case only one administrative history note needs to be written. Multiple organization names can be linked to one administrative history note.

Examples:

The President's Commission on the Accident at Three Mile Island was established on April 11, 1979, by Executive Order 12130. The order establishing the Commission specified that it was "to investigate and explain [an] ... accident [that occurred] at the nuclear power facility at Three Mile Island in Pennsylvania on Wednesday, March 28, 1979." The Commission was empowered to hold hearings and depose witnesses, collect reference material, analyze data, and prepare reports. Much of the work of the Commission was conducted in Washington, DC.

The Commission comprised twelve persons appointed by the President from among citizens who were not full time officers or employees of the Executive Branch. Commission members were: John G. Kemeny (who served as chairman), Bruce Babbit, Patrick E. Haggerty, Carolyn Lewis, Paul A. Marks, Cora B. Marrett, Lloyd McBride, Harry C. McPherson, Russell W. Peterson, Thomas H. Pigford, Theodore B. Taylor, and Anne D. Trunk. The Commission held six open meetings and ten meetings in executive session. Its work was

supported by a staff organized in three offices: the Office of the Chief Council, the Office of the Director of Technical Staff, and the Office of Public Information. The Chairman of the Commission reported to the President of the United States.

The Commission's final report, "The Need for Change: The Legacy of TMI, Report of the President's Commission on the Accident at Three Mile Island" (Washington, November 1979), included recommendations that led to changes in the Federal Government's activities relating to the oversight of nuclear power plants.

The Commission's work ended on November 15, 1979, with the issuance of its final report.

Following U.S. entry into the war the Special Operations Group (SPOBS) became an advance element of a theater of operations and was redesignated Headquarters, U.S. Army Forces in the British Isles by direction of the President conveyed in War Department message 293, AGWAR to SPOBS, January 8, 1942, and announced by HQ USAFBI General Order 1, January 8, 1942.

MACV was abolished March 29, 1973, by authority of JCS message 4825 DTG 220021Z Nov 72.

Section 2 of the Act of Congress of Jul 27, 1789 (1 Stat. 28) establishing a Department of Foreign Affairs, authorized the Secretary to appoint a Chief Clerk, who would have custody of the Department's records whenever the office of the Secretary should be vacant. From 1789 to 1853, when Congress created the position of Assistant Secretary of State, the Chief Clerk was the second-ranking officer of the Department of State, and was responsible for supervision of Department personnel, distribution of correspondence, and day-to-day operations. After 1853, the Chief Clerk's duties included at various times custody of archives, distribution of correspondence, and supervision of Department personnel and property.

Chief Clerks, with dates of their appointment, included Henry Remsen, Jr., July 27, 1789, and September 1, 1790; Roger Alden, January 1, 1790; George Taylor, Jr., April 1, 1792; Jacob Wagner, February 8, 1798; John Graham, July 1, 1807; Daniel Brent, September 22, 1817; Asbury Dickens, August 23, 1833; Aaron Ogden Dayton, December 13, 1836; Aaron Vail, June 26, 1838; Jacob L. Martin, July 16, 1840; Daniel Fletcher Webster, March 6, 1841; William S. Derrick, April 24, 1843, and March 11, 1845; Richard K. Cralle, April 10, 1844; Nicholas P. Trist, August 28, 1845; William S. Derrick, April 15, 1847, and April 25, 1848; John Appleton, January 26, 1848; and William Hunter, Jr., May 17, 1852.

The office was abolished Jan 26, 1939, with functions transferred to the Division of Personnel Supervision and Management. The position was re-established Aug 6, 1942, as the Office of the Chief Clerk and Administrative Assistant, and abolished in the reorganization of Jan 15, 1944, with functions transferred to the Division of Administrative Management.

Previous Element

(Additional elements are available to describe audiovisual items.)

Series	File Unit	Item
Title*	*Title**	*Title**
Other Title	Other Title	Other Title
		Subtitle
Arrangement	Arrangement	
Custodial History Note	Custodial History Note	Custodial History Note
Date Note	Date Note	Date Note
Finding Aid Type	Finding Aid Type	
Finding Aid Note	Finding Aid Note	
Finding Aid Source	Finding Aid Source	
Function and Use* [1]		
General Note	General Note	General Note
Microform Publication Identifier	Microform Publication Identifier	Microform Publication Identifier
Microform Publication Title	Microform Publication Title	Microform Publication Title
Microform Publication Note	Microform Publication Note	Microform Publication Note
Numbering Note		
Scale Note	Scale Note	Scale Note
Scope and Content Note	Scope and Content Note	Scope and Content Note
Staff Only Note	Staff Only Note	Staff Only Note
Transfer Note	Transfer Note	Transfer Note
Accession Number	Accession Number	Accession Number
Disposition Authority Number		
Former Collection	Former Collection	Former Collection
Former Record Group	Former Record Group	Former Record Group
Internal Transfer Number	Internal Transfer Number	Internal Transfer Number
Records Center Transfer Number	Records Center Transfer Number	Records Center Transfer Number
Variant Control Number	Variant Control Number	Variant Control Number

Variant Control Number Type	Variant Control Number Type	Variant Control Number Type
Variant Control Number Note	Variant Control Number Note	Variant Control Number Note
		Copyright Date
		Copyright Date Qualifier
Coverage Start Date	Coverage Start Date	Coverage Start Date
Coverage Start Date Qualifier	Coverage Start Date Qualifier	Coverage Start Date Qualifier
Coverage End Date	Coverage End Date	Coverage End Date
Coverage End Date Qualifier	Coverage End Date Qualifier	Coverage End Date Qualifier
Inclusive Start Date [2]		
Inclusive Start Date Qualifier [2]		
Inclusive End Date [2]		
Inclusive End Date Qualifier [2]		
		Production Date
		Production Date Qualifier
General Records Type	*General Records Type*	*General Records Type*
Geographic Reference	Geographic Reference	Geographic Reference
Language	Language	Language
Organizational Contributor	Organizational Contributor	Organizational Contributor
Organizational Contributor Type	Organizational Contributor Type	Organizational Contributor Type
Organizational Reference	Organizational Reference	Organizational Reference
Personal Contributor	Personal Contributor	Personal Contributor
Personal Contributor Type	Personal Contributor Type	Personal Contributor Type
Personal Reference	Personal Reference	Personal Reference
Specific Records Type	Specific Records Type	Specific Records Type
Topical Subject Reference	Topical Subject Reference	Topical Subject Reference
Access Restriction Status [3]	*Access Restriction Status* [3]	*Access Restriction Status* [3]
Specific Access Restrictions [3]	Specific Access Restrictions [3]	Specific Access Restrictions [3]
Security Classification [3]	Security Classification [3]	Security Classification [3]
Access Restriction Note	Access Restriction Note	Access Restriction Note
Use Restriction Status [3]	*Use Restriction Status* [3]	*Use Restriction Status* [3]
Specific Use Restriction [3]	Specific Use Restriction [3]	Specific Use Restriction [3]

Use Restriction Note	Use Restriction Note	Use Restriction Note
*Creating Individual** [4]		
*Creating Individual Type** [4]		
*Creating Organization** [4]		
*Creating Organization Type** [4]		
Description Author	Description Author	Description Author
Description Date	Description Date	Description Date
*Description Type**	*Description Type**	*Description Type**
*Copy Status**	*Copy Status**	*Copy Status**
Container List		
*Extent**	Extent	Extent
*GPRA Indicator**		
*Holdings Measurement Type**		
*Holdings Measurement Count**		
*Location Facility**	*Location Facility**	*Location Facility**
Location Note	Location Note	Location Note
Physical Occurrence Note	Physical Occurrence Note	Physical Occurrence Note
*Reference Unit**	*Reference Unit**	*Reference Unit**
*Specific Media Type**	*Specific Media Type**	*Specific Media Type**
		Base
Color	Color	Color
Container ID	Container ID	Container ID
Dimension	Dimension	Dimension
		Emulsion
Height	Height	Height
Width	Width	Width
Depth	Depth	Depth
Media Occurrence Note	Media Occurrrence Note	Media Occurrence Note
Physical Restriction Note	Physical Restriction Note	Physical Restriction Note
Piece Count	Piece Count	Piece Count
Process	Process	Process
Reproduction Count	Reproduction Count	Reproduction Count

Technical Access Requirements Note	Technical Access Requirements Note	Technical Access Requirements Note

NOTES:

[1] Function and Use is mandatory for newly created descriptions of organizational records, but not for descriptions of personal papers or legacy descriptions.

[2] The Inclusive Dates for the File Unit and Item descriptions are inherited down from the Series descriptions.

[3] If a Restriction Status of "Restricted - Fully" or "Restricted - Partly" is selected, then the Specific Restriction becomes mandatory. If a Specific Access Restriction of "FOIA (b)(1) National Security", "Donated - Security Classified", or "Security Classified - Mandatory Review" is selected, then the Security Classification also becomes mandatory.

[4] A creator and creator type is mandatory. The creator can either be a creating individual or a creating organization. Creators for the File Unit and Item descriptions are inherited down from the Series descriptions.

]]> elements/approved.html Mandatory Repeatable Data Type Authority Public Element Yes No Variable Character Length (700) None No

Definition:	The name of the person, unit, or project responsible for approving the description of the organization.
Purpose:	Provides the name of the party responsible for approving the description of the organization. Enables NARA employees to track approvals.
Relationship:	This element is dependent on Organization Name. To have **Approved By**, Organization Name must be created. This element can be associated with Date Approved.
Guidance:	Enter the name of the person, unit, or project responsible for approving the description of the organization.
	Enter people's names in direct order format: first name, middle name, last name.

Examples:

ARC Population Project

Sharon Thibodeau

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]]> elements/approveddate.html Mandatory Repeatable Data Type Authority Public Element No No Date None No

Definition: The date when the description of the organization was approved.

Purpose: Provides the date when the description of the organization was approved. Enables NARA employees to track approvals.

Relationship: This element is dependent on [Organization Name](#). To have **Date Approved**, [Organization Name](#) must be created. This element can be associated with [Approved By](#).

Guidance: Enter the approval date for the description of the organization.

Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and the year in MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as the month or day.

Examples:

04/06/2000

04/2000

2000

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/arrangement.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (2000) None Series
File Unit No Yes

Definition:	The pattern or ordering sequence, such as alphabetical or chronological, of the archival materials.
Purpose:	Helps users locate particular archival materials within a series or file unit.
Relationship:	This element is independent.
Guidance:	Enter an arrangement statement that describes the pattern or ordering sequence of the archival materials. Begin the statement with the word "arranged." End the statement with a period. Use the word "thereunder" for complex hierarchical arrangement patterns. If there is no discernible arrangement, then enter the word "Unarranged."
	When a digital object is attached to at the file unit level, include an **Arrangement** to help users understand the order of the archival materials within the file unit.
	Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Arrangement** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Arrangement**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

> Arranged alphabetically by subject.

> Arranged chronologically by year and thereunder according to the War Department decimal classification scheme.

> Arranged alphabetically by subject, thereunder by lesson number, and thereunder by slide number.

> Unarranged.

]]> elements/author.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) None Record Group
Collection
Series
File Unit
Item No No

Definition:	The person, organization, or project responsible for the intellectual content of a description.
Purpose:	Enables NARA staff to track who wrote a description as distinct from a person responsible for data entry.
Relationship:	This element is independent but it can be associated with Description Date.
Guidance:	Enter the author of the archival description. If the source is a person, then enter the name in direct order (forename, middle name/initial, surname).
	If the source of the description is a special project, then enter the project name.
Examples:	Gary H. Stern
	Air Force Scanning Project

]]> elements/avelements.html In addition to all the elements available to describe items, the following elements are **only** used to describe audiovisual items. Audiovisual refers to Motion Picture Films, Sound Recordings, and Video Recordings.

- Broadcast Date

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- Broadcast Date Qualifier
- Element Number
- Edit Status
- Footage
- Format
- Production Series Title
- Production Series Subtitle
- Production Series Number
- Recording Speed
- Reel/Tape/Disc Number
- Release Date
- Release Date Qualifier
- Roll
- Running Time: Minutes
- Running Time: Seconds
- Shot List
- Soundtrack Configuration
- Soundtrack Language
- Sound Type
- Tape Thickness
- Total Footage
- Total Running Time: Minutes
- Total Running Time: Seconds
- Wind

]]> elements/base.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Base List Item No Yes

Definition: The substance of the media used to physically carry or hold the information in the archival item. Also called the substrate.

Purpose: Provides the physical characteristics of the archival materials, which helps establish conservation, storage, retrieval, reproduction, and use requirements.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create Base.

Guidance: Choose an appropriate term from the Base Authority List.

The base for textual records on traditional media can be fabric, vellum, or paper. The base for textual records on electronic media can be cellulose acetate or polyester for magnetic tape or metal for optical disks. For magnetic video and sound recordings, the base is usually cellulose acetate or polyester, which has sufficient magnetic coating to hinder print-through. For non-magnetic sound recordings, the base can be shellac, vinyl, or wax used to make discs or cylinders that contain grooves to carry the audio information. For motion picture films, the base is the transparent, flexible support (usually cellulose acetate or polyester) on which photographic emulsions are coated to make

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photographic film. For printed photographs, the base can be paper or, more specifically, resin-coated or fiber-based paper. For negatives, the base can be glass or polyester (film).

Be sure to indicate the base whenever it serves a distinguishing feature for the specific media type, as is often the case with special media records.

Use Media Occurrence Note to include any additional information on the base.

Examples:

Photographic Paper: Resin-coated

[For the prints in the series "Kenneth Space Photographs of the Activities of Southern Black Americans" which consists of two specific media types: prints and negatives.]

Cellulose Acetate

[For the negatives in the series "Kenneth Space Photographs of the Activities of Southern Black Americans" which consists of two specific media types: prints and negatives.]

Paper

[For the series "Warden's Notebook Pages," which was written on loose-leaf notebook pages.]

]]> elements/bionote.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (9999) None Yes

Definition:	Explanations or significant information relevant to the understanding of a person's life or activities.
Purpose:	Provides information regarding a person's life or activities. Helps distinguish among people with the same name.
Relationship:	This element is dependent on Name. To have **Biographical Note**, Name must be created.

Guidance: Enter a narrative account of the person's history, including any significant information that makes clear the context in which the archival materials were created, accumulated or maintained. If known, include place of birth, dates of birth and death, variant names, occupation, and significant accomplishments.

Only write biographical notes for people who are the creating individuals for archival materials. It is not necessary to create a **Biographical Note** for people who are the subject, donor, or contributor to the archival materials.

Write in complete sentences. Do not write in the present tense, which would need subsequent revisions.

Be precise and brief. Do not develop elaborate biographical essays.

Examples:

> Sarah Weddington was born in Abilene Texas in 1945. In 1965 she received her B.S. degree from McMurry College in Abilene, and in 1967 her J.D. from the University of Texas, Austin. She was a Texas state legislator and in private practice in Austin from 1972 to 1977, when she came to Washington to be the General Counsel of the Department of Agriculture. In October 1978 she became Special Assistant (Assistant after September 1979) to the President for Women's Affairs. In 1981 she returned to Austin to practice law.

> In January 1977, Martha (Bunny) Mitchell became Special Assistant to the President for Special Projects. She had been a Jimmy Carter campaign worker in the 1976 Presidential campaign. She worked in the White House for 19 months. Her particular responsibilities were the District of Columbia, African-Americans, and drug abuse programs.
>
> Mitchell was a native of Gary, Indiana, and received her undergraduate and graduate degrees in journalism from Michigan State University.
>
> Mitchell formed the Institute of Continuing Education for Women at Federal City College in Washington, DC, to provide nontraditional education programs and services to women in the Washington metropolitan area. At the Institute, Mitchell designed a major educational\vocational rehabilitation program for inmates of the Women's Detention Center.
>
> In 1976 she received an award for her work as executive producer of an Emmy Award winning television special.
>
> In the District of Columbia, Mitchell served as Chairperson of the Women's Political Caucus, as member of the Commission on the Status of Women, and as Alternate National Committeewoman to the Democratic National Committee. Her most recent position before joining the White House staff was as information officer for the Drug Abuse Council. On leaving the White House in August 1978, Mitchell was assigned to the Small Business Administration as assistant to the Deputy Administrator, with general responsibilities involving minorities and women in SBA programs.
>
> Mitchell retained use of her nickname Bunny in her professional life to avoid confusion with Martha B. Mitchell, wife of former Attorney General John Mitchell in the Nixon Administration, who had been prominently in the headlines until her death in 1976.

]]> elements/birth.html Mandatory Repeatable Data Type Authority Public Element No No Date None Yes

Definition: The date on which the person was born.

Purpose: Provides the birth date of the person, which assists users in distinguishing among people with the same names.

Relationship: This element is dependent on Name. To have **Birth Date**, Name must be created. Birth Date Qualifier is dependent on this element. To have Birth Date Qualifier, **Birth Date** must be created.

Guidance: Enter the date on which the person was born.

Use Birth Date Qualifier to indicate uncertain or approximate dates.

Enter date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

06/10/1899

06/1899

1899

]]> elements/birthq.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (8) Date Qualifier List Yes

Definition:	The means for indicating an uncertain or approximate birth date.
Purpose:	Alerts users to uncertain or approximate birth dates.
Relationship:	This element is dependent on Birth Date. To have **Birth Date Qualifier**, Birth Date must be created.
Guidance:	Choose the appropriate term from the Date Qualifier Authority List.
	Use "?" if uncertainty exists regarding the date.
	Use "ca." if the date is approximate.

]]> elements/broadcast.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Date None Item Yes Yes

Definition:	The date on which the item was first broadcast or another known broadcast date, if first date is unknown.
Purpose:	Provides contextual information and serves as an access point to allow users to retrieve and sort audiovisual items by broadcast date.
Relationship:	This element is independent, but to have Broadcast Date Qualifier, **Broadcast Date** must be created.

Guidance: Enter the date on which the item first broadcast or another known broadcast date, if the first date is unknown.

Use Broadcast Date Qualifier to indicate an uncertain or approximate date.

It is not necessary to explain any distinction between **Broadcast Date** and other date elements in Date Note.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

10/15/1970

10/1970

1970

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]]> elements/broadcastq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) Date Qualifier List Item Yes Yes

Definition: The means for indicating an uncertain or approximate broadcast date.

Purpose: Alerts users to uncertain or approximate broadcast dates.

Relationship: This element is dependent on Broadcast Date. To have **Broadcast Date Qualifier**, Broadcast Date must be created. Broadcast Date is repeatable. One **Broadcast Date Qualifier** can be specified for each Broadcast Date.

Guidance:	Choose the appropriate term from the [Date Qualifier Authority List](#).
	Use "?" if uncertainty exists regarding the date.
	Use "ca." if the date is approximate.

]]> elements/broaderterm.html MandatoryRepeatableData TypeAuthorityPublic Element No Yes Variable Character Length (700) Topical Subject Thesaurus, Geographic Reference Thesaurus, Specific Records Type Thesaurus, and Program Area Thesaurus Yes

Definition:	An authorized, preferred heading that is broader in definition and scope.
Purpose:	Supports the hierarchical relationship between or among headings in a controlled vocabulary.
Relationship:	This element is dependent on [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), or [Program Area](#). To have a **Broader Term** (BT), one of these authority headings must be created and it must be a preferred authority record.
Guidance:	For cataloging broader term reference headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).
Examples:	

Topical Subject:
  Suffrage
   BT: Political rights

Geographic Reference:
  Charleston (S.C.)
   BT: Charleston County (S.C)

Specific Records Type:
  architectural photographs
   BT: photographs

Program Area:
  Nuclear power plants and reactors
   BT: Nuclear energy

]]> elements/collectionid.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (10) None Collection No Yes

Definition: The unique identifier assigned to a collection.

Purpose: Creates a short, unique identifier for use in the physical and intellectual control of collections.

Relationship: This element is independent.

Guidance: Enter a unique identifier. For collections held by the Office of Records Services - Washington, D.C. (NW) or the Office of Regional Records Services (NR), enter the identifier of the collection exactly as it appears on the collection allocation statement. For collections held by the Office of Presidential Libraries (NL), create a unique identifier starting with the president's initials and followed by a dash. Do not use spaces. Use the following conventions for initials: DDE - Dwight D. Eisenhower
FDR - Franklin D. Roosevelt
GB - George Bush
GRF - Gerald R. Ford
HH - Herbert Hoover
HST - Harry S. Truman
JC - Jimmy Carter
JFK - John F. Kennedy
LBJ - Lyndon Baines Johnson
RN - Richard Nixon
RR - Ronald Reagan
WJC - William J. Clinton

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Examples:

ABC

[For the American Broadcasting Company Collection.]

BYRD

[For the Admiral Richard E. Byrd Collection.]

COLSA

[For the Colorado State Archives Collection.]

JC-1132

[For the Zbigniew Brzezinski Collection.]

]]> elements/color.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Color Authority List Series
File Unit
Item No Yes

Definition: The absence or presence of colors, besides black, white and gray, of the specific media type.

Purpose: Informs the user of the color characteristics for the specific media type.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Color**.

Guidance: Choose the correct term from the Color Authority List.

Use "Black-and-White" when images are recorded or printed in black-and-white. Also applies to black-and-white images that have been hand-tinted or toned.

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Use "Black-and-White and Color" when describing materials that have both black-and-white and color images where the black-and-white images make up the bulk of the materials. For example, a motion picture item may have three reels of film - two of which are black-and-white, one of which is color.

Use "Color" when images are recorded or printed in more colors than black, white and gray.

Use "Color and Black-and-White" when describing materials that have both color and black-and-white images where the color images make up the bulk of the materials. For example, a set of photographs consisting of color prints and a few black-and-white images, or the movie the *Wizard of Oz*, which is mostly color with black-and-white sequences at the beginning and end.

Examples:

Color

Black-and-White

Black-and-White and Color

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]]> elements/colorlist.html Color Authority List

The Color Authority List provides data values for the Color element.

Microform publication descriptions can use only terms followed by **[MF]**.

Black-and-White
scope note: Use when images are recorded or printed in black-and-white. Also applies to black-and-white images that have been hand-tinted or toned. See Process for further information on the ways black-and-white images are created.
source: Library of Congress, Archival Moving Images Materials, 1984
[MF]

Black-and-White and Color
scope note: Use when describing materials that have both black-and-white and color images where the black-and-white images make up the bulk of the materials. For example, a motion picture item may have three reels of film - two of which are black-and-white, one of which is color.

Color

scope note: Use when images are recorded or printed in more colors than black, white and gray. See Process for further information on the ways color images are created.
source: Library of Congress, Archival Moving Images Materials, 1984
[MF]

Color and Black-and-White

scope note: Use when describing materials that have both color and black-and-white images where the color images make up the bulk of the materials. For example, the movie the Wizard of Oz is mostly color with black-and-white sequences at the beginning and end.

Monchrome

scope note: Use when images are recorded or printed with light and dark shades of a single color or hue. See Process for further information on the ways monochrome images are created.
source: Art and Architecture Thesaurus Online

]]> elements/container.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length
(2 gig) None Series No Yes

Definition: The listing of the starting and ending titles of the contents of each container in which the archival materials are stored.

Purpose: Indicates the range of archival materials within each container. Enables users to decide which containers to request for viewing.

Relationship: This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Container List**.

Guidance: Enter the starting title and ending title of the contents of each container. Separate each container entry with a line break. List the container, followed by a colon and one space, before the title of the contents. Do not list all of the contents of the container, and do not include narrative annotations.

Usually, container list information is transcribed exactly as it appears on the container. If the information contains acronyms, best practice is to spell out the acronym in brackets after the acronym. Describers are encouraged, but not required, to do this.

> Box 1: ACOG [Atlanta Committee for the Olympic Games] - Buckhead

Bound Volumes

Bound volumes are treated as individual containers and, as such, the starting and ending titles or

pages may be listed here.

Container List vs. File Unit Level Descriptions
Only enter the start and end of the contents in each container. Do **not** enter all the folder titles in each container. To create a complete list of folder titles, each folder may be described individually at the File Unit Level.

Container List (data element) vs. Container List (Finding Aid Type)
The term "container list" is used twice in this document. As a data element, **Container List** should be used to actually indicate the range of archival materials within the containers. As a term in the Finding Aid Type Authority List, "Container List" can be selected to indicate the existence of a container list in addition to the current description. In that case, Finding Aid Note can inform users where to find the container list.

 Examples:

Volume 1: A - D
Volume 2: E - H
Volume 3: I - N
Volume 4: O - Z

Box 1: Correspondence: ca. 1914 -- 1939/1940
Box 2: Correspondence: 1941 -- 1954

Box 1: Atlases - Bird Songs
Box 2: Bird Songs - Bird Songs
Box 3: Bitter Root - Bivalves

Box 6787: PRO-M-1-4101 - 4200 to PRO-M-1-5801 - 5900
Box 6788: PRO-M-1-5901 - 6000 to PRO-M-1-7001 - 7100
Box 6789: PRO-M-1-7101 - 7200 to PRO-S-1-701 - 800
Box 6790: PRO-S-1-801 - 900 to PRO-S-1-2701 - 2800

]]> elements/containerid.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (700) None Series

File Unit
Item No Yes

Definition: The identifier or number for the individual container storing each specific media type.

Purpose: Identifies the containers used to store each specific media type.

Relationship: This element is dependent on <u>Specific Media Type</u>. Each media occurrence of the archival materials must have a specific media type specified to create **Container ID**.

Guidance: Enter the identifier or number for the containers used to store the specific media type, including the numbers on bound volumes and film cans.

Examples:

#ON28193

[For an Item Level description.]

Box 6829

[For an Item Level description.]

Volume A-N

[For an Item Level description]

Tape 1

[For an Item Level description]

Boxes 1-75

[For a Series Level description]

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[For a Series Level description]

]]> elements/coordinates.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (50) None Yes

Definition:	Indicates the position of the place, expressed in degrees/minutes/seconds. Latitude is the angular distance north or south of the equator, measured along a meridian. Longitude is the angular distance east or west of the Prime Meridian, which runs through Greenwich, England. Meridians are imaginary north-south lines on the Earth's surface that connect both geographic poles, used to measure longitude.
Purpose:	Geographic coordinates indicate the location of a place on the globe.
Relationship:	This element is dependent on Geographic Reference. To have **Coordinates**, Geographic Reference must be created.
Guidance:	For cataloging specific records type (genre/form) headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).
Examples:	

Correspondence

Muster rolls

]]> elements/copyright.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Date None Item No Yes

Definition:	The date on which the item was copyrighted. (A copyright date does not mean an item is still copyrighted.)

Purpose:	Provides contextual information and serves as an access point to allow users to retrieve and sort items by copyright date.

Relationship:	This element is independent, but to have Copyright Date Qualifier, **Copyright Date** must be created.

Guidance:	Enter the date on which the item was copyrighted.

Use Copyright Date Qualifier to indicate an uncertain or approximate date.

It is not necessary to explain any distinction between **Copyright Date** and other date elements in Date Note.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

01/23/1935

01/1935

1935

]]> elements/copyrightq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

No No Variable Character Length (8) [Date Qualifier List](#) Item No Yes

| **Definition:** | The means for indicating an uncertain or approximate copyright date. (A copyright date does not mean an item is still copyrighted.) |

| **Purpose:** | Alerts users to uncertain or approximate copyright dates. |

| **Relationship:** | This element is dependent on [Copyright Date](#). To have **Copyright Date Qualifier**, [Copyright Date](#) must be created. [Copyright Date](#) is repeatable. One **Copyright Date Qualifier** can be specified for each [Copyright Date](#). |

Guidance:	Choose the appropriate term from the [Date Qualifier Authority List](#).
	Use "?" if uncertainty exists regarding the date.
	Use "ca." if the date is approximate.

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]]> elements/copystatus.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
Yes No* Variable Character Length (40) [Copy Status List](#) Series
File Unit
Item No Yes

* Each physical occurrence (copy) of the archival materials may have only one **Copy Status** designated. If there are multiple copies of the archival materials, each copy should be assigned its own **Copy Status**.

| **Definition:** | The role or purpose of each physical occurrence (copy) of the archival materials. The purposes are *preservation*, *reference*, *reproduction* or some combination of the three. |

| **Purpose:** | Provides information needed to determine the proper use and storage of the archival materials. Indicates which copy is appropriate to pull for research requests. |

| **Relationship:** | This element is independent, but all of the Physical Occurrence Elements are dependent on it. For each copy of the archival materials to have any of the Physical Occurrence Elements, **Copy Status** |

must be created.

Guidance: Choose the correct term from the [Copy Status Authority List](#).

More than one Physical Occurrence
If the archival materials have more than one physical occurrence, each must have its own physical description. For example, a series of photographs may include the original negatives, duplicate negatives, and a photocopy of the prints. Each of these is a separate physical occurrence. The original negatives may be maintained for preservation purposes, the duplicate negatives for reproduction purposes, and the photocopies for reference purposes.

Different Copies - Same Purpose
Sometimes different copies serve the same purpose. For example, a motion picture film may have two preservation copies or a set of textual records may have 13 reference copies (each one in a different regional facility). In this case, each copy gets its own physical occurrence description.

Microform Publications
Microform publications are reproductions of archival materials, which are made available in research rooms for consultation and sometimes marketed and sold.

If the materials have been duplicated as a microform publication, do not describe the publication here as a separate physical occurrence. Instead, describe it in the Microform Publication Elements. The location of each copy of a microform publication is described separately in a microform locator.

Note

- Most textual paper-based records will serve all three purposes - the paper is the preservation copy, the reference copy, and the reproduction copy.

- The original set of audiovisual archival materials is almost *always* used for preservation purposes.

Examples:

Reproduction

[For the intermediate copy of a motion picture.]

Reference

[For a duplicate series of photographs available in a research room or in the stacks.]

Preservation-Reproduction-Reference

[For a series of textual records serving all three purposes.]

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

> Preservation

[For a series of textual records with such a high historical value, such Presidential signatures, that it is not available for reference or reproduction. Duplicate sets of such a series would have their own physical description and copy status.]

]]> elements/coverend.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Date None Record Group
Collection
Series
File Unit
Item No Yes

Definition: The end of the time period covered by the subject(s) of the record group, collection, or archival materials.

Purpose: Enables users to retrieve and sort record groups, collections, or archival materials by subject time period. Distinguishes the subject coverage time period of the record groups, collections, or archival materials if different from the inclusive dates (the time period when the record group, collection, or materials were created, maintained, or accumulated).

Relationship: This element and Coverage Start Date are dependent on each other. If **Coverage End Date** is specified, then Coverage Start Date must be created. Coverage End Date Qualifier is dependent on this element. To have Coverage End Date Qualifier, **Coverage End Date** must be created.

Guidance: **SERIES LEVEL**

Inclusive Dates Versus Coverage Dates
At the Series Level, if the coverage dates differ from the inclusive dates, then enter the starting date of the subject of the archival materials.

Inclusive dates are those that comprise the time period during which the series was created, maintained, or accumulated as a unified filing system by the creator because of some relationship arising out of the records creation, receipt, or use. Coverage dates are those that comprise the subject time period covered by the archival materials. Normally, the subject dates are the same as the inclusive dates. If so, leave coverage dates blank. However, if the dates are different, and that difference is significant, use the coverage dates as appropriate.

ALL LEVELS

When the Date Span is Only One Specific Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in Coverage Start Date and then repeat the same specific date in **Coverage End Date**.

When the Date Span is One of Two Years
If the date is one of two years (1953 or 1954), then enter the first year (1953) in Coverage Start Date, enter the second year (1954) in **Coverage End Date**, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is Several Years
If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in Coverage Start Date, enter the latest possible date (1835) in **Coverage End Date**, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is a Decade
When describing a decade as a date span, enter the first year of the decade (1920) in Coverage Start Date, enter the last year of the decade (1929) in **Coverage End Date**, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is a Century
When describing a century as a date span, enter the first year of the century (1700) in Coverage Start Date, enter the last year of the century (1799) in **Coverage End Date**, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

Dates Before the Year 1000
For dates before the year 1000, including B.C. dates, leave this field blank and explain in Date Note.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Multiple Dates
If multiple date elements are used in a description at the Record Group, Collection, or Series Level, explain the distinctions in Date Note. For example, if a series has both inclusive dates and coverage dates, then explain the different dates in Date Note. At the File Unit and Item Level, it is not necessary to explain the distinctions between multiple date elements.

Examples:

> **Inclusive Start Date** - 1970
> **Inclusive End Date** - 1979
> **Coverage Start Date** - 1939
> **Coverage End Date** - 1979

[Between 1970 and 1979 the Justice Department created (through accumulation) a series of historical photographs, some of which were taken as early as 1939.]

> **Inclusive Start Date** - 1921
> **Inclusive End Date** - 1940
> **Coverage Start Date** - 1860
> **Coverage End Date** - 1865
> **Date Note** - These Civil War-era photographs were obtained by the Office of the Chief Signal Officer in 1921 and used by that organization through 1940.

]]> elements/coverendq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) Date Qualifier List Record Group
Collection
Series
File Unit
Item No Yes

Definition:	The means for indicating an uncertain or approximate coverage end date.
Purpose:	Alerts users to uncertain or approximate coverage end dates.
Relationship:	This element is dependent on Coverage End Date. To have **Coverage End Date Qualifier**, Coverage End Date must be created.
Guidance:	Choose the appropriate term from the Date Qualifier Authority List.
	Use "?" if uncertainty exists regarding the date.
	Use "ca." if the date is approximate.

]]> elements/coverstart.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Date None Record Group
Collection
Series

File Unit
Item No Yes

Definition: The beginning of the time period covered by the subject(s) of the record group, collection, or archival materials.

Purpose: Enables users to retrieve and sort record groups, collections, and archival materials by subject time period. Distinguishes the subject coverage time period of the record group, collection, or archival materials if different from the inclusive dates (the time period when the record group, collection, or archival materials were created, maintained, or accumulated).

Relationship: This element and Coverage End Date are dependent on each other. If **Coverage Start Date** is specified, then Coverage End Date must be created. Coverage Start Date Qualifier is dependent on this element. To have Coverage Start Date Qualifier, **Coverage Start Date** must be created.

Guidance: SERIES LEVEL

Inclusive Dates Versus Coverage Dates
At the Series Level, if the coverage dates differ from the inclusive dates, then enter the starting date of the subject of the archival materials.

Inclusive dates are those that comprise the time period during which the series was created, maintained, or accumulated as a unified filing system by the creator because of some relationship arising out of the records creation, receipt, or use. Coverage dates are those that comprise the subject time period covered by the archival materials. Normally, the subject dates are the same as the inclusive dates. However, if the dates are different, and that difference is significant, use the coverage dates as appropriate.

ALL LEVELS

When the Date Span is Only One Specific Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in **Coverage Start Date** and then repeat the same specific date in Coverage End Date.

When the Date Span is One of Two Years
If the date is one of two years (1953 or 1954), then enter the first year (1953) in **Coverage Start Date**, enter the second year (1954) in Coverage End Date, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is Several Years
If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in **Coverage Start Date**, enter the latest possible date (1835) in Coverage End Date, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is a Decade
When describing a decade as a date span, enter the first year of the decade (1920) in **Coverage**

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Start Date, enter the last year of the decade (1929) in Coverage End Date, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

When the Date Span is a Century
When describing a century as a date span, enter the first year of the century (1700) in **Coverage Start Date**, enter the last year of the century (1799) in Coverage End Date, and use the "ca." in Coverage Start Date Qualifier and Coverage End Date Qualifier.

Dates Before the Year 1000
For dates before the year 1000, including B.C. dates, leave this field blank and explain in Date Note.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Multiple Dates
If multiple date elements are used in a description at the Record Group, Collection, or Series Level, explain the distinctions in Date Note. For example, if a series has both inclusive dates and coverage dates, then explain the different dates in Date Note. At the File Unit and Item Level, it is not necessary to explain the distinctions between multiple date elements.

Examples:

> **Inclusive Start Date** - 1970
> **Inclusive End Date** - 1979
> **Coverage Start Date** - 1939
> **Coverage End Date** - 1979
> **Date Note** - Between 1970 and 1979 the Justice Department created (through accumulation) a series of historical photographs, some of which were taken as early as 1939.

> **Inclusive Start Date** - 1921
> **Inclusive End Date** - 1940
> **Coverage Start Date** - 1860
> **Coverage End Date** - 1865
> **Date Note** - These Civil War-era photographs were obtained by the Office of the Chief Signal Officer in 1921 and used by that organization through 1940.

]]> elements/coverstartq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) Date Qualifier List Record Group

Collection
Series
File Unit
Item No Yes

Definition: The means for indicating an uncertain or approximate coverage start date.

Purpose: Alerts users to uncertain or approximate coverage start dates.

Relationship: This element is dependent on Coverage Start Date. To have **Coverage Start Date Qualifier**, Coverage Start Date must be created.

Guidance: Choose the appropriate term from the Date Qualifier Authority List.

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

]]> elements/createind.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes* Yes Variable Character Length (700) Person Authority File Series** No Yes

* Either a Creating Individual or a Creating Organization must be indicated.

** Archival creators are captured at the Series Level and are inherited downward to the File Unit and Item Levels.

Definition: The name of a person responsible for the creation, accumulation, or maintenance of the series when in working (primary) use.

Purpose: Identifies the individuals responsible for the creation of the series. Provides essential information about the provenance of the archival materials.

Relationship: This element and Creating Individual Type are dependent on each other. For each creating individual, **Creating Individual** and Creating Individual Type must both be included.

Guidance: Choose the correct name of the creating individual from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.

If the archival materials have three or more creating individuals and at least two of the creating individuals have overlapping dates, the relationship between the creating individuals and the archival materials must be explained in Scope and Content Note.

Only use this element for personal papers and **not** for organizational records. To identify the creator of organizational records, including donated organizational records, use Creating Organization.

Do not confuse **Creating Individual** with Personal Contributor.

Note that the creating individual is not necessarily the donor of a collection or the author of an individual record. In cases where it is known that the donor used the materials for reference or some other purpose or altered or changed the archival materials, such as the donor made notes in the margins of the materials, materials were rearranged, or materials were added or removed, the donor should be designated as the creating individual. If there is any uncertainty, the donor should be designated the creating individual. If the donor's role was clearly one of only preserving the archival materials, then the donor should not be designated the creating individual.

Do not repeat the name of the creating individual in Personal Contributor, particularly at the series level, unless the person acted in some other distinct role, such as "Director," "Artist," or "Correspondent."

In cases where an individual is named in the series title but is not the creating individual, place the individual's name in Personal Contributor and select "Originator" as Contributor Type.

Examples:

> **Creating Individual** - Kennedy, John F. (John Fitzgerald) 1917-1963
> **Creating Individual Type** - Most Recent

[For the series "Harvard Records" which are donated personal papers and not organizational records from his Presidential Administration.]

> **Creating Individual** - Peary, Robert E. (Robert Edwin), 1856-1920
> **Creating Individual Type** - Most Recent
> **Personal Contributor** - Peary, Robert E. (Robert Edwin), 1856-1920
> **Personal Contributor Type** - Photographer
> **Personal Contributor** - Entrikin, Samuel J.
> **Personal Contributor Type** - Photographer
> **Personal Contributor** - Stokes, Frank Wilbert, 1858-1955
> **Personal Contributor Type** - Photographer
> **Personal Contributor** - Operti, Albert, 1852-1927
> **Personal Contributor Type** - Photographer
> **Personal Contributor** - Dodge, Arthur M.

> **Personal Contributor Type** - Photographer
>
> [For the series "Photographs Relating to Arctic Expeditions" which is part of the Robert E. Peary Family Collection. Several individuals may have taken the photographs including Peary himself, Samuel Entrikin, Frank W. Stokes, Albert Operti, and Arthur M. Dodge.]

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]]> elements/createindtype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes* No Variable Character Length (20) Creator Type List Series** No Yes

* When a Creating Individual is designated, **Creating Individual Type** must also be indicated.

** Archival creators are captured at the Series Level and are inherited downward to the File Unit and Item Levels.

Definition:	The means for indicating if a person is the most recent or predecessor creator of a series.
Purpose:	Alerts users if the creating individual was the most recent or predecessor creator of the series.
Relationship:	This element and Creating Individual are dependent on each other. For each creating individual, Creating Individual and **Creating Individual Type** must both be included. Creating Individual is repeatable. One **Creating Individual Type** can be specified for each Creating Individual.
Guidance:	When a name has been indicated in Creating Individual, choose the correct term from the Creator Type Authority List.

If the creating individual is the person *last responsible* for the archival materials creation, accumulation, or maintenance, then indicate "Most Recent" in **Creating Individual Type**.

If the creating individual is the person *first* or *previously responsible* for the archival materials, then indicate "Predecessor" in **Creating Individual Type**. A predecessor creator should be indicated whenever necessary to understand the context of the archival materials.

Do not enter a "Predecessor" individual without first entering a "Most Recent" individual.

Examples:

> **Creating Individual** - Kennedy, John F. (John Fitzgerald), 1917-1963
> **Creating Individual Type** - Most Recent
>
> [For the series "Harvard Records", which consists of donated personal papers and not organizational records from his Presidential Administration.]

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/createorg.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes* Yes Variable Character Length (700) Organization Authority File Series** No Yes

*Either a Creating Individual or a **Creating Organization** must be indicated.

**Archival creators captured at the Series Level and are inherited downward to the File Unit and Item Levels.

Definition:	The name of the organization responsible for the creation, accumulation, or maintenance of the series when in working (primary) use.
Purpose:	Identifies the organizations responsible for the creation of the series. Provides essential information about the provenance of the archival materials.
Relationship:	This element and Creating Organization Type are dependent on each other. For each creating organization, **Creating Organization** and Creating Organization Type must both be included.
Guidance:	Choose the correct name of the creating organization from the Organization Authority File.

For preliminary descriptions, use the highest organizational level of the creating organization if the actual creator is unknown or difficult to discern from the accessioning documentation.

If the archival materials have three or more creating organizations and at least two of the creating organizations have overlapping dates, the relationship between the creating organizations and the archival materials must be explained in Scope and Content Note.

Do not confuse **Creating Organization** with Organizational Contributor. Do not repeat the name of the archival creator in Organizational Contributor, particularly at the series level, unless the organization acted in some other distinct role, such as "Author," "Producer," "Distributor," or "Defendant."

Only use this element for organizational records and *not* for personal papers. To identify the creator of personal papers, including collections of family papers, use Creating Individual.

In cases where an organization is named in the series title but is not the creating organization, place the organization's name in Organizational Contributor and select "Originator" as Organizational Contributor Type.

Note that the creating organization is not necessarily the agency that transferred the records. This often happens when records are transferred for agency storage or made available for secondary use

before they are transferred to NARA. In cases where it is known that the transferring agency used the materials for reference or some other purpose or altered or changed the archival materials, such as a military history office in which notes were made in the margins of the materials, materials were rearranged, or materials were added or removed, the transferring agency should be designated as the creating organization. If there is any uncertainty as to whether or not the archival materials have been used or altered, the transferring agency should be designated the creating organization. If the transferring agency's role was clearly one of only preserving the archival materials, then the transferring agency should not be designated the creating organization.

Examples:

> **Creating Organization** - U.S. District Court for the Fort Smith Division of the Western District of Arkansas.
> **Creating Organization Type** - Most Recent

[For the series "Defendant Jacket Files for U.S. District Court, Western" dating from 1866 - 1900.]

> **Creating Organization** - Harmon Foundation, Inc.
> **Creating Organization Type** - Most Recent
> **Personal Contributor** - Space, Kenneth F.
> **Personal Contributor Type** - photographer

[For the series "Kenneth Space Photographs of the Activities of Southern Black Americans" which were taken by Mr. Space in the 1930s and 1940s when he worked for the Harmon Foundation.]

> **Creating Organization** - Department of Defense. Pacific Command. U.S. Military Assistance Command Vietnam. Personnel Directorate. Personnel Advisory Division.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - Department of Defense. Pacific Command. U.S. Military Personnel. Advisory Division.
> **Creating Organization Type** - Predecessor

[For a series that has two creators: the first is the most recent and the second is predecessor.]

> **Creating Organization** - Supreme Commander for the Allied Powers. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - United Nations Command. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - Department of Defense. Far East Command. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent

[For a series that has three simultaneous creators.]

]]> elements/createorgtype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes* No Variable Character Length (20) Creator Type List Series** No Yes

* When a Creating Organization is designated, **Creating Organization Type** must also be indicated.

** Archival creators are captured at the Series Level and are inherited downward to the File Unit and Item Levels.

Definition:	The means for indicating whether or not an organization is the most recent or predecessor creator of a series.
Purpose:	Alerts users if the creating organization was the most recent or predecessor creator of the series.
Relationship:	This element and Creating Organization are dependent on each other. For each creating organization, Creating Organization and **Creating Organization Type** must both be included. Creating Organization is repeatable. One **Creating Organization Type** can be specified for each Creating Organization.
Guidance:	When a name has been indicated in Creating Organization, choose the correct term from the Creator Type Authority List.
	If the creating organization is the unit *last responsible* for the archival materials creation, accumulation, or maintenance, then indicate "Most Recent" in **Creating Organization Type**.
	If the creating organization is the unit *first* or *previously responsible* for the archival materials, then indicate "Predecessor" in **Creating Organization Type**. A predecessor creator should be indicated whenever necessary to understand the context of the archival materials.
	Do not enter a "Predecessor" organization without first entering a "Most Recent" organization.

Examples:

> **Creating Organization** - Department of Defense. Pacific Command. U.S. Military Assistance Command Vietnam. Personnel Directorate. Personnel Advisory Division.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - Department of Defense. Pacific Command. U.S. Military Personnel. Advisory Division.
> **Creating Organization Type** - Predecessor

[For a series that has two creators: the first is the most recent and the second is predecessor.]

> **Creating Organization** - Supreme Commander for the Allied Powers. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - United Nations Command. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent
>
> **Creating Organization** - Department of Defense. Far East Command. Assistant Chief of Staff, G-1.
> **Creating Organization Type** - Most Recent

[For a series that has three concurrent creators.]

]]> elements/creatorelements.html (Elements in ***bold italics*** are mandatory.)

Organization Elements	Person Elements

Organization Elements

- ***Organization Name***
- AACR2 Name
- ***Abolish Date***
- Abolish Date Qualifier
- Administrative History Note
- Approved By
- Date Approved
- ***Establish Date***
- Establish Date Qualifier
- Jurisdiction
- Organization Source Note
- Personal Reference
- Predecessor
- Program Area
- Proposer
- Date Proposed
- Successor
- Variant Organization Name

Person Elements

- ***Name***
- Fuller Form of Name
- Numerator
- Personal Title
- Biographical Note
- Birth Date
- Birth Date Qualifier
- Death Date
- Death Date Qualifier
- Person Source Note
- Variant Person Name

]]> elements/custodial.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	The description of the custodial history for the archival materials from the time of their creation to the time of their accessioning by NARA. This information may be particularly important for personal papers, donated materials, and Federal records that do not come to NARA through the

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regular government records transfer process.

Purpose: Provides information on any changes of ownership or breaks in the government chain-of-custody that may impact the interpretation of the archival materials or are significant for ensuring their authenticity and integrity.

Relationship: This element is independent.

Guidance: Enter a description of any changes of ownership (the ownership history) or breaks in the government chain-of-custody for the archival materials. The description may include dates, if known.

In cases where there are no breaks in the government chain-of-custody, this element still can be used to provide information about the custodian that transferred the archival materials to NARA, especially if the information relates to the authenticity, integrity, or interpretation of the archival materials.

Do not use this element to describe internal NARA transfers, instead use Transfer Note.

Write in complete sentences. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations.

If **Custodial History Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Custodial History Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

> In 1983 the U.S. Air Force loaned its pre-1945 and Korean War-era photographs and related documentation (including the subject index) to the National Air and Space Museum, Smithsonian Institution, in accordance with a Memorandum of Agreement. The purpose of the loan was, in part, to enable the National Air and Space Museum to produce a videodisc of the collection. The records remained at the museum until 1998 when they were accessioned into the National Archives.

> The nucleus of the Stephen T. Mather Collection was placed in the Prints and Photographs Division of the Library of Congress in 1945. In 1954 it was transferred back to the National Park Service (NPS). While the collection was housed at the Library of Congress, the NPS added to it on a regular basis. No additions to the collection were made after 1954. The National Archives accessioned the Mather Collection in 1963.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/datenote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No
No Variable Character Length (2000) None Record Group
Collection
Series
File Unit
Item No Yes

Definition:	The explanation of various dates or predominant bulk dates or gaps in the record group, collection, or archival materials.
Purpose:	Explains the appearance of multiple date elements in the description, such as a series with both inclusive dates and coverage dates. Alerts users of any gaps in coverage and indicates the dates of the predominant portion of the record group, collection, or archival materials.
Relationship:	This element is dependent on the other Date Elements. To have **Date Note**, at least one of the Date Elements must be created.
Guidance:	Enter any significant information pertaining to the dates of the record group, collection, or archival materials.

Use this element to explain why uncertainty about the dates of archival materials may exist. Be sure to specifically indicate uncertain or estimated (approximate) dates in the date qualifier elements.

If multiple date elements are used in a description at the Record Group, Collection, or Series Level, explain the distinctions in **Date Note**. For example, if a series has both inclusive dates and coverage dates, then explain the different dates in **Date Note**. At the File Unit and Item Level, it is not necessary to explain the distinctions between multiple date elements.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Date Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Date Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

Inclusive Start Date - 1917
Inclusive End Date - 1970

Date Note - The bulk of these are from the period from 1940 to mid-1960s.

Inclusive Start Date - 1921
Inclusive End Date - 1940
Coverage Start Date - 1860
Coverage End Date - 1865
Date Note - These Civil War-era photographs were obtained by the Office of the Chief Signal Officer in 1921 and used by that organization through 1940.

]]> elements/death.html Mandatory Repeatable Data Type Authority Public Element No No Date None Yes

Definition:	The date on which the person died.
Purpose:	Provides the death date of the person, which assists users in distinguishing among people with the same names.
Relationship:	This element is dependent on Name. To have **Death Date**, Name must be created. Death Date Qualifier is dependent on this element. To have Death Date Qualifier, **Death Date** must be created.
Guidance:	Enter the date on which the person died.
	Use Death Date Qualifier to indicate uncertain or approximate dates.
	Enter date in MM/DD/YYYY form. If the day is unknown, enter the month and year in MM/YYYY form. If the month is unknown, enter the year in the YYYY form. Do not use 00 as a month or day.

Examples:

12/13/1970

12/1970

1970

]]> elements/deathq.html Mandatory Repeatable Data Type Authority Publicly Avaialble No No Variable Character Length (8) Date Qualifier List Yes

| **Definition:** | The means for indicating an uncertain or approximate death date. |

| **Purpose:** | Alerts users to uncertain or approximate death dates. |

| **Relationship:** | This element is dependent on Death Date. To have **Death Date Qualifier**, Death Date must be created. |

| **Guidance:** | Choose the appropriate term from the Date Qualifier Authority List. |

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

]]> elements/depth.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (8,3) None Series
File Unit
Item No Yes

| **Definition:** | The distance measured from front to back of a specific media type. |

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Purpose: Provides information about non-standard dimensions of specific media types.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create Height. If Height, Width, or **Depth** is specified, Dimension cannot be used.

Guidance: Enter the depth of the specific media type in inches. Enter fractions of an inch as a decimal fraction (.5 for half an inch, .33 for a third of an inch, etc.).

Use Height, Width, and **Depth** to describe three-dimensional specific media types.
Use Height and Width to describe two-dimensional specific media types.

Measure the depth of the specific media types themselves and **not** the depth of their containers.

Be sure to check the Dimension Authority List for a suitable size before indicating a separate height, width, and depth.

Examples:

6.75

[For the artifact the "Bust of a Youth in the Age of Tiberius."]

10

[For a non-standard sized artifact.]

]]> elements/descriptdate.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Date None Record Group
Collection
Series
File Unit
Item No No

Definition: The creation date of a description.

Purpose: Enables NARA staff to track when a description was written.

Relationship: This element is independent, but it can be associated with [Description Author](#).

Guidance: Enter the creation date of the description.

Date Form
Enter the date in the MM/DD/YYYY form.
If the day is unknown, enter the date in MM/YYYY form.
If the month is unknown, enter the date in YYYY form.
Do not use 00 as a month or day.

Examples:

03/24/2000

06/1973

1956

]]> elements/descriptiontype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (40) [Description Type List](#) Record Group
Collection
Series
File Unit
Item No Yes

Definition: The archival control group level (record group or collection) or hierarchical description level (series, file unit, or item) of the archival materials.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Purpose: Enables users to know the level of aggregation at which the archival materials are being described.

Relationship: This element is independent.

Guidance: Choose the correct term from the [Description Type Authority List](#).

]]> elements/difficulty.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (50) Difficulty Level Authority List No

Definition: Provides an indication of the type of effort that will be needed to process the digitization project.

Purpose: Allows NARA to track and prioritize digitization projects based on the level of complexity or effort.

Relationship: This element is dependent on [Digitizing Project Name](#).

Guidance: Indicate the difficulty level of the digitization project.

Examples:

Easy

Moderate

Difficult

]]> elements/digitalobjectelements.html (Elements in ***bold italics*** are mandatory.)

- ***Object Type***
- Object Identifier
- ***Thumbnail Filename***
- ***Thumbnail File Size***
- ***Access Filename***
- ***Access File Size***
- Object Designator
- Object Description
- Project Identifier

]]> elements/digitaltranscript.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public
Element No No Variable Character Length (2GB) None Series
File Unit
Item No Yes

Definition: Transcript of the digital object.

Purpose: Provides a written transcript of the object.

Relationship: This element is independent.

Guidance: Enter the transcript of the digital object.

Examples:

New York, December 26, 1865.

Dear Friend:

As the question of Suffrage is now agitating the public mind, it is the hour for Woman to make her demand.

Propositions have already been made on the floor of Congress to so amend the Constitution as to exclude Women form a voice in the Government.* As this would be to turn the wheels of legislation backward, let the Women of the Nation now unitedly protest against such a desecration of the Constitution, and petition for that right which is at the foundation of all Government, the right of representation.

Send your petition, when signed, to your representative in Congress, at your earliest convenience.

Address all communications to
Standard Office, 48 Beekman St., New York.

In behalf of the National W. R. Com.
E. Cady Stanton,
S. B. Anthony,
Lucy Stone

[footnote]
* See Bill of Mr. Jenckes, of Rhode Island.

]]> elements/digitaltranslation.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public
Element No Yes Variable Character Length (2GB) None Series
File Unit
Item No Yes

Definition: Translation of the digital object.

Purpose: Provides a written translation of the object.

Relationship: This element is independent.

Guidance: Enter the translation of the digital object.

Examples:

Por cuanto el Congreso de los Estados Unidos de America disfuso, en virtud de una Ley aprobada en Marzo 2 de 1901, lo siguiente:

Te dispone ademas, que en cumplimiento de la declaracion contenida en la resolucion conjunta aprobada en 20 de Abril de 1898 bajo el apigrafe "Para reconoces la independencia del pueblo de Cuba exigiendo que el Gobierno de Espana renuncie a su autoridad y gobierno en la Ysla de Cuba y que retire de Cuba y de las aguas Cuba mas sus fuerras de martiessa y ordenando al Presidente de los Estados Unidos que para llevar a efecto el dia veinte y dos de

Mayo de mil novecientos tres.

H.G. Squiers
Carlos de Jales

]]> elements/digitizingpartner.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (50) Digitizing Partnership Authority List No

Definition:	Name of the partner institution responsible for scanning the NARA records.
Purpose:	Allows NARA to track and report on digitization projects and partnerships.
Relationship:	This element is dependent on Digitizing Project Name.
Guidance:	Indicate the name of the digitizing partnership.
Examples:	

Ancestry

Fold3

]]> elements/digitizingproj.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (2000) None No

Definition: Provides the name of the digitization project. This may be the Title of the archival description or the Microform Publication Identifier and Microform Publication Title.

Purpose: Allows NARA to track and report on digitization projects and partnerships.

Relationship: This element is independent.

Guidance: Enter the name of the digitization project.

Examples:

> Report of the Office of the Secretary of Defense Vietnam Task Force, commonly called "Pentagon Papers" (NA ID 5889786)

]]> elements/dimension.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Dimension Authority List Series
File Unit
Item No Yes

Definition: The standard size of the physical items of a specific media type.

Purpose: Indicates the dimension of the specific media types by using standard sizes. Provides information needed for reproduction. May be used with Format to provide additional information about the media of the archival materials.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Dimension**. If **Dimension** is specified, Height, Width, and Depth cannot be used.

Guidance: Choose the correct term from the Dimension Authority List.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Use the term "Varied" if the specific media type has more than one standard dimension or if there is a difference in the sizes of mounted photographs and their mats. Explain the dimensions further in Media Occurrence Note.

If none of the standard dimensions adequately describe the specific media type, leave this element empty and record the appropriate dimensions in Height, Width, and Depth.

Examples:

3x5 inch

[For a series of card files.]

1/2 inch

[For a VHS videotape.]

8x10 inch

[For a photographic print.]

Film: 35 mm

[For a motion picture film.]

Varied

[For a series consisting of 3x5 inch prints, 5x7 inch prints, and 8x10 inch prints.]

]]> elements/disposition.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (60) None Series No Yes

Definition: The unique identifier assigned by NARA to a category of records indicating that their disposition has been approved by NARA.

This is also known as the schedule number.

Purpose: Links the description of the records and their disposition documentation. Will help NARA to create linkages in lifecycle systems.

Relationship: This element is independent.

Guidance: Use the NARA disposition authority number or schedule number. Do not use any other values such as an agency's records control schedule number or a statute citation.

Enter the NARA disposition authority number exactly as it appears on a Standard Form 115 or Standard Form 258.

Do not include notes or explanations in this element.

Examples:

N1-370-90-3, item 1501-16a

NC1-207-79-6, item 8b(1)(g)

N1-59-91-33, item 1

N1-NU-93-8

]]> elements/edit.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (20) Edit Status List Series
File Unit
Item Yes Yes

Definition: The identification of the production or pre-production stage of audiovisual materials (motion

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pictures, sound recordings or video recordings).

Purpose: Indicates whether the audiovisual materials are edited, partially edited, or unedited productions.

Relationship: This element is independent.

Guidance: Choose an appropriate term from the Edit Status Authority List.

Use "Edited" if the moving images or sound recordings have been edited, such as a film in its final production stage.

Use "Partially Edited" if the moving images or sound recordings have been partially edited, such as a film that has been assembled but is not in final format.

Use "Unedited" if the moving images or sound recordings have not been edited, such as a tape right out of the camera. Unedited footage is sometimes referred to as "raw footage."

]]> elements/elementnumber.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (2) None Item Yes Yes

Definition: The number assigned to an individual physical component that makes up a reel, tape, or disc. Commonly used when a film reel is made up of separate sound and picture elements, or when a film reel is composed of A and B rolls. For example, a film reel may be composed of an image reel and a soundtrack reel. The image reel could be designated element number 1, and the soundtrack reel could be designated element number 2.

Purpose: Indicates the sequence of the media occurrence in relation to the other media occurrences that make up the physical occurrence.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Element Number**.

Guidance: Enter the element number.

Examples:

1

2

3

]]> elements/emulsion.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Emulsion List Item No Yes

Definition: The type of coating that is bonded to and supported by the base of the specific media type.

Purpose: Defines the physical characteristics of the emulsion, which helps establish conservation, storage, retrieval, reproduction, and use requirements.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Emulsion**.

Guidance: Choose the correct term from the Emulsion Authority List.

Examples:

Metal Evaporation

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Ferric Oxide

Gelatin

]]> elements/establish.html Mandatory Repeatable Data Type Authority Public Element No No Date None Yes

* Establish Date is mandatory if the Organization Name is used for a Creating Organization

Definition:	The date on which the organization was established.
Purpose:	Gives the beginning of the chronological range within which the organization existed.
Relationship:	This element is dependent on Organization Name. To have **Establish Date**, Organization Name must be created. Organization Name. One **Establish Date** can be specified for each Organization Name. Establish Date Qualifier is dependent on **Establish Date**.
Guidance:	Enter the establish date for the organization.

Use Establish Date Qualifier to indicate uncertain and approximate dates.

Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and the year in MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as the month or day.

To determine the establish date of Federal organizations, consult available editions of the *United States Government Manual*, the *Guide to Federal Records in the National Archives of the United States*, any relevant preliminary inventories or NARA-produced finding aids, agency-created Standard Form 135s, or any pertinent accessioned records.

For military organizations, use the activation date as the date of establishment. Do not use the date on which the unit was constituted.

Provide information on the circumstances surrounding an organization's establishment (including any public laws, executive orders, departmental memoranda, directives, or changes in

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administration) in [Administrative History Note]().

It is important that an establish date be provided for organizations whose records are part of NARA's holdings and have been identified in [Creating Organization](). If the establish date of such an organization cannot be determined, use the earliest date provided in [Inclusive Start Date]() for the archival materials of the organization and indicate "ca." in [Establish Date Qualifier]().

Describe any sources used to determine the organization's establish date in [Organization Source Note]().

Examples:

> **Organization Name** - Bureau of the Census.
> **Establish Date** - 03/06/1902

> **Organization Name** - Department of Agriculture. Small Community and Rural Development. Rural Electrification Administration.
> **Establish Date** - 05/11/1935

> **Organization Name** - National Aeronautics and Space Council.
> **Establish Date** - 07/29/1958

> **Organization Name** - Department of the Interior. Alaska Power Administration.
> **Establish Date** - 1967

> **Organization Name** - Department of Energy. Alaska Power Administration.
> **Establish Date** - 08/04/1977

]]> elements/establishq.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (8) [Date Qualifier List]() Yes

Definition:	The means for indicating an uncertain or approximate establish date.

Purpose:	Alerts users to uncertain or approximate establish dates.

Relationship:	This element is dependent on Establish Date. To have **Establish Date Qualifier**, Establish Date must be created.

Guidance:	Choose the appropriate term from the Date Qualifier Authority List.
	Use "?" if uncertainty exists regarding the date.
	Use "ca." if the date is approximate.

]]> elements/extent.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes*
No Variable Character Length (2000) None Series
File Unit
Item No Yes

***Extent** is mandatory at the Series Level only.

Definition:	The measurement or amount of the archival materials themselves -- the linear measurement, page count, number of rolls, reels, cassettes, or number of data files.
	Extent is related to Holdings Measurement Count and Holdings Measurement Type. All are aimed at measuring the intellectual bulk of the archival materials. **Extent**, being a narrative field, accommodates a wide range of units of measure, such as linear feet, pages, photographs, and so on. The element is meant to clearly communicate the amount of archival materials to the researcher. For these reasons, however, the field cannot be summed. By contrast, Holdings Measurement Type and Holdings Measurement Count, being controlled fields, can be combined to produce NARA-wide statistics about holdings.

Purpose:	Informs users of the amount of archival materials available.

Relationship: This element is dependent on [Copy Status](). Each copy of the archival materials must have a copy status specified to have **Extent**.

Guidance: Enter the measurement of the archival materials. Write a simple statement that gives the number of measurement units followed by the units of measure used. Do not use full sentences. If the extent is an estimation, the statement can be preceded by language to indicate that the measurement is estimated. If a number is longer than three digits, use commas. For example, a number should be written out as 12,877 instead of 12877.

Two-dimensional Materials
For two-dimensional materials (paper, photographs, maps, etc.) express the extent either as a linear measure or as a page or item count. (A linear measurement expresses length; a cubic measurement expresses volume, which is length times width times height.)

Linear Measure
When indicating a linear measure, use the terms "linear feet" and "linear inches."

- If a foot or more, enter the feet and inches to the nearest inch.

10 linear feet

1 linear foot, 5 linear inches

- If less than one foot, enter the linear inches to the nearest inch.

9 linear inches

1 linear inch

- If less than one inch, enter decimal fractions of an inch to the nearest .1 inch, but not less than .1 inch.

.5 linear inch

.1 linear inch

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- If less than .1 inch, enter the term "Negligible" or indicate the item or page count.

> Negligible

> 2 pages

How to Measure
Determine the linear measurement as follows.

- **In general**
  Measure the material in the direction a user would look through it - perpendicular to the face of the document.

- **Boxed records**
  If the records are in a box, measure them by the way they run in the box. For example: If the records are tri-folded and standing up, the measurement would be up to 12 inches in a letter size box. If the records are unfolded and filed vertically, the measurement would be up to 5 inches in a letter or legal size box.

  If the records completely fill their containers, it is possible to use the container measurements as a convenience to calculate extent for large series. When multiplying container width to determine linear measure, use the width of the box as stated in the [Holdings Measurement Type Authority List]. For example, for LTA-S and LGA-S boxes, multiply the number of boxes by 5 1/4 inches. If multiplying by the length of the box (for example, for tri-folded paper filed from front to back), use the length as stated in the [Holdings Measurement Type Authority List].

- **Cards**
  If measuring cards, measure them by the way the cards run in the box.

- **Bound records**
  If the records are bound volumes, measure the widths of the spines.

- **Rolled maps, plans, etc.**
  If the records are rolled maps, plans, blueprints, or posters, flatten the material and measure the thickness. (An estimate will suffice if the materials are too fragile to be rolled out and flattened.)

Page or Item Count
When indicating a page count, use the term "pages." If necessary, the page count may be estimated. If the archival materials are comprised of various media types, distinguish each type to make the extent measurement as accurate as possible.

Approximately 6,000 pages

15 pages, 4 photographs

267 posters

Three-dimensional Materials
For three-dimensional materials, indicate the number of items and the media type (reels, rolls, cassettes, artifacts, etc.).

The length of film on rolls or reels is entered in [Footage] or [Total Footage].

8 rolls

2 video open reels

Approximately 200 artifacts

3 cassettes

If needed to clarify the amount of archival material, indicate both the intellectual count and the physical count.

100 films on 1,000 film reels

Data Files
For electronic records, indicate the **number** of data files or **type** of logical data records. A logical data record is a set of data processed as a unit by a computer system or application independently of its physical environment. Examples of a logical data record include a word processing document, an e-mail message, each row in each table of a relational database, each row in an independent logical file database.

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5 data files

40,476 digital image files

Approximately 13,000 e-mails

1 data file and 2 linear inches of paper documentation

34 data files and 34 pages of paper documentation

23 data files and 2 linear feet, 3 linear inches of paper documentation

2 data files, 1 summary statistics file, 11 machine-readable documentation files, and 8 linear inches of paper documentation

Accuracy and Precision
Be as accurate and precise as possible. Do not say "1,000 photographs, 1 linear foot," which implies there are photographs and some other materials, when the actual amount is "1 linear foot comprised of 1,000 photographs."

Say "2,000 maps" instead of "2,000 items."

The extent may be estimated if necessary.

]]> elements/findingfile.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (40) Finding Aid File Type Authority List Record Group
Collection
Series
File Unit No No

Definition:	The type or file format of the online Finding Aid.
Purpose:	Identifies the type or file format of the online Finding Aid. Provides information on how computer systems should process the Finding Aid.
Relationship:	This element is dependent on Finding Aid Type. To have **Finding Aid File Type**, Finding Aid Type must be created. Finding Aid Type is repeatable. For each Finding Aid Type specified, only one **Finding Aid File Type** may be created.
Guidance:	Enter the finding aid file type.
Examples:	

HTML

Microsoft Word Document

]]> elements/findingnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Record Group
Collection
Series
File Unit No Yes

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Definition: The explanation of significant information about a finding aid for the record group, collection, or series being described.

Finding aids are tools that help a user find information in a specific record group, collection, or series of archival materials. Examples of finding aids include published and unpublished inventories, container and folder lists, card catalogs, calendars, indexes, registers, and institutional guides. Formal publications that help a user find information in a record group, collection, or series of archival materials are also finding aids.

Finding aids can be created by NARA as well as other Federal agencies, publishers, and private organizations and parties. Finding aids may be accessioned records.

Purpose: Provides significant information about the finding aid such as the title, publication status, comprehensiveness, or instructions for using it.

Relationship: This element is dependent on Finding Aid Type. To have **Finding Aid Note**, Finding Aid Type must be created. Finding Aid Type is repeatable. For each Finding Aid Type specified, only one **Finding Aid Note** may be created.

Guidance: Enter information describing the finding aid. Include a title, full citation, and information regarding the degree of administrative, bibliographic, or physical control reflected in the finding aid.

If a container list has been entered in Container List, do not include it here.

Do **not** cite the description system itself as a finding aid. Do not cite the *Guide to Federal Records in the National Archives of the United States* as a finding aid.

If Finding Aid Type is identified as "Database," clarify the scope, nature, and availability of the database.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Finding Aid Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Finding Aid Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

When citing a published finding aid, give a full bibliographic citation.

Examples:

Finding Aid Type - Item List
Finding Aid Note - An alphabetical list of cities can be found in the research room.

Finding Aid Type - Catalog
Finding Aid Note - Copies of the 83-page photo guide to the exhibit are located both in the research room and with the records.

Finding Aid Type - Database
Finding Aid Note - The database, which is available in the research room, contains an entry for each of the case files in this series, and includes the name of the claimant, the claim number, and the date the claim was filed with the court.

Finding Aid Type - Database
Finding Aid Note - The database contains an entry for each ship mentioned in the series, and includes the name of the ship and the name of the captain, and identifies the documents in which the ship appears. The reference staff must search the database for you.

Finding Aid Type - Item List
Finding Aid Note - Copies of "Television Interviews 1951-1955: A Catalog of Longines Chronoscope Interviews in the National Archives", compiled by Sarah L. Shamley (Washington, DC: Government Printing Office, 1991), are located both in the research room and with the records.
Finding Aid Source - National Archives and Records Administration

Finding Aid Type - Container List
Finding Aid Note - A container list for this series is available in paper in the research room.

]]> elements/findingsource.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (700) None Record Group
Collection
Series
File Unit No Yes

Definition: The author or creator of the finding aid for the record group, collection, or series being described.

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Finding aids are tools that help a user find information in a specific record group, collection, or series of archival materials. Examples of finding aids include published and unpublished inventories, container and folder lists, card catalogs, calendars, indexes, registers, and institutional guides. Formal publications that help a user find information in a record group, collection, or series of archival materials are also finding aids.

Finding aids can be created by NARA as well as other Federal agencies, publishers, and private organizations and parties. Finding aids may be accessioned records.

Purpose: Indicates the author of the finding aid.

Relationship: This element is dependent on Finding Aid Type. To have **Finding Aid Source**, Finding Aid Type must be created. Finding Aid Type is repeatable. For each Finding Aid Type specified, only one **Finding Aid Source** may be created.

Guidance: Enter information describing the source of the finding aid.

If the source is a person, then enter the name in direct order (first name, middle name/initial, last name).

If the source of the finding aid is a project, then enter the project name.

If **Finding Aid Source** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Finding Aid Source**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

NARA

Office of the Secretary of Agriculture

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]]> elements/findingtype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (20) Finding Aid Type List Record Group Collection

Series
File Unit No Yes

Definition: The type of finding aid for the record group, collection, or series being described.

Finding aids are tools that help a user find information in a specific record group, collection, or series of archival materials. Examples of finding aids include published and unpublished inventories, container and folder lists, card catalogs, calendars, indexes, registers, and institutional guides. Formal publications that help a user find information regarding a record group, collection, or series of archival materials are also finding aids.

Finding aids can be created by NARA as well as other Federal agencies, publishers, and private organizations and parties. Finding aids may be accessioned records.

Purpose: Helps users locate finding aids to the record group, collection, or archival materials and identifies the kind of finding aids available.

Relationship: This element is independent, but Finding Aid Note and Finding Aid Source are dependent on it. To have Finding Aid Note or Finding Aid Source, **Finding Aid Type** must be created.

Guidance: Choose the correct term from the Finding Aid Type Authority List.

If the finding aid is an electronic database, use "Database" as **Finding Aid Type**. Clarify the scope, nature, and availability of the database in Finding Aid Note. Do not use "Database" if the database is used primarily to produce a printed or otherwise fixed finding aid, such as a folder list; in that case, use "Folder List." Do not use "Database" for word processing or spreadsheet files.

If "Other" is selected, then explain the type of finding aid further in Finding Aid Note.

If a container list has been entered in Container List, do not include it here.

Do **not** cite the description system itself as a finding aid. Do not cite the *Guide to Federal Records in the National Archives of the United States* as a finding aid.

If **Finding Aid Type** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Finding Aid Type**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

Finding Aid Type - Prelim. Checklist
Finding Aid Source - Office of Naval Records and Library

Finding Aid Type -Index
Finding Aid Note - The finding aid is an alphabetical card index with a name entry for each cartoonist.
Finding Aid Source - Federal Bureau of Investigation

Other

[For software documentation considered a finding aid.]

]]> elements/findingurl.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (400) Finding Aid URL Authority List Record Group
Collection
Series
File Unit No Yes

Definition:	The URL associated with a Finding Aid.

Purpose:	Serves as a link to the Finding Aid from an archival description.

Relationship: This element is dependent on Finding Aid Type. To have **Finding Aid URL**, Finding Aid Type must be created. Finding Aid Type is repeatable. For each Finding Aid Type specified, only one **Finding Aid URL** may be created.

Guidance: Choose the appropriate **Finding Aid URL** from the Finding Aid URL Authority List.

Examples:

http://www.archives.gov/great-lakes/finding-aids/life-saving-station-logs.html

http://www.archives.gov/rocky-mountain/finding-aids/naturalization/

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]]> elements/footage.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (10) None Item Yes Yes

Definition: The length in feet for an individual roll or reel in an audiovisual item.

Purpose: Provides the footage of the particular media type of the audiovisual item.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Footage**.

Guidance: Enter the length of the individual roll or reel. Do not use commas.

Calculate the length in feet, not inches. Round off the length to the nearest foot.

Use Total Footage to indicate the total footage of the audiovisual item.

Examples:

502

[For reel one of the motion picture "Surveying the Grand Canyon."]

465

[For reel two of the motion picture "Surveying the Grand Canyon."]

1000

[For the motion picture "Operation Dark Cloud."]

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]]> elements/format.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (30) [Format Authority List](#) Item Yes Yes

Definition: The format of the media comprising the audiovisual materials. For example, the format of videotape can be VHS or Betamax, the format for sound recordings can be Master or Stamper Matrix, or the format for motion pictures can be Duplicate Negative Composite or Master Projection Print Composite.

Purpose: Provides information on the media format useful for reproduction, storage, equipment selection, and playback.

Relationship: This element is dependent on [Media Type](#). Each media occurrence of the archival materials must have a media type specified to create **Format**.

Guidance: Choose the correct term from the [Format Authority List](#).

Examples:

Dication Belt: Magnabelt

Film: INTPCK

Sound: Mass Produced Pressing

Video: VHS

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]]> elements/former.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No

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Yes Numeric (4) [List of Record Groups of the National Archives and Records Administration](#) Series
File Unit
Item No Yes

Definition: The number of the record group to which the archival materials were previously allocated.

Purpose: Enables users to locate archival materials by their former record group citations, which can be found in out-of-date finding aids, such as earlier versions of the *Guide to Federal Records in the National Archives of the United States*.

Relationship: This element is independent.

Guidance: Enter the number of the record group to which the archival materials were previously allocated.

Examples:

> 200

[For the motion picture film "Our American Heritage," currently in the AHF collection, which was formerly allocated to Record Group 200.]

> 23

[For the series "Local Aeronautical Charts," currently in Record Group 370, which was formerly allocated to Record Group 23.]

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]]> elements/formercollection.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public
Element No Yes Variable Character Length (10) None Series
File Unit
Item No Yes

Definition: The identifier of the collection to which the archival materials were previously allocated.

Purpose: Enables users to locate archival materials by their former collection citations, which can be found in out-of-date finding aids.

Relationship: This element is independent.

Guidance: Enter the identifier of the collection to which the archival materials were previously allocated.

Examples:

ABC

[For the American Broadcasting Company Collection.]

BYRD

[For the Admiral Richard E. Byrd Collection.]

COLSA

[For the Colorado State Archives Collection.]

JC-1132

[For the Zbigniew Brzezinski Collection.]

]]> elements/fuller.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (700) None Yes

Definition: More complete form of a person's name than is indicated in Name.

Purpose: Provides additional identifying information when the common form of a person's name is not their full, legal name. Assists users in distinguishing among people with the same name.

Relationship: This element is dependent on [Name](#). To have **Fuller Form of Name**, [Name](#) must be created.

Guidance: Enter the fuller form of the person's name. Do not end the name with a period.

Do **not** enter a fuller form of a name without first indicating the authorized form in [Name](#).

Examples:

> **Name** - Kennedy, John F.
> **Fuller Form of Name** - John Fitzgerald

> **Name** - Westmoreland, William C.
> **Fuller Form of Name** - William Childs

> **Name** - Lee, Robert E.
> **Fuller Form of Name** - Robert Edward

]]> elements/function.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No* No Variable Character Length (2000) None Series No Yes

*__Function and Use__ is mandatory for new descriptions of organizational records, but not for descriptions of personal papers or legacy descriptions.

Definition: The description of why the archival materials were created.

This element differs from [Scope and Content Note](#), which describes the significant information contained within the records.

Function and Use is *about the activities* that resulted in the creation of the archival materials.

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Scope and Content Note is *what is in* the archival materials.

Purpose: Gives users a better understanding of the context of the archival materials.

Relationship: This element is independent.

Guidance: Enter a description of specific activities or actions that resulted in the creation of the archival materials.

If appropriate, enter information about related records, but not if the relationship is simply one of subject or provenance.

Function and Use is **mandatory** for all **new** descriptions of organizational records (Government or donated materials), but not for personal papers or previously described archival materials.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Function and Use Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Function and Use Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

The Reports of Death were created at field hospitals or by battlefield commanders and were later used by Sextons to complete Internment Records.

The records were created or collected by the Assistant Manager for Public Education to inform the public of the activities of the Manhattan District and later the Atomic Energy Commission (AEC). The records also reflect the effort of the AEC to promote the peaceful uses of atomic energy.

These rolls were created because the Cherokee citizenship of many ex-slaves of the Cherokee in Indian Territory was disputed by the Cherokee tribe. The establishment of their status was important in determining their right to live on Cherokee land and to share in certain annuity and other payment, including a special $75,000 award voted by Congress on October 19, 1888. A series of investigations was conducted to compile the rolls of the Cherokee Freedmen. These investigations were conducted by John W. Wallace, 1889-90; Leo E. Bennett, 1891-92; Marcus D. Shelby, 1893; James G. Dickson, 1895-96; and William Clifton, William Thompson, and

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

> Robert H. Kern, 1896-97.

> These records were created to provide a reference source for agency staff who wish to determine the name of the institution or the "chief of party" conducting a specific magnetics study.

> The minute books were created to record the court's activities on a daily basis, including both criminal and civil litigation.

]]> elements/generalnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition: Significant information that does not belong in any other element.

Purpose: Provides a place to capture information significant to the public that is not appropriate for any other element.

Relationship: This element is independent.

Guidance: Enter information in this element when no other elements apply.

If Other Title is used, best practice is to enter the source and explain the type of the title, such as translated, agency-supplied or variant title.

If appropriate, enter information about related records, but not if the relationship is simply one of subject or provenance.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **General Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first

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time that it is used in **General Note**.

Examples:

"Dawes Rolls" is the informal name of this series.

The man in the photograph was identified as Joshua L. Chamberlain by the Maine Historical Society (Portland, ME) and by the Pejetscot Historical Society (Brunswick, ME).

This series was known as "Miscellaneous" in previous finding aids.

This series serves as an index to the series "Correspondence of the Director, 1880-1932."

]]> elements/geographic.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Geographic Authority File Series
File Unit
Item No Yes

Definition: The geographic area represented in the archival materials.

Purpose: Allows users to search for archival materials by geographic areas.

Relationship: This element is independent.

Guidance: Choose the appropriate geographic area of the archival materials from the Geographic Reference: Heading search. Geographic subject headings result from the Library of Congress Name Authority File and the Library of Congress Subject Headings. Geographic name and subject forms are based on the Resource Description and Access (RDA) content standard.

Assign a geographic access point when materials have a geographic focus or when a considerable body of information about a geographic location is contained in the archival materials.

Best practice is to "anchor," or explain, all access points narratively in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like [Title](#), [Scope and Content Note](#), [Function and Use](#), and [Shot List](#) or in [Creating Organization](#); access points are not considered anchored by the [Container List](#) field. You are encouraged to adhere to this best practice, and to ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen." This best practice will be enforced at the series level, but not at the file unit and item levels.

Examples:

Springfield (Mass.)

Massachusetts

Independence (Mo.)

Missouri

Athens (Ga.)

Athens (Greece)

Paris (Tenn.)

Paris (France)

Los Angeles (Calif.)

Dallas (Tex.)

Dallas County (Iowa)

Sheffield (Ala.)

Sheffield (England)

Mississippi River
Columbia River Great Basin Divide (Idaho)
Long Island Sound (N.Y. and Conn.)
Superior, Lake
Erie, Lake

]]> elements/georef.html MandatoryRepeatableData TypeAuthorityPublic Element Yes No Variable Character Length (700) None Yes

Definition: The established, preferred form of a geographic place name.

Variant or non-preferred geographic place name headings lead to the authorized geographic place name heading.

Purpose: Controls the heading or entry of the **Geographic Reference** authority record.

Supports the primary purpose of vocabulary control to achieve consistency in description and to facilitate retrieval.

Relationship: **Geographic Reference** is the element on which all other elements used to establish a **Geographic Reference** are dependent. To have any other element about a geographic place name, **Geographic Reference** must be created. **Geographic Reference** is an independent element.

Guidance: For cataloging geographic place name headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).

Examples:

New Orleans (La.)

Rhode Island

Mississippi River

Mars (Planet)

]]> elements/gmt.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes* Yes Variable Character Length (100) General Media Type Authority List Series
File Unit
Item No Yes

*This new element is mandatory for all systems except ARC.

Definition: The general physical media form of the archival materials.

Purpose: Defines the physical characteristics of the archival materials, which helps establish preservation, storage, retrieval, reproduction, and use requirements and allows users to search for archival materials by physical media type.

Relationship: This element is independent.

Guidance: Choose at least one term from the General Media Type Authority List.

Use as many General Media Types as needed to indicate the general form of the archival materials.

Examples:

Loose Sheets

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Magnetic Media

Photographic Materials

]]> elements/gpra.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (1) Y/N Series No No

Definition:	Indication of whether the archival materials should or should not be included in reports required under the Government Performance and Results Act (GPRA).
Purpose:	Provides information necessary to produce reports required under GPRA.
Relationship:	This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **GPRA Indicator**.
Guidance:	Select "Yes" if the archival materials **should** be included in GPRA reports; select "No" if the archival materials **should not** be included in GPRA reports.

The types of archival material that **should** be included in GPRA reports are

- Materials formally transferred by a Standard Form 258, including both the original set and any copies.
- Materials transferred by deed of gift.
- Materials transferred by the House and Senate.
- Deposit materials that are made available to the public.
- Materials transferred electronically and then recorded onto new media, such as electronic records transferred via file-transfer-protocol (ftp).
- Copies made by NARA to replace accessioned materials, as in the case of electronic data files or nitrate film.

The types of archival materials that **should not** be included in GPRA reports are

- Materials that have not come to NARA through the legal accessioning process, such as reference copies of archival materials created by NARA.
- Deposit materials on which NARA does not provide reference services

If the archival materials are mixed and have some portions that should be reported and some portions that should not be reported, determine the amount of each and then indicate whichever is greater.

If archival materials have been migrated to a new format and the originals disposed, indicate that the originals have been destroyed in General Note.

]]> elements/grt.html

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
Yes	Yes	Variable Character Length (100)	General Records Type List	Series File Unit Item	No	Yes

Definition: The general intellectual form of the archival materials.

Purpose: Allows users to search for archival materials by general records types.

Relationship: This element is independent.

Guidance: Choose at least one term from the General Records Types Authority List.

Use as many **General Records Types** as needed to indicate the general intellectual form of the archival materials.

Examples:

Photographs and other Graphic Materials

Textual Records

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Data Files

]]> elements/height.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (8,3) None Series
File Unit
Item No Yes

Definition: The distance measured from top to bottom of the specific media type.

Purpose: Provides information about non-standard dimensions of specific media types.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Height**. If **Height**, Width, or Depth is specified, Dimension cannot be used.

Guidance: Enter the height of the specific media type in inches. Enter fractions of an inch as a decimal fraction (.5 for half an inch, .33 for a third of an inch, etc.).

Use **Height**, Width, and Depth to describe three-dimensional specific media types.
Use **Height** and Width to describe two-dimensional specific media types.

Measure the height of the specific media types themselves and **not** the height of their containers.

Be sure to check the Dimension Authority List for a suitable size before indicating a separate height, width, and depth.

Examples:

11.75

[For the artifact the "Bust of a Youth in the Age of Tiberius."]

3.5

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[For the 3 Â½ by 4 Â½ series "Negatives and Proof Sheets Relating to U.S. and Foreign Diplomatic Officials, Events, and Facilities."]

18.5

[For the 18 Â½ by 23 Â½ textual records/photograph series "Records Collected by the Chaplains Division."]

12.125

[For a non-standard sized artifact.]

]]> elements/holdingscount.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes Yes Numeric (18,3) None Series No Yes

Definition:	The quantity of the archival materials in the series. For artifacts, it counts the number of artifacts in the series. For electronic data, it counts the number of logical data records in the series. For all other records, it counts the number of each type of physical container in which archival materials are stored.
	Holdings Measurement Type and **Holdings Measurement Count** are related to Extent . Both aim to measure the intellectual bulk of the archival materials. Extent , being a narrative field, accommodates a wide range of units of measure, such as linear feet, pages, photographs, and so on. Extent is meant to communicate clearly to the user. For these reasons, however, the field cannot be automatically summed. By contrast, Holdings Measurement Type and **Holdings Measurement Count**, being controlled fields, can be combined to produce NARA-wide statistics about holdings.
Purpose:	Identifies the quantity of the physical entities or the physical containers in which the archival materials are stored. This field can be used by NARA to count the overall size of its holdings.

- The total cubic footage of the archival materials, except for artifacts and electronic records, can be determined by multiplying the quantity of containers by the cubic footage area of each type of container, as identified in the Holdings Measurement Type List.

- The total number of artifacts can be calculated by adding the counts for artifacts.

- The total number of electronic records can be calculated by adding the counts for logical data records.

Relationship: This element is dependent on Copy Status . Each copy of the archival materials must have a copy status specified to have Holdings Measurement Type . Holdings Measurement Type and **Holdings Measurement Count** are dependent on each other. For each type of holding in the series, Holdings Measurement Type and **Holdings Measurement Count** must both be included.

Guidance: For each physical occurrence (copy) of all archival materials except electronic records and artifacts, count and record the type of physical container in which the material is stored.

Partial Containers
If a container holds a single series, indicate that the holdings measurement is one full box, even if the archival materials for the series do not take up the entire box. If a container holds multiple series, indicate the amount of the container used to store the archival materials for the series you are describing. Enter this information as a decimal number, up to three decimal places. For example, an eighth of a box equals ".125," half a box equals ".5," a third of a box equals ".333," a quarter of a box equals ".25," etc.

- For electronic records, count the number of logical data records. A logical data record is a set of data processed as a unit by a computer system or application independently of its physical environment. Examples include: a word processing document, a spreadsheet, an email message, each row in each table of a relational database, each row in an independent logical file database.

- For artifacts, count the number of artifacts.

Count all material, but do not count the same material twice. For example, if artifacts are housed in boxes, count them only as artifacts. Do not record the type and amount of containers as well.

Examples:

> **Holdings Measurement Type**-
> MAP-1
> **Holdings Measurement Count** -
> .5

> **Holdings Measurement Type** -
> PHO-1
> **Holdings Measurement Count** - 3

> **Holdings Measurement Type** -
> LTA-S
> **Holdings Measurement Count** -
> 267

Holdings Measurement Type -
ARF
Holdings Measurement Count -
1000

Holdings Measurement Type -
LDR
Holdings Measurement Count -
100000

]]> elements/holdingstype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes Yes Variable Character Length (30) Holdings Measurement Type List Series No Yes

Definition:	The unit by which archival materials are counted physically for performance measures. The unit is either a physical container or physical entity. Examples of physical containers include legal-size or letter-size boxes, aerial film cans, cabinet drawers, and bound volumes. Physical entities include artifacts and logical data records.
	Holdings Measurement Type and Holdings Measurement Count are related to Extent. Both aim to measure the intellectual bulk of the archival materials. Extent, being a narrative field, accommodates a wide range of units of measure, such as linear feet, pages, photographs, and so on. Extent is meant to communicate clearly to the user. For these reasons, however, the field cannot be automatically summed. By contrast, **Holdings Measurement Type** and Holdings Measurement Count, being controlled fields, can be combined to produce NARA-wide statistics about holdings.
Purpose:	Identifies each type of physical entity and/or the physical container in which the archival materials are stored. This field can be used by NARA to count the overall size of its holdings.
Relationship:	This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Holdings Measurement Type**. **Holdings Measurement Type** and Holdings Measurement Count are dependent on each other. For each type of holding in the series, **Holdings Measurement Type** and Holdings Measurement Count must both be included.

Guidance: Choose the appropriate term from the [Holdings Measurement Type Authority List](#).

- For all archival materials, except electronic records and artifacts, choose the term that best describes the type of physical container in which the material is stored.

- For electronic records, choose the term "Logical Data Record." A logical data record is a set of data processed as a unit by a computer system or application independently of its physical environment. Examples include: a word processing document, a spreadsheet, an email message, each row in each table of a relational database, each row in an independent logical file database.

- For artifacts, choose the term "Artifact."

Count all material, but do not count the same material twice. For example, if artifacts are housed in boxes, count them only as artifacts. Do not record the type and amount of containers as well.

Examples: **Holdings Measurement Type** - MAP-1
Holdings Measurement Count - .5

Holdings Measurement Type - PHO-1
Holdings Measurement Count - 3

Holdings Measurement Type - LTA-S
Holdings Measurement Count - 267

Holdings Measurement Type - ARF
Holdings Measurement Count - 1000

Holdings Measurement Type - LDR
Holdings Measurement Count - 100000

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]]> elements/importcontrolnumber.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (50) None Yes

Definition:	Control number assigned by the organization creating, using, or distributing the imported authority record.
Purpose:	Provides traceability for an authority record imported from an external source.
Relationship:	This element is dependent on [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), or [Program Area](#). To have **Import Record Control Number**, one of these authority records must be created.
Guidance:	Indicate the original control number for the [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), or [Program Area](#) in the external source.

Examples:

> 1098056

> 1015059

]]> elements/inclusiveend.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Date None Record Group
Collection
Series No Yes

Definition:	The last date on which the record group, collection, or series was created, maintained, or accumulated by the creator.
Purpose:	Identifies the last date of record group, collection, or series' creation, maintenance, or accumulation

and serves as a primary access point to allow users to retrieve or sort by time period.

Relationship:	This element and Inclusive Start Date are mutually dependent. If **Inclusive End Date** is specified, then Inclusive Start Date must be created. Inclusive End Date Qualifier is dependent on this element. To have Inclusive End Date Qualifier, **Inclusive End Date** must be created.
Guidance:	Enter the last date on which the record group, collection, or series was created, maintained, or accumulated by the creator.

For preliminary descriptions, Inclusive End Date may fall outside the dates of the creating organization.

Inclusive Dates Versus Coverage Dates
Inclusive dates are those that comprise the time period during which the record group, collection, or series was created, maintained, accumulated as a unified filing system by the creator because of some relationship arising out of the records creation, receipt, or use. Coverage dates are those that comprise the subject time period covered by the record group, collection, or archival materials. Normally, the subject dates are the same as the inclusive dates. However, if the dates are different, use the coverage dates as appropriate.

Active Accretions
If accretions to the record group, collection, or archival materials are still being sent to NARA, Inclusive Start Date and **Inclusive End Date** should define the time span for which the repository has holdings. For record groups, collections, or series that have yearly accretions, update **Inclusive End Date** when the accretion is accessioned.

Unknown Date
If you do not know the dates of a record group, collection, or series, estimate the century in which the record group, collection, or series was created. Enter the first year of the century (1700) in Inclusive Start Date, enter the last year of the century (1799) in **Inclusive End Date**, and use the "?" in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

For donated materials, estimate the dates based on the person or organization that created the materials. If you know the birth and death dates of the Creating Individual or the establish and abolish dates of the Creating Organization, use those as Inclusive Start Date and **Inclusive End Date**. If the birth date or establish date is unknown, enter the first year of the century in which the collection or series was known to exist in the Inclusive Start Date. If the death date or abolish date is unknown, use the donation date as **Inclusive End Date**. In all cases, use the ca. qualifier to indicate uncertainty.

When the Date Span is Only One Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in Inclusive Start Date and then repeat the same specific date in **Inclusive End Date**.

When the Date Span is One of Two Years
If the date is one of two years (1953 or 1954), then enter the first year (1953) in Inclusive Start Date, enter the second year (1954) in **Inclusive End Date**, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

When the Date Span is Several Years

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If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in Inclusive Start Date, enter the latest possible date (1835) in **Inclusive End Date**, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

When the Date Span is a Decade
When describing a decade as a date span, enter the first year of the decade (1920) in Inclusive Start Date, enter the last year of the decade (1929) in **Inclusive End Date**, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

When the Date Span is a Century
When describing a century as a date span, enter the first year of the century (1700) in Inclusive Start Date, enter the last year of the century (1799) in **Inclusive End Date**, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Multiple Dates
If multiple date elements are used in a description at the Record Group, Collection, or Series Level, explain the distinctions in Date Note. For example, if a series has both inclusive dates and coverage dates, then explain the different dates in Date Note. At the File Unit and Item Level, it is not necessary to explain the distinctions between multiple date elements.

Examples:

Inclusive Start Date - 1970
Inclusive End Date - 1979
Coverage Start Date - 1939
Coverage End Date - 1979

[Between 1970 and 1979 the Justice Department created (through accumulation) a series of historical photographs, some of which were taken as early as 1939.]

Inclusive Start Date - 1864
Inclusive Start Date Qualifier - ca.
Inclusive End Date - 1874
Inclusive End Date Qualifier - ca.
Date Note - Though some documents in this series are not clearly dated, it appears to have been created in a period following the Civil War.

]]> elements/inclusiveendq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (8) [Date Qualifier List](#) Record Group
Collection
Series No Yes

Definition: The means for indicating an uncertain or approximate inclusive end date.

Purpose: Alerts users to uncertain or approximate inclusive end dates.

Relationship: This element is dependent on [Inclusive End Date](#). To have **Inclusive End Date Qualifier**, [Inclusive End Date](#) must be created.

Guidance: Choose the appropriate term from the [Date Qualifier Authority List](#).

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

]]> elements/inclusivestart.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
Yes No Date None Record Group
Collection
Series No Yes

Definition: The beginning date on which the record group, collection, or series was created, maintained, or accumulated by the creator.

Purpose: Identifies the beginning date of the record group, collection, or series' creation, maintenance, or accumulation and serves as a primary access point to allow users to retrieve or sort by time period.

Relationship: This element and [Inclusive End Date](#) are dependent on each other. If **Inclusive Start Date** is specified, then [Inclusive End Date](#) must be created. [Inclusive Start Date Qualifier](#) is dependent on this element. To have [Inclusive Start Date Qualifier](#), **Inclusive Start Date** must be created.

Guidance: Enter the beginning date on which the record group, collection, or series was created, maintained, or accumulated by the creator.

For preliminary descriptions, Inclusive Start Date may fall outside the dates of the creating organization.

Inclusive Dates Versus Coverage Dates
Inclusive dates are those that comprise the time period during which the record group, collection, or series was created, maintained, or accumulated as a unified filing system by the creator because of some relationship arising out of the records creation, receipt, or use. Coverage dates are those that comprise the subject time period covered by the record group, collection, or archival materials. Normally, the subject dates are the same as the inclusive dates. However, if the dates are different, use the coverage dates as appropriate.

Active Accretions
If accretions to the record group, collection, or archival materials are still being sent to NARA, **Inclusive Start Date** and Inclusive End Date should define the time span for which the repository has holdings. For record groups, collections, or series that have yearly accretions, update Inclusive End Date when the record group, collection, or archival materials are accessioned.

Unknown Date
If you do not know the dates of a record group, collection, or series, estimate the century in which the record group, collection, or archival materials were created. Enter the first year of the century (1700) in **Inclusive Start Date**, enter the last year of the century (1799) in Inclusive End Date, and use the "?" in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

For donated materials, estimate the dates based on the person or organization that created the materials. If you know the birth and death dates of the Creating Individual or the establish and abolish dates of the Creating Organization, use those as **Inclusive Start Date** and Inclusive End Date. If the birth date or establish date is unknown, enter the first year of the century in which the collection or series was known to exist in the **Inclusive Start Date**. If the death date or abolish date is unknown, use the donation date as Inclusive End Date. In all cases, use the ca. qualifier to indicate uncertainty.

When the Date Span is Only One Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in **Inclusive Start Date** and then repeat the same specific date in Inclusive End Date.

When the Date Span is One of Two Years
If the date is one of two years (1953 or 1954), then enter the first year (1953) in **Inclusive Start Date**, enter the second year (1954) in Inclusive End Date, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

When the Date Span is Several Years
If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in **Inclusive Start Date**, enter the latest possible date (1835) in Inclusive End Date, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

When the Date Span is a Decade
When describing a decade as a date span, enter the first year of the decade (1920) in **Inclusive Start Date**, enter the last year of the decade (1929) in Inclusive End Date, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

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When the Date Span is a Century
When describing a century as a date span, enter the first year of the century (1700) in **Inclusive Start Date**, enter the last year of the century (1799) in Inclusive End Date, and use the "ca." in Inclusive Start Date Qualifier and Inclusive End Date Qualifier.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Multiple Dates
If multiple date elements are used in a description at the Record Group, Collection, or Series Level, explain the distinctions in Date Note. For example, if a series has both inclusive dates and coverage dates, then explain the different dates in Date Note. At the File Unit and Item Level, it is not necessary to explain the distinctions between multiple date elements.

Examples:

> **Inclusive Start Date** - 1970
> **Inclusive End Date** - 1979
> **Coverage Start Date** - 1939
> **Coverage End Date** - 1979

[Between 1970 and 1979 the Justice Department created (through accumulation) a series of historical photographs, some of which were taken as early as 1939.]

> **Inclusive Start Date** - 1864
> **Inclusive Start Date Qualifier** - ca.
> **Inclusive End Date** - 1874
> **Inclusive End Date Qualifier** - ca.
> **Date Note** - Though some documents in this series are not clearly dated, it appears to have been created in a period following the Civil War.

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]]> elements/inclusivestartq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) Date Qualifier List Record Group
Collection
Series No Yes

Definition: The means for indicating an uncertain or approximate inclusive start date.

Purpose: Alerts users to uncertain or approximate inclusive start dates.

Relationship: This element is dependent on [Inclusive Start Date](). To have **Inclusive Start Date Qualifier**, [Inclusive Start Date]() must be created.

Guidance: Choose the appropriate term from the [Date Qualifier Authority List]().

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

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]]> elements/index.html [Authority Files]()   [Thesauri]()   [Authority Lists]()

AUTHORITY FILES

The Organization Authority File and Person Authority File are available in ARC, and are based on the Library of Congress Name Authority File (LCNAF).

THESAURI

[Topical Subject Thesaurus]()
This thesaurus is used to index the content of archival materials. NARA created the Topical Subject Thesaurus from terms in Data Elements 800 (DE 800), the Library of Congress Subject Headings, and other sources. This thesaurus provides data values for [Topical Subject Reference]().

[Geographic Authority File]()
This thesaurus is used to index the geographic references in archival materials and the jurisdictions of archival organizational creators. NARA has licensed use of the TGN from the J. Paul Getty Trust. This thesaurus provided the initial data values for [Geographic Reference]() and [Jurisdiction](); NARA is adding, deleting, or editing these records as necessary.

[Specific Records Type Thesaurus]()
This thesaurus is used to indicate the specific records types of archival materials. NARA developed the Specific Records Type Thesaurus using two specific hierarchies (Information Forms and Visual Works) from the J. Paul Getty Trust's *Art and Architecture Thesaurus*© (AAT). These two hierarchies were modified to meet NARA's descriptive practices. NARA also added terms from DE 800 and NAIL. This thesaurus provides data values for [Specific Records Type]().

[Program Area Thesaurus]()
This thesaurus is used to index the program areas or functions of creating organizations. NARA created the Program Area Thesaurus based on terms in DE 800 and other sources. This thesaurus provides data values for [Program Area]().

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AUTHORITY LISTS

Intellectual Elements

- [Access Restriction Status Authority List](#)
  - [Specific Access Restriction Authority List](#)
  - [Security Classification Authority List](#)
- [Contributor Type Authority List](#)
- [Creator Type Authority List](#)
- [Date Qualifier Authority List](#)
- [Description Type Authority List](#)
- [Edit Status Authority List](#)
- [Finding Aid Type Authority List](#)
- [General Records Type Authority List](#)
- [Language Authority List](#)
- [Sound Type Authority List](#)
- [Use Restriction Status Authority List](#)
  - [Specific Use Restriction Authority List](#)
- [Variant Control Number Type Authority List](#)

Physical Occurrence Elements

- [Holdings Measurement Type Authority List](#)
- [Copy Status Authority List](#)
- [Location Facility Authority List](#)
- [Reference Unit Authority List](#)

Media Occurrence Elements

- [General Media Type Authority List](#)
- [Specific Media Type Authority List](#) (former Media Type Authority List)
  - [Base Authority List](#)
  - [Color Authority List](#)
  - [Dimension Authority List](#)
  - [Emulsion Authority List](#)
  - [Format Authority List](#)
  - [Other Preservation Characteristics Authority List](#)
  - [Process Authority List](#)
  - [Recording Speed Authority List](#)
  - [Roll Authority List](#)
  - [Soundtrack Configuration Authority List](#)
  - [Tape Thickness Authority List](#)
  - [Wind Authority List](#)

Digital Object Elements

- [Object Type Authority List](#)

Workflow Elements

- [Difficulty Authority List](#)
- [Digitizing Partnership Authority List](#)
- [Priority Authority List](#)

]]> elements/internal.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No

Yes Variable Character Length (60) None Series
File Unit
Item No Yes

Definition:	The unique identifier assigned to a group of archival materials that was transferred within NARA. This type of information is particularly important for archival materials that have been regionalized.
Purpose:	Alerts users when archival materials, formerly maintained by one NARA unit, have been transferred to another unit.
Relationship:	This element is independent, but Transfer Note is dependent on it. To have Transfer Note, either **Internal Transfer Number** or **Records Center Transfer Number** must be created.
Guidance:	Use this field if the archival materials were transferred from one NARA unit to another. Do not use this field for archival materials transferred to NARA from a Federal records center, instead use Records Center Transfer Number.
	Enter the internal transfer number exactly as it appears on the source documentation, such as the Originator's Transaction Number from the Change of Holdings Form (NA-14044). Do not include notes or explanations in this element. If additional information is needed to clarify the number or explain why the archival materials were transferred, use Transfer Note.
Examples:	NNTR-S-94-155

]]> elements/jurisdiction.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) Geographic Authority File Yes

Definition:	The geographic area over which the organization had an administrative responsibility or about which it collected information.

Purpose:	Provides an access point for users to search for organizations by jurisdictions. Provides information about the geographic locations pertinent to the organization's activities.

Relationship:	This element is dependent on Organization Name. To have **Jurisdiction**, Organization Name must be created.

Guidance:	Select the geographic area under the organization's jurisdiction from the Geographic Authority File. The Geographic Authority File is based on the Getty Thesaurus of Geographic Names® (TGN)

Give the name of the geographic areas for which the organization had administrative responsibilities or about which it collected information.

The geographic name may be as general or as specific as needed. Generally, the higher the organization, the more broad its jurisdiction. Accordingly, generic geographic terms should be assigned to these agencies, with specific areas attributed to organizations lower in the hierarchy.

Do not enter "United States" if the jurisdiction for an organization is the entire United States.

Jurisdictions indicated in this element must be noted in Administrative History Note or referenced in Organization Name.

Examples:

> **Organization Name** - Supreme Commander for the Allied Powers.
> **Jurisdiction** - Japan (Asia) nation

> **Organization Name** - Supreme Commander for the Allied Powers. Civil Affairs Section. Tohoku Civil Affairs Region.
> **Jurisdiction** - Akita (Tohoku-chiho, Japan, Asia) prefecture
> **Jurisdiction** - Aomori (Tohoku-chiho, Japan, Asia) prefecture
> **Jurisdiction** - Fukushima (Tohoku-chiho, Japan, Asia) prefecture
> **Jurisdiction** - Iwate (Tohoku-chiho, Japan, Asia) prefecture
> **Jurisdiction** - Miyagi (Tohoku-chiho, Japan, Asia) prefecture
> **Jurisdiction** - Yamagata-ken (Tohoku-chiho, Japan, Asia) prefecture

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]]> elements/language.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (60) Language List Series
File Unit
Item No Yes

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Definition: The language of the archival materials.

Purpose: Alerts users if the archival materials are in a language other than English, so the user may determine if a translation would be needed.

Relationship: This element is independent.

Guidance: Choose the appropriate language of the archival materials from the Language Authority List. The Language Authority List is based on the MARC Language Code List.

Use this element when all or a portion of the archival materials is in a language other than English.

Do not enter "English." It is the implied language. If the archival materials are in both English and another language, place the other language in this element and explain further in Scope and Content Note.

This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."

At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.

Examples: German

Dutch

Portuguese

Algonquian (Other)

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/localidentifier.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (30) None Series
File Unit
Item No Yes

Definition: The identifier that a NARA custodial unit specifies to be used to request archival materials in the unit's custody.

Purpose: The local identifier allows researchers to request, and the custodial unit to retrieve, archival materials.

Relationship: This element is independent.

Guidance: Enter exactly the identifier that the NARA custodial unit specifies for researchers to use to request materials. Custodial units that use **Local Identifier** may have developed a unit-wide numbering system. Use this element if your unit has such a system. Units should strive to keep the identifiers unique within the unit, but should be aware that other NARA units may use the same numbering system.

Custodial units may use agency-assigned identifiers, Master Location Register numbers, inventory entry numbers, or other identifiers not created by the custodial unit in this field as long as the unit has determined that this is the identifier by which they want users to request the material. Those identifiers should also be placed in **Variant Control Number**. If a local identifier changes, the old identifier should be placed in **Variant Control Number**, with the **Variant Control Number Type** "Former Local Identifier."

Do not include notes or explanations in this element. Do not include mail codes in the local identifiers. Mail codes can change over time due to reorganizations.

Examples:

64-371

3.3

85-02-04-01.9

48E010D

9L-FA-8

PAO 33

370

111-SC

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]]> elements/location.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes Yes Variable Character Length (240) Location Facility List Series
File Unit
Item No No

Definition:	The building where archival materials are kept.

Purpose:	Enables NARA staff to know in what building the archival materials are located, especially when the materials are stored in an off-site location.

Relationship: This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Location Facility**. Location Note is dependent on this element. To have Location Note, **Location Facility** must be created.

Guidance: Select the correct term from the Location Facility Authority List.

If the location facility is an offsite facility, then Physical Restriction Note must indicate to researchers the potential delay in providing access to the archival materials. An offsite facility refers to **Location Facility** buildings that differ from the buildings for Reference Unit. For example, the National Underground Storage facility in Boyers, Pennsylvania is an offsite facility.

Examples:

John F. Kennedy Library (Boston, MA)

NARA's Pacific Region (Laguna Niguel, CA)

National Archives Building - Archives I (Washington, DC)

Yellowstone National Park Archives (Yellowstone, WY)

]]> elements/locationnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Variable Character Length (2000) None Series
File Unit
Item No No

Definition: **Location Note** indicates the particular location of the archival materials within a building.

Purpose: Provides significant information regarding the location facility or physical location of the archival materials. Provides information for NARA employees to use in locating the archival materials.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Relationship:	This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Location Note**. In addition, this element is dependent on Location Facility. To have **Location Note**, Location Facility must also be created. Location Facility is repeatable. One **Location Note** can be specified for each Location Facility.

Guidance:	Enter stack locations or other significant information that will assist NARA employees in locating the archival materials.
	If the archival materials are in different, non-contiguous stack locations within one facility, include all the locations in the note.

Examples:

> These materials are housed in the following location(s) -
>   stack 331: 51/17/2 through 54/1/6 containers #ON28193-ON32282
>   stack 331: 74/10/4 through 74/10/4 containers #ON69168-ON69168
>   stack 431: containers #566-2587
>   stack 331: 114/16/7 through 114/17/6 containers #1-46
>   stack 331: A/1/1/1 through A/3/1/5 containers #GA1-WA6
>   stack 331: 55/5/3 through 59/1/4 containers #ON34447-ON41537
>   stack 331: 34/2/5 through 34/4/5 containers #2495-2635
>   stack 331: 59/11/4 through 59/15/2 containers #ON42513-ON42885

> These materials are located in Research Room 5050.

> These items are located in the cold vault.

]]> elements/media.html

Mandatory	**Repeatable**	**Data Type**	**Authority**	**Level Available**	**A/V Only**	**Public Element**
Yes	Yes*	Variable Character Length (60)	Specific Media Type Authority List	Series File Unit Item	No	Yes

* In ARC, generate a new media occurrence for each **Specific Media Type** found in the archival materials.

Definition:	The physical form of the archival materials.
Purpose:	Defines the physical characteristics of the archival materials, which helps establish preservation, storage, retrieval, reproduction, and use requirements.
Relationship:	This element is dependent on General Media Type.

In addition, all of the Media Occurrence Elements are dependent on it. For each media occurrence within each copy of the archival materials, **Specific Media Type** must be specified before any of the Media Occurrence Elements can be created.

Guidance: Choose the correct term from the Specific Media Type Authority List.

Generate multiple media occurrence descriptions for:

Mixed Specific Media Types
If the archival materials have *mixed* specific media types, generate a new media occurrence description for each specific media type. For example, a physical occurrence containing both negatives and photographic prints would have one media occurrence description for "negatives" and another for "photographic prints." Where it is easy to determine the extent of the various media types, multiple specific media occurrences should be generated.

Interfiled Specific Media Types
If the archival materials have *interfiled* specific media types, then choose the predominant specific media type for the physical description. For example, a physical occurrence mostly containing paper records with some illustrations would be described in one media occurrence for "paper." If necessary, the second specific media type may be indicated in Media Occurrence Note, but the preference is to generate new media occurrence descriptions to describe the additional specific media types.

Multiple Media Occurrences for the Same Specific Media Type
If the archival materials consist of multiple occurrences of the same specific media type, and each occurrence requires an individual description, then generate the number of media occurrence descriptions needed to adequately describe them. For example, a moving image may consist of multiple film reels, each of which may have different characteristics for **running time** or which need to be identified by a unique Element Number.

Examples:

Digital Audio Tape

[The specific media type for the Lyndon B. Johnson Recording of Telephone Conversation, K Series.]

Film Reel

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

[The specific media type for the motion picture "Mission to Villa Coublay, France."]

3480 - Class Magnetic Tape Cartridge

[The specific media type for electronic records stored on 3480-class tape cartridges.]

]]> elements/mediaoccurrence.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (700) None Series
File Unit
Item No Yes

Definition: Explanations or significant information relating to the media occurrence of the archival materials.

Purpose: Provides information about the physical description of the archival materials and explains further any elements used to describe the media occurrence of the archival materials.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Media Occurrence Note**.

Guidance: Enter any significant information about the media being described. Enter further explanations as needed for any of the media occurrence elements.

Do **not** use this element to describe physical reasons for access restrictions, instead use Physical Restriction Note. Physical reasons are often preservation requirements, such as the need to acclimate materials stored in a cold vault.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Media Occurrence Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Media Occurrence Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

The images are in the Joint Photographic Experts Group (JPEG) format, with files sizes

ranging from 49 kilobytes to 18.53 megabytes. The images range in size from 8" x 1.5" at 100dpi to 24" x 16" at 300dpi.

This reel contains music and sound effects.

Letter box version.

Side A is the accessioned program. Side B is "Gunsmoke" No. 344.

These images were made by the albumen and collodion processes.

]]> elements/microelements.html (Elements in **_bold italics_** are mandatory.)

- **_Record Group Number_**
- **_Record Group Title_**
- Collection Identifier
- Collection Title
- Microform Product Number
- Microform Product Title
- Abstract
- Geographic Reference
- Organizational Reference
- Personal Reference
- Topical Subject Reference
- Coverage Start Date
- Coverage End Date
- General Note
- **_Media Type_**
- **_Dimension_**
- **_Color_**
- **_Piece Count_**
- Physical Occurrence Note
- **_Location Facility_**
- **_Microform Roll/Fiche Number_**
- Microform Roll/Fiche Description

]]> elements/microid.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Yes Variable Character Length (15) Microform Publication Identifier List Series
File Unit
Item No Yes

Definition:	The unique identifier associated with a microform publication.
	Microform publications are reproductions of archival materials, which are made available in research rooms for consultation and sometimes marketed and sold.
Purpose:	Serves as unique, searchable identifier for microform publications. Alerts users when microform copies of some or all of the archival materials are available.
Relationship:	This element and Microform Publication Title are dependent on each other. For each microform publication, Microform Publication Title and **Microform Publication Identifier** must both be included. To have Microform Publication Note, both Microform Publication Title and **Microform Publication Identifier** must be created.
Guidance:	Choose the appropriate publication identifier from the Microform Publication Identifier List.
Examples:	
	A3354
	T228
	M1131

]]> elements/micronote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	Explanations or significant information regarding a microform publication in relation to the archival materials being described.

Purpose:	Clarifies the relationship between the archival materials being described and the microform publications being cited.

Relationship:	This element is dependent on both Microform Publication Title and Microform Publication Identifier. To have **Microform Publication Note**, both Microform Publication Title and Microform Publication Identifier must be created. Microform Publication Title and Microform Publication Identifier are repeatable, but only one **Microform Publication Note** may be created for each set of those elements.

Guidance:	Enter any significant information about the microform publication in relation to the archival materials being described, such as the amount of archival materials that are available in the microform publication.
	Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Microform Publication Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Microform Publication Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:	
	Schedules for Alabama through half of those for Kentucky were destroyed before transfer to the National Archives. A roll list may be found in "The 1790-1890 Federal Population Censuses" (1997) pages 112-116 and in "Military Service Records" (1985) pages 297-300.
	These records have been reproduced in full in this microform publication.
	Records in this series from 1917-1920 are available in this microform publication.

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]]> elements/microtitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No

Yes Variable Character Length (700) Microform Publication Title List Series
File Unit
Item No Yes

Definition: The unique title associated with a microform publication.

Microform publications are reproductions of archival materials, which are made available in research rooms for consultation and sometimes marketed and sold.

Purpose: Provides identifying information for microform publications. Alerts users when microform copies of some or all of the archival materials are available.

Relationship: This element and Microform Publication Identifier are dependent on each other. For each microform publication, **Microform Publication Title** and Microform Publication Identifier must both be included. To have Microform Publication Note, both **Microform Publication Title** and Microform Publication Identifier must be created.

Guidance: Choose the appropriate publication title from the Microform Publication Title List.

Examples:

Dunn Rolls of 1867 and 1869, Citizens and Freedmen of the Creek Nation, 1867-1869

Captured North Vietnamese Documents of the Combined Document Exploitation Center, 1950-1975

Microfilm Copies of Japanese Intercepts and Other Intelligence Related Records Maintained by the Naval Security Detachment at Crane, Indiana, 1941-1960

Records of Appointment of Postmasters, Oct. 1789-1832

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/micro_abstract.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) Microform Publication Title List Product Yes Abstract

Definition: The description of the breadth and depth of the microform product.

Purpose: Provides a discussion of the contents of the microfilm product. In conjunction with [Microform Product Title](), **Abstract** helps users decide whether they are interested in viewing, renting, or purchasing the microform product.

Relationship: This element is independent.

Guidance: Write a note that provides answers to basic questions that users might ask about the microform product described. Explain any significant or heavily-represented topics, people, organizations, geographic places, or languages represented in the microform product.

Style Basics

- Write in complete sentences.
- Write from the objective, not subjective, point of view.
- Be precise and brief.

Examples:

> This microform publication consists of select letters and related documents from the files of the Department of Justice relating to Judge Isaac C. Parker. Parker, a Federal judge for 21 years, passed the sentence of death on 168 individuals, of who 88 were hanged, and was known as the "hanging judge."
>
> The records reproduced in this publication are from two series of Department of Justice (DOJ) records. They include many letters, telegrams, and notes exchanged between Judge Parker and the DOJ during his service on the Federal bench. Also incorporated are a few documents concerning Parker that come from other government officials. Parker's letters reflect his work as a judge in a jurisdiction that comprised not only the Western District of Arkansas, but also the Indian Territory at a time when that portion of Oklahoma was a haven for many of the country's most desperate outlaws.

> This microfilm publication reproduces the compiled service records of volunteer soldiers who served in Capt. Lot (Lott) Smith's Company, Utah Cavalry. This company is the only organization of Union volunteer soldiers from the Territory of Utah for which the National Archives and Records Administration has separate compiled service records.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

The compiled service records reproduced in this microfilm publication are indexed on M556.

]]> elements/micro_collid.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (10) None Product Yes Collection Identifier

Definition: The unique identifier assigned to a collection from which archival materials are reproduced to create a microform product.

Purpose: Provides the short, unique identifier for use in the physical and intellectual control of microform products. Allows users to identify or retrieve all microform products that are reproductions of archival material from a particular collection.

Relationship: This element and Collection Title are dependent on each other. For some microform products, **Collection Identifier** and Collection Title must both be included.

Guidance: Choose the appropriate term from the Collections Authority List.

Examples:

LOS

[For the Records of the Superior Court of the County of Los Angeles.]

SAN

[For the Records of the Superior Court of the County of San Diego.]

UN

[For the MCA/Universal Pictures Collection.]

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/micro_colltitle.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) None Product Yes Collection Title

Definition:	A unique name assigned to a collection from which archival materials are reproduced to create a microform product.
Purpose:	Allows users to identify or retrieve all microform products that are reproductions of archival material from a particular collection.
Relationship:	This element and [Collection Identifier](#) are dependent on each other. For some microform products, **Collection Title** and [Collection Identifier](#) must both be included.
Guidance:	Enter the title of the collection.
Examples:	

> Records of the Superior Court of the County of Los Angeles

> Records of the Superior Court of the County of San Diego

> MCA/Universal Pictures Collection

]]> elements/micro_color.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No Variable Character Length (60) [Color Authority List](#) Product Yes Color

Definition: The absence or presence of colors, besides black, white and gray, of the media type for a microform product.

Purpose: Informs the user of the color characteristics of the media type for the microform product.

Relationship: This element is dependent on Media Type. Each microform product must have a media type specified to create **Color**.

Guidance: Choose the correct term from the Color Authority List.

Examples:

Black-and-White

Black-and-White and Color

]]> elements/micro_coverend.html Mandatory Repeatable Data Type Authority Entity Public Element Label No No Date None Product No* Coverage Start Date

*The data in this field will be used for searching; dates appear in the Microform Product Title field.

Definition: The end of the time period covered by the subject(s) of the archival materials being reproduced on the microform product.

Purpose: Enables users to retrieve and sort microform products according to the subject time period for the archival materials that are reproduced on the microform product.

Relationship: This element and <u>Coverage Start Date</u> are dependent on each other. If **Coverage End Date** is specified, then <u>Coverage Start Date</u> must be created.

Guidance: Coverage End Date should match the date given in the formal title of the publication.

When the Date Span is Only One Specific Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in **Coverage Start Date** and then repeat the same specific date in <u>Coverage End Date</u>.

When the Date Span is Several Years
If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in **Coverage Start Date**, enter the latest possible date (1835) in <u>Coverage End Date</u>.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the date in the MM/YYYY form.
If the month is unknown, enter the date in the YYYY form.
Do not use 00 as a month or day.

Examples:

> **Coverage Start Date** - 1939
> **Coverage End Date** - 1979

> **Coverage Start Date** - 1860
> **Coverage End Date** - 1865

]]> elements/micro_coverstart.html Mandatory Repeatable Data Type Authority Entity Public Element Label No No Date None Product No* Coverage Start Date

*The data in this field will be used for searching; dates appear in the Microform Product Title field.

Definition: The beginning of the time period covered by the subject(s) of the archival materials being reproduced on the microform product.

Purpose: Enables users to retrieve and sort microform products according to the subject time period for the

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

archival materials that are reproduced on the microform product.

Relationship: This element and Coverage End Date are dependent on each other. If **Coverage Start Date** is specified, then Coverage End Date must be created.

Guidance: Coverage Start Date should match the date given in the formal title of the publication.

When the Date Span is Only One Specific Date
If the date is a specific day (02/11/1969), month (02/1969), or year (1969), enter the date in **Coverage Start Date** and then repeat the same specific date in Coverage End Date.

When the Date Span is Several Years
If the dates fall between several years (1826-1835), then enter the earliest possible date (1826) in **Coverage Start Date**, enter the latest possible date (1835) in Coverage End Date.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the date in the MM/YYYY form.
If the month is unknown, enter the date in the YYYY form.
Do not use 00 as a month or day.

Examples:

> **Coverage Start Date** - 1939
> **Coverage End Date** - 1979

> **Coverage Start Date** - 1860
> **Coverage End Date** - 1865

]]> elements/micro_dimension.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No Variable Character Length (60) Dimension Authority List Product Yes Form

Definition: The standard size of the media type for microform products.

Purpose: Indicates the dimension of the media types by using standard sizes. Provides information needed for reproduction.

Relationship: This element is dependent on Media Type. Each microform product must have a media type specified to create **Dimension**.

Guidance: Choose the correct term from the Dimension Authority List.

Examples:

16 mm

105 mm

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]]> elements/micro_generalnote.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (2000) None Product Yes General Note

Definition: Significant information that does not belong in any other element.

Purpose: Provides a place to capture information significant to the public that is not appropriate for any other element.

Relationship: This element is independent.

Guidance: Enter information in this element when no other elements apply. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations.

Examples:

> Descriptive material is on all microfilm rolls.

> Records are in Russian.

]]> elements/micro_georef.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) Geographic Authority File Product Yes Subject Term

Definition: Indicates the geographic areas represented in the microform product.

Purpose: Allows users to search for microform products by geographic areas.

Relationship: This element is independent.

Guidance: Choose the appropriate geographic area from the Geographic Authority File. The Geographic Authority File is based on the Getty Thesaurus of Geographic NamesÂ® (TGN).

Use a geographic access point when materials have a geographic focus or a considerable body of information about a geographic location is contained in the microform product.

This data is called an "access point." Best practice is to "anchor," or explain, all access points narratively in the descriptive record in which the access point appears. You should anchor this access point in the Microform Product Title or Abstract field.

Examples:

> Springfield (Bradford county, Pennsylvania, United States, North and Central America) inhabited place

> Springfield (Delaware county, Pennsylvania, United States, North and Central America) inhabited place

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Athens (Clarke county, Georgia, United States, North and Central America) inhabited place

]]> elements/micro_location.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes Yes Variable Character Length (240) Location Facility Authority List Physical Occurence Yes Location Facility

Definition: The location of the facility where a copy of the microform product is held.

Purpose: Enables users to know where microform products are located.

Relationship: This element is independent.

Guidance: Select the correct term from the Location Facility Authority List. Only use terms followed by [MF].

Examples:

NARA's Central Plains Region (Kansas City, MO) [MF]

NARA's Northeast Region (New York City, NY) [MF]

]]> elements/micro_media.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No Variable Character Length (60) Specific Media Type Authority List Product Yes Form

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Definition:	The physical form of the microform product.
Purpose:	Defines the physical characteristics of the microform product, which helps establish conservation, storage, retrieval, reproduction, and use requirements.
Relationship:	This element is independent.
Guidance:	Choose the correct term from the [Specific Media Type Authority List](#).

Examples:

Microfilm

Microfiche

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]]> elements/micro_microno.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (15) None Product Yes Publication Number

Definition:	The unique number assigned to a microform product.
Purpose:	Serves as a unique, searchable identifier for microform products.
Relationship:	This element and [Microform Publication Title](#) are dependent on each other. For each microform product, **Microform Publication Number** and [Microform Publication Title](#) must both be included.
Guidance:	Enter the microform product number.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Examples:

A3354

T228

M1131

]]> elements/micro_microtitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public
Element No Yes Variable Character Length (700) Microform Publication Title List Series
File Unit
Item No Yes

Definition:	The unique title associated with a microform publication.
	Microform publications are reproductions of archival materials, which are made available in research rooms for consultation and sometimes marketed and sold.
Purpose:	Provides identifying information for microform publications. Alerts users when microform copies of some or all of the archival materials are available.
Relationship:	This element and Microform Publication Identifier are dependent on each other. For each microform publication, **Microform Publication Title** and Microform Publication Identifier must both be included. To have Microform Publication Note, both **Microform Publication Title** and Microform Publication Identifier must be created.
Guidance:	Choose the appropriate publication title from the Microform Publication Title List.
Examples:	

Dunn Rolls of 1867 and 1869, Citizens and Freedmen of the Creek Nation, 1867-1869

Captured North Vietnamese Documents of the Combined Document Exploitation Center, 1950-1975

Microfilm Copies of Japanese Intercepts and Other Intelligence Related Records Maintained by the Naval Security Detachment at Crane, Indiana, 1941-1960

Records of Appointment of Postmasters, Oct. 1789-1832

]]> elements/micro_orgref.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) Organization Authority File Product Yes Subject Term

Definition:	Indicates the name of an organization that is the subject of or highly relevant to the microform product.
	Organizational entities include meetings, conferences, commissions, production groups, and Federal agencies: any entity other than an individual.
Purpose:	Enables users to search for microform products that contain information about specific organizations.
Relationship:	This element is independent.
Guidance:	Choose the name of the organization from the Organization Authority File.
	This data is called an "access point." Best practice is to "anchor," or explain, all access points narrativly in the descriptive record in which the access point appears. You should anchor this access point in the Microform Publication Title or Abstract field.

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Examples:

Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.

]]> elements/micro_persref.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) Person Authority File Product Yes Subject Term

Definition: Indicates the name of an individual who is the subject of or highly relevant to the microform product.

Purpose: Enables users to search for microform products that contain information about specific people.

Relationship: This element is independent.

Guidance: Choose the name of the person from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.

This data is called an "access point." Best practice is to "anchor," or explain, all access points narratively in the descriptive record in which the access point appears. You should anchor this access point in the Microform Product Title or Abstract field.

Examples:

Lee, Robert E. (Robert Edward), 1807-1870

Onassis, Jacqueline Kennedy, 1929-1994

]]> elements/micro_piece.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No

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Numeric (60) None Product Yes Number of Rolls/Fiche

Definition: The exact number of physical items comprising the media type of the microform product.

Purpose: Allows NARA employees to maintain control over the physical pieces of the microform product. Assists customers in viewing, purchasing, or renting microform products.

Relationship: This element is dependent on Media Type. Each microform product must have a media type specified to create **Piece Count**.

Guidance: Enter the exact number of physical items comprising the media type of the microform product. Do not use commas.

Examples:

3

80

47

1000

]]> elements/micro_rg.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No Numeric (3) List of Record Groups of the National Archives and Records Administration Product Yes Record Group Number

Definition: A unique number assigned to a record group from which archival materials are reproduced to create a microform product.

Purpose: Allows users to identify or retrieve all microform products that are reproductions of archival material from a particular record group.

Relationship: This element and Record Group Title are dependent on each other. For each microform product, Record Group Title and Record Group Number must both be included.

Guidance: Enter the number of the record group. The number must be a valid number from the "List of Record Groups of the National Archives and Records Administration."

Examples:

> 5

> 59

> 204

> 448

]]> elements/micro_rgtitle.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes No Variable Character Length (700) List of Record Groups of the National Archives and Records Administration Product Yes Record Group Title

Definition: A unique name assigned to a record group from which archival materials are reproduced to create a microform product.

Purpose:	Allows users to identify or retrieve all microform products that are reproductions of archival material from a particular record group.

Relationship:	This element and Record Group Number are dependent on each other. For each microform product, Record Group Title and Record Group Number must both be included.

Guidance:	Enter the title of the record group. The title must be a valid title from the "List of Record Groups of the National Archives and Records Administration."

Examples:

Records of the U.S. Grain Corporation

General Records of the Department of State

Records of the Office of the Pardon Attorney

General Records of the Employment Standards Administration

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]]> elements/micro_rolldes.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (2000) None Roll/Fiche Yes Roll/Fiche Description

Definition:	Indicates the topics or information represented on an individual roll or fiche of a microform product.

Purpose:	In conjunction with Microform Product Title, **Microform Roll/Fiche Description** helps users decide whether they are interested in an individual roll or fiche of a microform product.

Relationship: This element is dependent on [Microform Roll/Fiche Number](). To have **Microform Roll/Fiche Description**, [Microform Roll/Fiche Number]() must be created. Each microform product must have a microform roll/fiche description.

Guidance: This should be a brief description of the roll or fiche contents. Include any significant or heavily-represented topics, people, organizations, geographic places, or languages represented in the individual roll or fiche from a microform product.

Examples:

8th United States Colored Infantry, Adams, Edward - Benedict, Thomas

File Number and Description: 611.00/1-460 - 611.00/12-2960, Political Relations Between the United States and Other States (General).

Records Relating to Claims, 1945-1950, Austrian Claims, #1 - #39

]]> elements/micro_rollno.html Mandatory Repeatable Data Type Authority Entity Public Element Label Yes Yes Variable Character Length (30) [None]() Roll/Fiche Yes Roll/Fiche Number

Definition: The number assigned to an individual roll or fiche of a microform product.

Purpose: Indicates the sequence of the roll or fiche in relation to other rolls or fiche in the physical occurrence. Identifies roll to aid in research and reproduction.

Relationship: This element is dependent on [Microform Roll/Fiche Description]() . To have **Microform Roll/Fiche Number**, [Microform Roll/Fiche Description]() must be created. Each microform product must have one or more microform roll/fiche number.

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Guidance: Enter the microform roll/fiche number.

Examples:

1

3b

2017

]]> elements/micro_subref.html Mandatory Repeatable Data Type Authority Entity Public Element Label No Yes Variable Character Length (700) Topical Subject Thesaurus Product Yes Subject Term

Definition: Indicates the topics represented in the microform product.

Purpose: Enables users to search for microform products about specific topics

Relationship: This element is independent.

Guidance: Choose the appropriate topical subjects from the Topical Subject Thesaurus.

This data is called an "access point." Best practice is to "anchor" or explain, all access points narratively in the descriptive record in which the access point appears. You should anchor this access point in the Microform Product Title or Abstract field.

Examples:

Acid rain

Boycotts

Electric power

]]> elements/nacosubmitted.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (1) Y/N code list No

Definition: Indicates whether or not a Person Name or non-Federal organizaiton name has been contributed to the Library of Congress Name Authority File via the Name Authority Cooperative (NACO).

Purpose: Allows NARA to track what Person Name and non-Federal authority records have and have not been submitted to NACO.

Relationship: This element is dependent on Person Name and Organization Name. To have NACO Submitted, Person Name or Organization Name must be created.

Guidance: Select Y, if the authority record has been submitted to NACO.
Select N, if the authority record has not been submitted to NACO.

Examples:

Y

N

]]> elements/name.html Mandatory Repeatable Data Type Authority Public Element Yes No Variable Character Length (700) None Yes

Definition: The authorized form of a person's name.

Purpose: Controls the name of a person and serves to differentiate persons with identical names from one another.

Relationship: **Person Name** is the element on which all other elements used to describe persons are dependent. To have any other element about a person, **Person Name** must be created. **Person Name** is an independent element.

Guidance: Person names are cataloged according to RDA (Resource Description and Access).

If a person's name has any variants (pseudonyms, name changes, transliterations), enter that information in [Variant Person Name](#).

Examples:

Adams, Ansel, 1902-1984

Dulles, John Foster, 1888-1959

Elizabeth, Queen, consort of George VI, King of Great Britain, 1900-2002

Kennedy, John F. (John Fitzgerald), 1917-1963

Washington, George, 1732-1799

Whitman, Walt, 1819-1892

]]> elements/narrowerterm.html MandatoryRepeatableData TypeAuthorityPublic Element No Yes Variable Character Length (700) Topical Subject Thesaurus, Geographic Reference Thesaurus, Specific Records Type Thesaurus, and Program Area Thesaurus Yes

Definition: An authorized, preferred heading that is narrower in definition and scope.

Purpose: Supports the hierarchical relationship between or among headings in a controlled vocabulary.

Supports the primary purpose of vocabulary control to achieve consistency in description and to facilitate retrieval based on the hierarchical relationship of concepts.

Relationship: This element is dependent on [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), or [Program Area](#). To have a **Narrower Term**, one of these authority headings must be created and it must be a *preferred* record.

Guidance: For cataloging narrower term reference headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).

Examples:

> Topical Subject:
>
> - NT: Suffrage
> Political rights

> Geographic Reference:
>
> - NT: Charleston (S.C)
> Charleston (S.C.)

> Specific Records Type:
>
> - NT: architectural photographs

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photographs

Program Area:

- NT: Nuclear power plants and reactors

    Nuclear energy

]]> elements/numbernote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series No Yes

Definition: The explanation of an agency or NARA-assigned numbering scheme.

Purpose: Facilitates retrieval and reproduction of the archival materials.

Relationship: This element is independent.

Guidance: Enter a note that explains the numbering scheme(s) relating to the archival materials.

If needed, include instructions for users to cite a specific sequence, format, or content of the numbering scheme when requesting the archival materials. The instructions must clarify if the numbering scheme is intended for use by NARA employees only.

If needed, include instructions for users on how to determine which number on the materials is the appropriate one for ordering reproductions.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Numbering Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Numbering Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

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Requests for images in this series must include the record group number, series identifier, volume number and item number. The item number is the plate number in the upper right corner of each sheet. (Example=3-MFB-1-Pl.44). For blueprints, the item number is the alpha-numeric number in the upper left corner. (Example=3-MFB-2-6c).

Requests for case files in this series must include the final certificate number, which is often found in tract books or on patent documents. When requesting canceled or relinquished case files under the Homestead Act and Timber Culture Acts, include the application number.

]]> elements/numerator.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (240) None Yes

Definition: A roman numeral which is the subsequent part of a person's forename (first name). In general, a numerator is usually only part of the names of popes and royalty.

Purpose: Provides the numeration in a person's name, which assists users in distinguishing among people with the same names.

Relationship: This element is dependent on Name. To have **Numerator**, Name must be created.

Guidance: Enter the numeration for the person's name.

Only use this element when the numerator is part of the person's forename or first name, such as Queen Elizabeth II or Pope John Paul II. If the number is part of a person's surname or last name, such as William Howard Taft IV, use Personal Title.

Examples:

> **Name** - Elizabeth
> **Numerator** - II
> **Personal Title** - Queen of Great Britain

]]> elements/objectdescription.html Mandatory Repeatable Data Type Authority Level Available Type Public Element
No No Variable Character Length (260) None File Unit
Item Image Yes

Definition: A brief description of the digital object.

Purpose: Provides information about the Digital Object that is not apparent from **Object Designator** or **Object Identifier**.

Relationship: This element is independent.

Guidance: Use this element if **Object Designator** does not provide sufficient information for users to distinguish among multiple digital objects or to indicate that a single object is only a representative sample of a multi-page document.

Enter brief information about the physical archival materials that would assist in distinguishing between the other digital objects associated with the archival description. If no title or caption exists on the physical materials themselves, the description might include the forms of the materials and a phrase reflecting the function, activity, subject, location, or theme of the materials.

Examples:

> **Digital Object 1: Object Description** - Only the first page of this 12-page letter is available online.

> **Digital Object 1: Object Description** - Only a representative page of this 8-page memorandum has been digitized.

> **Digital Object 1: Object Description** - Northern Minnesota
> **Digital Object 2: Object Description** - Southern Minnesota

Digital Object 1: Object Description - Table of contents
Digital Object 2: Object Description - Chapter 1, Page 1
Digital Object 3: Object Description - Chapter 1, Page 2
Digital Object 4: Object Description - Chapter 2, Page 1
Digital Object 5: Object Description - Chapter 2, Page 2

Digital Object 1: Object Description - Surnames beginning with A
Digital Object 2: Object Description - Surnames beginning with B
Digital Object 3: Object Description - Surnames beginning with C

Digital Object 1: Object Description - Aaron, Cleo. through Adair, Mattie
Digital Object 2: Object Description - Adair, Minnie V. through Adams, William C.
Digital Object 3: Object Description - Adams, William F. through Alberty, Mollie

]]> elements/objectdesignator.html Mandatory Repeatable Data Type Authority Level Available Type Public Element
No** No Variable Character Length (260) None File Unit
Item All Yes

** Mandatory if there is more than one digital object associated with the same archival description.

Definition: An identifier for each digital object when there is more than one digital object associated with an archival description.

Purpose: Used to distinguish between multiple digital objects associated with the same archival description.

Relationship: This element is independent.

Guidance: Use this element only if there is more than one digital object associated with a single archival description.

Assign a short identifier that has some descriptive value, e.g. "page 1", page 2", etc.

Alternately, assign a number, beginning with "1" and continuing in ascending order, to each object

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associated with the same description. The order of numbers assigned to the objects should reflect the order of the physical materials.

Do not confuse this element with <u>Object Identifier</u>, which is used solely to link various digital objects to one archival description.

Examples:

> **Digital Object 1: Object Designator** - 1
> **Digital Object 2: Object Designator** - 2
> **Digital Object 3: Object Designator** - 3

> **Digital Object 1: Object Designator** - Page 1
> **Digital Object 2: Object Designator** - Page 8

]]> elements/objectidentifier.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Variable Character Length (260) None File Unit
Item All No

Definition: The identifier given to a digital object.

Purpose: Provides a means to link various digital objects to one archival description.

Relationship: This element is independent.

Guidance: Enter the information in this element. Each digital object within an archival description should be given a unique, meaningful identifier.

Examples:

> **Digital Object 1: Object Identifier** - Report XR657, Page 1

> **Digital Object 2: Object Identifier** - Report XR657, Page 2
> **Digital Object 3: Object Identifier** - Report XR657, Page 3

> Map N67, Sht. 36

> **Digital Object 1: Object Identifier** - nlc07365.1
> **Digital Object 2: Object Identifier** - nlc07365.2

> **Digital Object 1: Object Identifier** - 1
> **Digital Object 2: Object Identifier** - 2

]]> elements/objecttype.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Variable Character Length (40) Object Type Authority List File Unit
Item All No

Definition:	The type or file format of the digital object.
Purpose:	Identifies the type or file format of the digital object. Provides information on how computer systems should process the digital object.
Relationship:	This element is independent.
Guidance:	Select the type of the object from the Object Type Authority List.
Examples:	

> World Wide Web Page

]]> elements/onlineresource.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public
Element No Yes Variable Character Length (400) Online Resource Description List Series
File Unit
Item No Yes

Definition:	A digital resource, such as a web page or PDF file, that resides outside of the ARC database and enhances understanding of and access to archival materials described in ARC. **Online Resource** contains information about the archival materials or their use that is not part of a standard ARC description. **Online Resource** may be created by NARA or by external sources, and may be mounted on NARA or external web sites.
Purpose:	**Online Resource** provides links to resources that have a direct and specific connection to the archival materials being described in ARC.
Relationship:	This element and Online Resource URL are dependent on each other. For each online resource, **Online Resource** and Online Resource URL must both be included.
Guidance:	Choose the appropriate **Online Resource** from the Online Resource Description List.

Online Resource should have a very specific connection to the use of the archival materials being described. Examples include an agency filing manual, electronic records documentation packages, and online systems used to order copies of the materials.

Online Resource should not be of simply a general nature. For example, a description of a series of State Department records should not have a link to the State Department web site for general information. It would be acceptable to link to a place within that web site relating directly to the records in question. Similarly, a description of a series of Mathew Brady photographs should not contain links to web sites that broadly describe his work and career. A link to a site that provides specific historical context for the Brady photographs would be acceptable.

Online Resource should not be used to link to finding aids that can be converted into archival descriptions in ARC. Folder lists, item lists, inventories, manuscript registers, and other finding aids should be converted to the appropriate ARC descriptions (for example, inventories are converted to record group and series descriptions). Administrative histories and biographical notes should be

added to the ARC Organization and Person Authority Files.

Examples:

> Access to Archival Databases (AAD) system

> Reference Information Paper

> Order Online!

> Filing Manual

> Index

> Partner web site

> Transcript

> Electronic Records Documentation Package

]]> elements/onlineresourcenote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (2000) No Series
File Unit
Item No Yes

Definition: Explanations or significant information regarding an [Online Resource](#) in relation to the archival materials being described.

Purpose: Clarifies the relationship between the archival materials being described and the [Online Resource](#) being cited.

Relationship: This element is dependent on [Online Resource](#). To have **Online Resource Note**, [Online Resource](#) must be created. [Online Resource](#) is repeatable. For each [Online Resource](#) specified, only one **Online Resource Note** may be created.

Guidance: Enter any significant information about the [Online Resource](#) in relation to the archival materials being described.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Online Resource Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Online Resource Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

> The electronic records in some of the files in this series can be searched online via the Access to Archival Databases (AAD) system.

> This reference information paper, "The Dawes Rolls," provides tips for performing research in these records.

> Order Online! can be used to order copies of these records.

> "The Navy Filing Manual," 4th Ed., 1941 can be used to determine the file codes for specific files within this series.

> An index to the records in this series can be found at the Bureau of Land Management General Land Office web site.

> Records in this series have been digitized and made available online by our partner, Footnote.com, for a fee. The digitized records on Footnote.com are available free of charge in all NARA Research Rooms, including those in our regional archives and Presidential Libraries.

]]> elements/onlineresourceurl.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (400) Online Resource URL List Series
File Unit
Item No Yes

Definition: The URL associated with an [Online Resource](#).

Purpose: Serves as a link to the [Online Resource](#) from the ARC description.

Relationship: This element and [Online Resource](#) are dependent on each other. For each online resource, [Online Resource](#) and **Online Resource URL** must both be included. For each [Online Resource](#) specified, only *one* **Online Resource URL** may be created.

Guidance: Choose the appropriate **Online Resource URL** from the Online Resource URL List.

Examples:

> http://www.archives.gov/research/order/orderonline.html

http://www.maritime.org/navyfile/index.htm

http://www.glorecords.blm.gov/

http://www.trumanlibrary.org/oralhist/babcock.htm#transcript

http//aad.archives.gov/popup-tech-info.jsp?f=513

]]> elements/opc.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (60) Other Preservation Characteristics Authority List Item No Yes

Definition:	Additional information about the physical nature of the archival materials needed for preservation purposes.
Purpose:	Defines the physical characteristics of the archival materials, which helps establish preservation, storage, retrieval, reproduction, and use requirements.
Relationship:	This element is dependent on **Specific Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Other Preservation Characteristics**.
Guidance:	Choose the correct term from the Other Preservation Characteristics Authority List.
Examples:	

Artifacts: Copper alloy

Fastners/records adhered together

Motion Picture Films: Toned

]]> elements/orgcontrib.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Organization Authority File Series
File Unit
Item No Yes

Definition: The name of an organization, other than the archival creator, responsible for the intellectual, technical, artistic, or financial production of the archival materials.

Organizational entities include meetings, conferences, commissions, production groups, and Federal agencies: any entity other than an individual.

Purpose: Enables users to search for archival materials by the organizations responsible for authoring or contributing to the archival materials.

Relationship: This element and Organizational Contributor Type are dependent on each other. For each organizational contributor, **Organizational Contributor** and Organizational Contributor Type must both be included. If one organization has contributed in multiple ways, it may be represented in **Organizational Contributor** once and associated with several terms in Organizational Contributor Type.

Guidance: Choose the name of the organization from the Organization Authority File.

This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."

At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.

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Do not confuse **Organizational Contributor** with Creating Organization. Do not repeat the name of the archival creator in this field, particularly at the series level, unless the organization acted in some other distinct role, such as "Producer,""Distributor," or "Defendant."

In cases where an organization is named in the series title but is not the archival creator, place the organization's name in this field and select "Originator" as Organizational Contributor Type.

Do not confuse **Organizational Contributor** with Organizational Reference. The "contributor" describes whom the records are *by*, "reference" describes whom the records are *about*.

If the role of the organization is not clear or the organization acts as both a contributor and subject, indicate the organization in both **Organizational Contributor** and Organizational Reference.

If the type of contributor is unknown or uncertain, select "Other" and explain the circumstances further in Scope and Content Note. For example, a film may have the words "presented by" on it without clearly identifying the role of the presenter.

Examples:

> **Creating Organization** - Department of the Treasury.
> **Organizational Contributor** - Disabled American Veterans.
> **Organizational Contributor Type** - Producer
> **Organizational Contributor Type** - Distributor

[For the motion picture "One Who Came Back," which was created to support the sale of war bonds.]

> **Creating Organization** - Department of Transportation. U.S. Coast Guard. Office of Public and International Affairs.
> **Organizational Contributor** - Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.
> **Organizational Contributor Type** - Musician
> **Organizational Reference** - Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.

[For a motion picture that is both *by* and *about* the band.]

]]> elements/orgcontribtype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (40) Contributor Type List Series
File Unit
Item No Yes

Definition: The role of an organization that contributes to the creation of archival materials, such as producer, writer, or editor.

Organizational entities include meetings, conferences, commissions, production groups, and Federal agencies: any entity other than an individual.

Purpose: Enables users to search for archival materials by the role of the organizations responsible for authoring or contributing to the archival materials.

Relationship: This element and Organizational Contributor are dependent on each other. For each organizational contributor, Organizational Contributor and **Organizational Contributor Type** must both be included. If one organization has contributed in multiple ways, it may be represented in Organizational Contributor once and associated with several terms in **Organizational Contributor Type**.

Guidance: Choose the correct type of the organizational contributor from the Contributor Type Authority List. The Contributor Type Authority List is based on the MARC Relator Code List.

If the type of contributor is unknown or uncertain, select "Other" and explain the circumstances further in Scope and Content Note. For example, a film may have the words "presented by" on it without clearly identifying the role of the presenter.

Examples:

> **Creating Organization** - Department of the Treasury.
> **Organizational Contributor** - Disabled American Veterans.
> **Organizational Contributor Type** - Producer
> **Organizational Contributor Type** - Distributor

[For the motion picture "One Who Came Back," which was created to support the sale of war bonds.]

> **Creating Organization** - Department of Transportation. U.S. Coast Guard. Office of Public and International Affairs.
> **Organizational Contributor** - Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.
> **Organizational Contributor Type** - Musician
> **Organizational Reference** - Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.

[For a motion picture that is both *by* and *about* the band.]

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]]> elements/orgdonor.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Organization Authority File Collection No Yes

Definition:	The name of an organization that has donated a collection of archival materials.
	Organizational entities include meetings, conferences, commissions, production groups, and Federal agencies: any entity other than an individual.
Purpose:	Enables users to search for archival materials by the organizations that donated them. Acknowledges the donor of a collection.
Relationship:	This element is independent.
Guidance:	Choose the name of the organization from the Organization Authority File.
Examples:	American Red Cross.
	ABC News.

]]> elements/orgname.html Mandatory Repeatable Data Type Authority Public Element Yes Yes Variable Character Length (700) None Yes

Definition:	Represents the name of the organization being described in the authority record.The official designation of an organization.
Purpose:	Controls the name of an organization.

Relationship: **Organization Name** is the element on which all the other elements used to describe Organizations are dependent. To have any other element, **Organization Name** must be created. This element is not dependent on any other element.

Guidance: Enter the official name of the organization. Use initial capital letters. End the name with a period.

Organization Name may contain subject access points to indicate the program area or the jurisdiction of an organization. If either is identified in **Organization Name**, source notes, and/or administrative history note, an appropriate program area term or geographic place name heading may be assigned from one of the following authority sources:

Jurisdiction   Program Area

NARA Rules for Forming Federal Organization Names
The guidance below governs the formation of organization names for Federal agencies, Presidential organizations, congressional bodies, and courts. It also governs international organizations for which NARA has accessioned records.

Organizational Hierarchy
For Federal organizations, the organization name consists of a full administrative hierarchy that links the organization unit being described to a cabinet-level department, independent agency or establishment, house of Congress, or court. Separate each name in the hierarchy with a period.

Department of Defense. U.S. Pacific Command. Military Assistance Command Vietnam. Office of the Deputy Chief of Staff for Operations, Plans, and Security. Operations and Training Division. Military History Branch.

Department of Agriculture. Forest Service. Sierra National Forest.

When the Organizational Hierarchy is Unknown
Description of the chain of command can sometimes be difficult. A particular unit may be so far removed from the top of the chain, that identification of intervening links is difficult, if not impossible. If a level is known to have existed, but the name of the organizational level is unknown, denote the unknown level with a "~", separated by periods.

Department of Transportation. Federal Aviation Administration. Office of Aviation Policy.~.

> Aviation Forecast Branch.

Correspondence Codes

Do not use internal correspondence codes as part of an organization name. If necessary, this information can be conveyed in [Administrative History Note](#) or in [Variant Organization Name](#).

Presidential Administrations

To form the organization name for a Presidential administration, use the term "President" followed by the years of the administration and the President's last name in parentheses. Use a colon to separate the years from the name. Place a space on either side of the colon.

> President (1953-1961 : Eisenhower).

> President (1993-2001 : Clinton).

Legislative Bodies

For the organization names of Congress, use:

> U.S. Senate.

> U.S. House of Representatives.

To form the organization name of a joint committee, use "U.S. Congress." followed by the name of the joint committee.

> U.S. Congress. Joint Committee on the Library.

To form the organization name of a committee or other subordinate unit (other than legislative subcommittees), use "U.S. Senate." or "U.S. House of Representatives." followed by the name of the committee.

> U.S. House of Representatives. Committee on Government Organization.

To form the organization name of a legislative subcommittee, use "U.S. Senate." or "U.S. House of Representatives." followed by the name of the committee, followed by the name of the subcommittee.

> U.S. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs.

Courts
To form the organization name of a Federal court, use the following conventions:

> U.S. Bankruptcy Court for the Northern District of Alabama. Tuscaloosa Office.

> U.S. Court of Appeals for the Second Circuit.

> U.S. District Court for the Northern (Montgomery) Division of the Middle District of Alabama.

Foreign Service Posts
To form the organization name of a Foreign Service post, use "Department of State." followed by the name of the embassy, consulate, legation, or other office, followed by the name of the city (if a local post), and country.

> Department of State. U.S. Embassy, France.

> Department of State. U.S. Consulate, Cairo, Egypt.

Armed Forces
For a military department, agency, or command directly subordinate to the National Military

Establishment (the predecessor of the Department of Defense from September 1947 to August 1949), use "Department of Defense." as the highest level.

For an agency, unified combatant command, or specified commands directly subordinate to the Department of Defense, use "Department of Defense." as the highest level, followed by the name of the agency. Do not use "Joint Chiefs of Staff." as an intermediate heading.

Department of Defense. Defense Logistics Agency.

Department of Defense. U.S. Pacific Command.

For a multi-service or sub-unified command directly subordinate to a unified combatant command, enter that command's designation as a subheading of the unified combatant command.

Department of Defense. U.S. Pacific Command. Military Assistance Command Vietnam.

Department of Defense. U.S. European Command. Military Assistance Advisory Group France.

For a principal military service, use the name of the military department as a subordinate of "Department of Defense."

Department of Defense. Department of the Army.

Department of Defense. Department of the Air Force.

Department of Defense. Department of the Navy.

Department of Defense. Department of the Navy. U.S. Marine Corps.

With the single exception noted below, enter the name of a single-service agency or command as a direct subordinate of the military department.

Department of Defense. Department of the Army. U.S. Army Europe.

Department of Defense. Department of the Navy. Bureau of Ships.

Department of Defense. Department of the Air Force. Pacific Air Forces.

Exception: For a subordinate command of a single-service component of a unified combatant command, use the name of the superior service component as an intermediate heading.

Department of Defense. Department of the Army. U.S. Army Pacific. U.S. Army Vietnam.

Department of Defense. Department of the Navy. U.S. Pacific Fleet. U.S. Naval Forces Vietnam.

For a unit that is identified by a number, use the style of numbering found in the official name (spelled out, roman numerals, or arabic numerals). Use "U.S." only if it is part of the unit designation. Descriptive terms which appear in parentheses (e.g., "mechanized infantry," "airmobile infantry," "105 mm Howitzer, Towed") are not part of a unit's official designation.

Department of Defense. Department of the Army. U.S. Continental Army Command. First U.S. Army.

Department of Defense. Department of the Army. U.S. Army Europe. VII Corps.

War Department. U.S. Army Forces Pacific. 1st Cavalry Division.

Department of Defense. Department of the Army. U.S. Army Pacific. U.S. Army Vietnam. 4th Battalion, 23rd Infantry.

Department of Defense. Department of the Air Force. Pacific Air Forces. Second Air Force. 31st Tactical Fighter Wing.

Department of Defense. Department of the Navy. U.S. Naval Forces Europe. U.S. Sixth Fleet.

Department of Defense. Department of the Navy. Pacific Fleet. Carrier Air Wing 9. Attack Squadron 165.

For a military installation, enter the full name of the installation followed by the name of the state or country in which it was located.

Department of Defense. Department of the Army. U.S. Continental Army Command. Fort Lewis, Washington.

Department of Defense. Department of the Army. U.S. Army Europe. Giessen Quartermaster Depot, Germany.

Department of Defense. Department of the Navy. Naval Air Station Pensacola, Florida.

Department of Defense. Department of the Navy. Pacific Fleet. U.S. Naval Forces Japan. Naval Station, Sasebo, Japan.

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Department of Defense. Department of the Navy. U.S. Marine Corps. Camp LeJeune, North Carolina.

Ships
Enter the name of a ship as a direct subordinate of the military service. Omit preceding abbreviations (e.g. U.S.S.). Enter hull numbers (e.g. BB 47, CVA 66) in Variant Organization Name. To avoid confusion with personal names or organizational bodies, add the type of vessel (e.g. Destroyer).

Department of Defense. Department of the Navy. Ronald Reagan (Aircraft carrier)

Department of the Navy. Delaware (Battleship)

International Conferences, Commissions, and Expositions
To form the organization name of an international conference, commission or exposition, enter the name of the conference, commission, or exposition as it was officially known. This can be determined by examination of the accessioning dossiers and of the records themselves. Chronological dates should not be entered as part of the organization name unless the date is clearly part of the official name. Normally, this information can be conveyed in Establish Date and Abolish Date.

Tripartite Meeting of Foreign Ministers.

First Quebec Conference (Quadrant Conference)

To form the organization name of a delegation, use the term "U.S. Delegation." as the main heading of the organization name.

U.S. Delegation. Second International Conference on Emigration and Immigration.

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U.S. Delegation. First International Conference of American States.

To form the organization name of a delegation whose U.S. representation is subordinate to a Federal agency, use the name of the agency as the main heading of the organization name.

Department of State. U.S. Delegation. Second Meeting of Ministers of Foreign Affairs of the American Republics.

Department of State. U.S. Delegation. Moscow Conference of Foreign Ministers.

To form the organization name of subordinate organizations of international conferences, meetings, and expositions, use the name of the subordinate organization as a secondary heading.

Eighth American Scientific Congress. Secretariat.

Paris Peace Conference. Political and Territorial Commission for Italy. Sub-Commission on the Status of the Free Territory of Trieste.

To form the organization name of an international commission, use the official name of the sponsoring or convening international body.

Four Power Commission of Investigation.

To form the organization name of an exposition, use the following conventions:

Pan American Exposition at Buffalo.

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> Chicago World's Fair Centennial Celebration.

> U.S. Commissioner. Seattle World's Fair.

GUIDANCE FOR NON-FEDERAL ORGANIZATIONS

The guidance above governs the formation of organization names for Federal agencies, Presidential organizations, congressional bodies, and courts. It also governs international organizations for which NARA has accessioned records. However, the guidance does not govern the formation of organization names for State governments, non-profit organizations, private corporate bodies, or international organizations. Nor does it govern the formation of names of the Confederate States of America. The names of these organizations can be selected from the Library of Congress Name Authority File. (LCNAF)

If the name of a non-Federal creating organization is not available in LCNAF, the cataloger should follow RDA (Resource Description and Access) rules.

]]> elements/orgreference.html elements/orgsource.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (2000) None No

Definition:	Bibliographic resources used to develop the description of the organization, especially the sources used to determine its Establish Date or Abolish Date, construct its Organization Name, or develop its Administrative History Note.
Purpose:	Indicates where someone could look for more information about an organization or substantiate the information about an organization.
Relationship:	This element is dependent on Organization Name. To have **Organization Source Note**, Organization Name must be created.
Guidance:	Enter citations for sources used to create the description of the organization. Sources might include accessioned records, NARA-prepared finding aids, the *U.S. Government Manual*, or published

organizational histories.

The citation must specify the accessioned series; the control number of a NARS-5 description; or the title, edition, and page number of any published source. A full bibliographic citation is not required, but the citation must enable users to locate the source.

Examples:

The United States Government Manual, 1993-94.

Department of State. Principal Officers of the Department of State and United States Chiefs of Mission. 1990.

Preliminary Inventory Number 101. War Department Collection of Confederate Records. 1957.

MACV Directive No. 10-21, Organization and Functions. Various editions, 1969-72.

Title 44, Chapter 21, Section 2102. Establishment of the National Archives and Records Administration.

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]]> elements/othertitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) None Series
File Unit
Item No Yes

Definition: An additional or variant title, such as a title that was translated into English, a formal title that has been changed or corrected, an agency-supplied title, or an informal title. Variant titles include those that do not meet NARA standards for the formation of a title.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Purpose: Allows users to retrieve archival materials by any known title.

Relationship: This element is dependent on Title. To have **Other Title**, Title must be created.

Guidance: Enter any additional or variant title of the archival materials - including translated titles, changed or corrected titles, agency-supplied titles, and informal titles - by which the materials may be known by the public.

Use initial capital letters. Do **not** end a title with a period.

If you use **Other Title**, best practice is to include an explanation for the other title, including its source, in General Note.

At the Item Level, formal foreign language titles should be indicated in Title and translations placed in **Other Title**.

If a new title is created to conform to NARA standards, enter the new title in Title and indicate the superseded or agency-supplied title in **Other Title**, except in the case of classified titles.

If **Other Title** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Other Title**.

Examples:

Title - Index to Correspondence
Other Title - Index to Series Described in Entry 36
General Note -This series was titled "Index to Series Described in Entry 36" in the "Preliminary Inventory 20: Records of the Maritime Labor Board," compiled by Caroline W. Hiatt and Salvatore D. Nerboso (1949).

Title - La Revanche Des Francais Devant Verdun
Other Title - French Revenge Around Verdun
Other Title - Signal Corps Historical Film, No. 1139
General Note - "French Revenge Around Verdun" is the translated title of this film; "Signal Corps Historical Film, No. 1139" is the agency-assigned title.

Title - Applications for Enrollment in the Five Civilized Tribes
Other Title - Dawes Rolls
General Note - "Dawes Rolls" is the informal name for this series.

]]> elements/perscontrib.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No Yes Variable Character Length (700) Person Authority File Series
File Unit
Item No Yes

Definition: The name of an individual, other than the archival creator, responsible for the intellectual, technical, artistic, or financial production of the archival materials.

Purpose: Enables users to search for archival materials by the people responsible for authoring or contributing to the archival materials.

Relationship: This element and Personal Contributor Type are dependent on each other. For each personal contributor, **Personal Contributor** and Personal Contributor Type must both be included. If one person has contributed in multiple ways, he or she may be represented in **Personal Contributor** once and associated with several terms in Personal Contributor Type.

Guidance: Choose the name of the personal contributor from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.

This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."

At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.

Do not confuse **Personal Contributor** with Creating Individual. Do not repeat the name of the archival creator in this field, particularly at the series level, unless the person acted in some other distinct role, such as "Director," "Artist," or "Correspondent." In cases where an individual is named in the series title but is not the archival creator, place the individual's name in this field and select "Originator" as **Contributor Type**.

Do not confuse **Personal Contributor** with Personal Reference. The "contributor" describes whom the records are *by* while the "reference" describes whom the records are *about*.

If the role of the person is not clear or the person acts as both a contributor and subject, indicate the person in both **Personal Contributor** and Personal Reference.

If the type of contributor is unknown or uncertain, then select "Other" and explain the circumstances further in [Scope and Content Note](). For example, a film may have the words "presented by" on it without clearly identifying the role of the presenter.

Examples:

> **Personal Contributor** - Space, Kenneth F.
> **Personal Contributor Type** - Photographer
> **Personal Contributor Type** - Copyright holder
> **Creating Organization** - Harmon Foundation, Inc.

[For the series "Kenneth Space Photographs of the Activities of Southern Black Americans," which were taken by Mr. Space in the 1930s and 1940s when he worked for the Harmon Foundation.]

> **Creating Organization** - Department of Defense. Department of the Army. Office of the Secretary of the Army. Chief of Public Affairs. Broadcast Pictorial Branch. Command Information Unit.
> **Personal Contributor** - Field, Stanley
> **Personal Contributor Type** - Producer
> **Personal Contributor** - Eskind, David B.
> **Personal Contributor Type** - Author

[For one of the sound recordings in the series "Army Hour."]

> **Title** - Sarah Weddington's Subject Files
> **Creating Organization** - President (1977-1981 : Carter). Office of the Assistant to the President for Women's Affairs.
> **Personal Contributor** - Weddington, Sarah Ragle
> **Personal Contributor Type** - Originator

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]]> elements/perscontribtype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) [Contributor Type List]() Series
File Unit
Item No Yes

Definition: The role of an individual who contributed to the archival materials. The roles of individual contributors include producer, cameraman, writer, editor, narrator, etc.

Purpose: Enables users to search for archival materials by the people responsible for authoring or contributing to the archival materials.

Relationship: This element and Personal Contributor are dependent on each other. For each personal contributor, Personal Contributor and **Personal Contributor Type** must both be included. If one person has contributed in multiple ways, he or she may be represented in **Personal Contributor** once and associated with several terms in Personal Contributor.

Guidance: Choose the correct type of personal contributor from the Contributor Type Authority List. The Contributor Type Authority List is based on the MARC Relator Code List.

If the type of contributor is unknown or uncertain, then leave Personal Contributor and **Personal Contributor Type** empty and explain the circumstances further in Scope and Content Note. For example, a film may have the words "presented by" on it without clearly identifying the role of the presenter.

In cases where an individual is named in the series title but is not the archival creator, place the individual's name in this field and select "Originator" as **Contributor Type**.

Examples:

> **Personal Contributor** - Space, Kenneth F.
> **Personal Contributor Type** - Photographer
> **Personal Contributor Type** - Copyright holder
> **Creating Organization** - Harmon Foundation, Inc.

[For the series "Kenneth Space Photographs of the Activities of Southern Black Americans," which were taken by Mr. Space in the 1930s and 1940s when he worked for the Harmon Foundation.]

> **Creating Organization** - Department of Defense. Department of the Army. Office of the Secretary of the Army. Chief of Public Affairs. Broadcast Pictorial Branch. Command Information Unit.
> **Personal Contributor** - Field, Stanley
> **Personal Contributor Type** - Producer
> **Personal Contributor** - Eskind, David B.
> **Personal Contributor Type** - Author

[For one of the sound recordings in the series "Army Hour."]

> **Title** - Sarah Weddington's Subject Files
> **Creating Organization** - President (1977-1981 : Carter). Office of the Assistant to the President for Women's Affairs.
> **Personal Contributor** - Weddington, Sarah Ragle
> **Personal Contributor Type** - Compiler

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

]]> elements/persdonor.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Person Authority File Collection No Yes

Definition:	The name of a person who donated a collection of archival materials.
Purpose:	Enables users to search for archival materials by the people who donated the collection. Acknowledges the donor of a collection.
Relationship:	This element is independent.
Guidance:	Choose the name of the individual from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.
Examples:	Carter, Jimmy, 1924-
	Hufstedler, Shirley M.

]]> elements/persref.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) Person Authority File Yes

Definition:	The names of individuals who are significantly associated with the organization.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Purpose: Enables users to search for organizations by the people associated with them.

Relationship: This element is dependent on Organization Name. To have **Personal Reference**, Organization Name must be created.

Guidance: Choose the names of people significantly associated with the organization from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.

This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."

At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.

Examples:

Carlin, John, 1940-

Komer, R. W.

Haggerty, Pat

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]]> elements/persreference.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Person Authority File Series
File Unit
Item No Yes

Definition: The name of an individual who is the subject of or highly relevant to the archival materials.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Purpose: Enables users to search for archival materials about specific people.

Relationship: This element is independent.

Guidance: Choose the name of the person from the Person Authority File. The Person Authority File is based on the Library of Congress Name Authority File.

People indicated in this element must be mentioned in Scope and Content Note or referenced in Title.

Do not confuse Personal Contributor with **Personal Reference**. The "contributor" describes whom the records are *by* while the "reference" describes whom the records are *about*.

If the role of the person is not clear or the person acts as both a contributor and subject, indicate the person in both Personal Contributor and **Personal Reference**.

Examples:

> **Personal Contributor** - Roosevelt, Franklin D. (Franklin Delano), 1882-1945
> **Personal Contributor Type** - Author
> **Personal Reference** - Lee, Robert E. (Robert Edward), 1807-1870

[For the Item Level description of President Roosevelt's "Extemporaneous remarks on the unveiling of the Robert E. Lee Memorial Statue."]

> Onassis, Jacqueline Kennedy, 1929-1994

[For a photograph of the First Lady in the White House.]

]]> elements/perssource.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (2000) None No

Definition: Bibliographic resources used to develop the description of a person, especially the sources used to construct Name, Biographical Note, Birth Date and Death Date.

Purpose: Indicates where someone could look for more information about a person or substantiate the information about a person.

Relationship: This element is dependent on <u>Name</u>. To have **Person Source Note**, <u>Name</u> must be created.

Guidance: Enter citations for the sources used to create the description of a person. Sources may include accessioned records, NARA-prepared finding aids, or published biographies.

The citation must specify the accessioned series; the control number of a NARS-5 description; or the title, edition, and page number of any published source. A full bibliographic citation is not required, but the citation must enable users to locate the source.

Examples:

> Who's Who in America, 1978, page 100.

]]> elements/perstitle.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (240) None Yes

Definition: Titles and other words associated with a person's name, including titles designating rank, office, or nobility; terms of address (Mr., Mrs.); initials for an academic degree (MBA, Dr), a roman numeral used with a surname; or other phrases associated with a name (Saint, Statesman).

Purpose: Provides additional identifying information, which assists users in distinguishing among people with the same names.

Relationship: This element is dependent on <u>Name</u>. To have **Personal Title**, <u>Name</u> must be created.

Guidance: Enter the titles associated with a person's name.

Examples:

> **Name** - King, Martin Luther
> **Personal Title** - Jr.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Name - Elizabeth
Numerator - II
Personal Title - Queen of Great
Britain

Name - Black Foot
Personal Title - Chief

]]> elements/physicaloccurrence.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	Explanations or significant information relating to the physical occurrence of the archival materials.	

Purpose:	Provides information about the physical description of the archival materials and explains further any elements used to describe the physical occurrence of the archival materials.

Relationship:	This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified To have **Physical Occurrence Note**.

Guidance:	Enter any significant information about the physical description of the archival materials. Enter further explanations as needed for any of the physical occurrence elements.

Do not use this element to describe physical reasons for access restrictions, instead use Physical Restriction Note. Physical reasons are often preservation requirements, such as the need to acclimate materials stored in a cold vault.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Physical Occurrence Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Physical Occurrence Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

These records are in the same box with Portraits of Coastal Plains Regional Commission Commissioners, Record Group 40.

Some photographs are mounted.

The cubic footage for the series of artifacts was estimated as one quarter of the stack area or 5,000 cubic feet.

]]> elements/physicalrestriction.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	Information regarding any physical restrictions that apply to the particular specific media type of the archival materials.
	Physical restrictions are primarily preservation restrictions.
Purpose:	Alerts users that materials are not available for viewing or that steps have to be taken before the materials may be retrieved for viewing.
Relationship:	This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Physical Restriction Note**.
Guidance:	Enter any significant information pertaining to the physical restrictions for the specific media type, including the duration of the restrictions.
	A physical restriction note is required whenever archival materials are stored offsite in order to alert

researchers to the potential delay in providing access to the records. An offsite facility refers to a building for Location Facility that is different from a building for Reference Unit.

Do **not** use this element to describe access restrictions to the archival materials, instead use the Access Restriction elements.

Do **not** use this element to describe restrictions on using or reproducing the archival materials, instead use the Use Restriction Elements.

Do **not** use this element to describe the hardware or equipment needed to access the archival materials, instead use Technical Access Requirements Note.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Physical Restriction Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Physical Restriction Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

This material is located in cold vault storage; it will take at least 2 1/2 hours to acclimate the material and deliver it to the research room.

As a preservation measure, researchers must view the reference set of color slide reproductions of the posters rather than the originals.

This film reel has shrunk and may not be viewed.

Because these records are stored offsite, researchers must request the records 48 hours in advance.

]]> elements/piece.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (10) None Series
File Unit
Item No Yes

Definition: The exact number of physical items comprising the specific media type of the archival materials.

Purpose: Allows NARA employees to maintain control over the physical pieces of the archival materials.

Relationship: This element is dependent on [Specific Media Type](). Each media occurrence of the archival materials must have a specific media type specified to create **Piece Count**.

Guidance: Enter the exact number of physical items comprising the specific media type of the archival materials. Do not use commas.

To indicate the number of physical items needed to create a complete duplicate, use [Reproduction Count](). For example, a double-sided letter may have a piece count of three pages but a reproduction count of six pages.

Examples:

3

80

47

1000

]]> elements/predecessor.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) Organization Authority File Yes

Definition: The name of the immediate predecessor organization.

Purpose: Identifies immediate predecessor organizations.

Relationship: This element is dependent on [Organization Name](). To have **Predecessor**, [Organization Name]() must be created.

Guidance: Choose the names of the predecessor organizations from the Organization Authority File.

Explain the predecessors in [Administrative History Note]().

Examples:

> **Organization Name** - Department of Commerce. Environmental Science Services Division. National Weather Service.
> **Predecessor** - Department of Commerce. Weather Bureau.

> **Organization Name** - Department of Energy.
> **Predecessor** - Federal Energy Administration.

]]> elements/priority.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (50) Priority Authority List No

Definition: Indicates the order in which digitization projects should be handled.

Purpose: Allows NARA to track and prioritize digitization project work.

Relationship: This element is dependent on [Digitizing Project Name]().

Guidance: Select the priority of the digitization project.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Examples:

> High

> Normal

]]> elements/process.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Process List Series
File Unit
Item No Yes

Definition: The technical or manual means by which the specific media type was created.

Purpose: Defines the process used to create the specific media type, which helps establish the conservation, storage, retrieval, reproduction and use requirements.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Process**.

Guidance: Choose the correct term from the Process Authority List.

If using the term "Varied," include a Media Occurrence Note that identifies the processes as they are listed in the Process Authority List. Do not choose "Varied" unless it is necessary due to the complexity of the holdings.

Examples:

> Artwork: Chalk

> Photocopy

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Sound Recordings: Equalization-Dolby C

Photographic: Gelatin Silver

Photomechanical: Collotype

]]> elements/prodnumber.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (500) None Item Yes Yes

Definition:	The alphabetic or numeric identifier for a part or section of a production series.
	Parts or sections refer to segments, such as individual episodes, in a production series.
	The word "series" is used in a non-archival sense: it specifically refers to motion pictures or videotapes produced as a series, such as a television series or movie serials.
Purpose:	Provides the production series number in a separate, searchable data element.
Relationship:	This element is dependent on Production Series Title. To have **Production Series Number**, Production Series Title must be created.
Guidance:	Enter the alphabetic or numeric identifier for the part or section of the production series. If the alphabetic or numeric identifier is preceded by a part/section designator (e.g., Episode, No., Part, #), include the part/section designator in **Production Series Number**.
Examples:	

Production Series Title - This is America

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Production Series Number - Series 1

Production Series Title - Scenes from American History
Production Series Number - No. 2

Production Series Title - In Search of the Constitution
Production Series Number - Episode #101

]]> elements/prodsubtitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (500) None Item Yes Yes

Definition:	The title of a part or section of a production series.
	Parts or sections refer to segments, such as individual episodes, in a production series.
	The word "series" is used in a non-archival sense: it specifically refers to motion pictures, sound recordings, or videotapes produced as a series, such as a television series or movie serials.
Purpose:	Provides the production series subtitle in a separate, searchable data element.
Relationship:	This element is dependent on Production Series Title. To have **Production Series Subtitle**, Production Series Title must be created.
Guidance:	Enter a name for the part or section of the production series.
	If **Production Series Subtitle** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Production Series Subtitle**.
Examples:	**Production Series Title** - Viewmaster Science Series **Production Series Subtitle** - Physics

---

]]> elements/prodtitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (700) None Item Yes Yes

Definition: The name of a production series to which an audiovisual item belongs.

The word "series" is used in a non-archival sense: it specifically refers to motion pictures, sound recordings, or videotapes produced as a series, such as a television series or movie serials.

Purpose: To identify the production series of which the audiovisual item is a part.

Relationship: This element is dependent on Title. To have **Production Series Title**, Title must be created. Production Series Subtitle and Production Series Number are dependent on this element. To have Production Series Subtitle or Production Series Number, **Production Series Title** must be created.

Guidance: Enter the production series title for the audiovisual item.

Be aware that **Production Series Title** may duplicate the Title used to describe the archival series to which an individual audiovisual item belongs.

Use initial capital letters. Do **not** end a title with a period.

If **Production Series Title** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Production Series Title**.

Examples:

Production Series Title - Viewmaster Science Series
Production Series Subtitle - Physics

Production Series Title - Music for Today
Production Series Number - Series 2

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Production Series Title - This is America
Production Series Number - 1

]]> elements/production.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Date None Item No Yes

Definition:	The date on which the item was first produced or created.
Purpose:	Provides contextual information and serves as an access point to allow users to retrieve and sort items by production or creation date.
Relationship:	This element is independent, but to have Production Date Qualifier, **Production Date** must be created.
Guidance:	Enter the date on which the item was first produced or created.

Use Production Date Qualifier to indicate an uncertain or approximate date.

It is not necessary to explain any distinction between **Production Date** and other date elements in Date Note.

Dates Before the Year 1000
For dates before the year 1000, including B.C. dates, leave this field blank and explain in Date Note.

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

01/07/1960

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| 01/1960 |

| 1960 |

]]> elements/productionq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) Date Qualifier List Item No Yes

Definition: The means for indicating an uncertain or approximate production date.

Purpose: Alerts users to uncertain or approximate production dates.

Relationship: This element is dependent on Production Date. To have **Production Date Qualifier**, Production Date must be created. Production Date is repeatable. One **Production Date Qualifier** can be specified for each Production Date.

Guidance: Choose the appropriate term from the Date Qualifier Authority List.

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

]]> elements/program.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) Program Area Thesaurus Yes

Definition: The function or program area of the organization.

Purpose: Provides an access point for users to search for organizations by function. Associates specific program areas with specific organizations.

Relationship: This element is dependent on <u>Organization Name</u>. To have **Program Area**, <u>Organization Name</u> must be created.

Guidance: Select an appropriate term to index the organization's function from the <u>Program Area Thesaurus</u>.

The terms should indicate the principal missions or areas of activity of the organization. To determine a Federal organization's function(s), consult available editions of the *U.S. Government Manual*; the *Guide to Federal Records in the National Archives of the United States*; organization and functions manuals; establishing legislation, executive or departmental orders, or other directives.

Generally, broader terms should be assigned to higher-level organizations, such as departmental organizations, and more specific terms should be applied to organizations having narrower program areas.

Be sure to indicate the program area of the organization itself and not its parent organization or the subject of the records of the organization. The subject of the archival materials themselves are indexed under <u>Subject Reference</u>.

Any terms used to index the organization's functions must be described in <u>Administrative History Note</u> or referenced in <u>Organization Name</u>.

Examples:

> **Organization Name** - Department of Agriculture.
> **Program Area** - Agriculture

> **Organization Name** - Department of Agriculture. Bureau of Animal Industry.
> **Program Area** - Agricultural research
> **Program Area** - Livestock

> **Organization name** - Department of Defense. Department of the Army.
> **Program Area** - National defense

> **Organization Name** - Department of Defense. Department of the Army. U.S. Army Training and Doctrine Command.
> **Program Area** - Military training
> **Program Area** - Combat development

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]]> elements/projectidentifier.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Variable Character Length (60) None File Unit
Item All No

Definition: The unique identifier assigned to a digital objects project.

Purpose: Allows management of data and images on a project-by-project basis.

Relationship: This element is independent.

Guidance: Enter the name of the project. The name should be a brief, descriptive, and unique.

Examples:

> Jimmy Carter Library Remote Archives Capture (RAC) Project

> Southeast Region Building Dedication Project

> Brown v. Board of Education Project

]]> elements/proposer.html Mandatory Repeatable Data Type Authority Public Element No No Variable Character Length (700) None No

Definition:	The name of the person, unit, or project responsible for the intellectual content of the <u>Organization Name</u>, <u>Person Name</u>, <u>Topical Subject</u>, <u>Geographic Reference</u>, <u>Specific Records Type</u>, <u>Program Area</u>, or an Authority List heading.
Purpose:	Provides the name of the person or unit responsible for the description of the <u>Organization Name</u>, <u>Person Name</u>, <u>Topical Subject</u>, <u>Geographic Reference</u>, <u>Specific Records Type</u>, <u>Program Area</u>, or an Authority List heading. Enables NARA staff to track the authorship of a description of an authority record as distinct from a person responsible for data entry.
Relationship:	This element is dependent on <u>Organization Name</u>, <u>Person Name</u>, <u>Topical Subject</u>, <u>Geographic Reference</u>, <u>Specific Records Type</u>, <u>Program Area</u>, or an Authority List heading. To have **Proposer Name**, one of these authority headings must be created. This element can be associated with <u>Proposal Date</u>.
Guidance:	Enter the name of person, unit, or project responsible for writing the description of the authority record.
	If the author is a person, enter the name in direct order (first name, middle name/initial, last name).
	If the intellectual content is the result of a NARA project by several individuals, enter the NARA organization code.
	If the description is a product of a NARA product plan, enter the alpha-numeric designation of the product plan.
Examples:	

Product Plan NWMD9PB1

ARC Population Project

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]]> elements/proposerdate.html Mandatory Repeatable Data Type Authority Public Element No No Date None No

Definition:	The date the <u>Organization Name</u>, <u>Person Name</u>, <u>Topical Subject</u>, <u>Geographic Reference</u>, <u>Specific Records Type</u>, <u>Program Area</u>, or an Authority List heading was suggested.

Purpose: Enables staff to track when authority records were proposed.

Relationship: This element is dependent on [Organization Name](#), [Person Name](#), [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), [Program Area](#), or an Authority List heading. To have [Proposal Date](#), one of these authority headings must be created. This element can be associated with [Proposer Name](#).

Guidance: Enter the date of the authorship of the description of the authority record.

Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

04/16/1999

04/1999

1999

]]> elements/recordgroup.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Numeric (4) [List of Record Groups of the National Archives and Records Administration](#) Record Group No Yes

Definition: The unique number assigned to a record group.

Purpose: Allows users to identify or retrieve all the archival materials within a particular record group.

Relationship: This element is independent.

Guidance: Enter the number of the record group. The number must be a valid number from the "List of Record Groups of the National Archives and Records Administration."

Examples:

5

59

204

448

]]> elements/recording.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (30) Recording Speed List Item Yes Yes

Definition: The speed at which audio recordings are recorded or reproduced. For audio tapes, the measurement is inches per second (ips). For audio discs or cylinders, the measurement is revolutions per minute (rpm).

Purpose: Provides information necessary for playback.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Recording Speed**.

Guidance: Choose the correct term from the Recording Speed Authority List.

Examples:

Audio Disk: 120 rpm

Audio Tape: 15 ips

Film: Silent at Sound Speed

Videotape: SP

]]> elements/recordscenter.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No Yes Variable Character Length (60) None Series
File Unit
Item No Yes

Definition: The unique identifier assigned to a group of records that has been transferred into the physical custody of a records center. Formerly this was commonly known as the Records Center Accession Number

Purpose: Allows users to search for archival materials by records center transfer number. Will help NARA to create linkages in lifecycle systems.

Relationship: This element is independent, but [Transfer Note](#) is dependent on it. To have [Transfer Note](#), either **Internal Transfer Number** or **Records Center Transfer Number** must be created.

Guidance: Use this field if the archival materials were formerly stored in a records center.

Enter the transfer number as it appears on a Standard Form 135, in NARS-5, or on a private records

center dossier.

Do not include notes or explanations in this element. If additional information is needed to clarify the number or explain why the archival materials were transferred, use [Transfer Note](#).

Examples:

> NRAB 342-68-1002

> 490-88-0066A

> 021-53T-0007P

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]]> elements/recordsource.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (2000) Record Source Authority List Yes

Definition: External authority source that provided the authority record.

Purpose: Provides traceability for an authority record imported from an external source.

Relationship: This element is dependent on [Topical Subject](#), [Geographic Reference](#), [Specific Records Type](#), or [Program Area](#). To have **Record Source**, one of these authority records must be created.

Guidance: Indicate the name of the external source.

Examples:

> Getty Art and Architecture Thesaurus

Library of Congress Name Authority File

]]> elements/reel.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (3) None Item Yes Yes

Definition: The number assigned to an individual reel, tape, or disc.

Purpose: Indicates the sequence of the reel, tape, or disc in relation to other reels, tapes, or discs in the physical occurrence. Can also indicate that two media occurrences (such as a soundtrack and an image roll) together make one complete reel.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Reel/Tape/Disc Number**.

Guidance: Enter the reel, tape, or disc number.

Examples:

1

2

10

101

]]> elements/reference.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes Yes Variable Character Length (700) Reference Unit List Series
File Unit
Item No Yes

Definition:	The unit that provides reference services for the archival materials.
	For authority proposals, this is the unit of the person responsible for proposing a new or updated authority record for Organization Name, Person Name, Topical Subject, Geographic Reference, Specific Records Type, Program Area, or an Authority List heading.
Purpose:	Identifies the unit that provides reference services for the archival materials. Allows users to limit a search to the holdings of a particular unit.
	For authority proposals, identifies the unit of the proposer of an Organization Name, Person Name, Topical Subject, Geographic Reference, Specific Records Type, Program Area, or an Authority List heading.
Relationship:	For archival descriptions, this element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Reference Unit**.
Guidance:	Select the correct term from the Reference Unit Authority List.
Examples:	

NLJFK John F. Kennedy Library
Columbia Point, Boston, MA 02125-3398
(phone) 617-929-4500
(fax) 617-929-4538
(e-mail) kennedy.library@nara.gov

NRHLA Laguna Niguel, Archival Operations, Pacific Region
24000 Avila, 1st Floor East, Laguna Niguel, CA 92677-3497
(phone) 949-360-2641
(fax) 949-360-2624
(e-mail) laguna.archives@nara.gov

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NWL Center for Legislative Archives
National Archives Building, Room 8E
7th and Pennsylvania Avenue NW, Washington, DC 20408
(phone) 202-501-5350
(fax) 202-219-2176
(e-mail) inquire@nara.gov

National Park Service, Yellowstone National Park Archives (an affiliated archives)
P.O. Box 168, Yellowstone National Park, WY 82190
(phone) 307-344-2261
(fax) 307-344-2323
(email) Lee_Whittlesey@nps.gov

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]]> elements/relatedterm.html MandatoryRepeatableData TypeAuthorityPublic Element No Yes Variable Character Length (700) Topical Subject Thesaurus, Geographic Reference Thesaurus, Specific Records Type Thesaurus, and Program Area Thesaurus Yes

Definition:	An authorized, preferred heading that is related in definition and scope, but not broader or narrower.
Purpose:	Supports relationships between or among headings in a controlled vocabulary.
	Supports the primary purpose of vocabulary control to achieve consistency in description and to facilitate retrieval of related concepts.
Relationship:	This element is dependent on Topical Subject, Geographic Reference, Specific Records Type, or Program Area. To have a **Realted Term**, one of these authority headings must be created and it must be a *preferred* record.
Guidance:	For cataloging related term reference headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).
Examples:	

Topical Subject:

- RT: Grandfather clause (voting)
  Suffrage

Specific Records Type:

- RT: books
  notebooks

Program Area:

- RT: Defense communications
  Telecommunications

]]> elements/release.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Date None Item Yes Yes

Definition: The date on which the audiovisual item was released for distribution.

Purpose: Provides contextual information and serves as an access point to allow users to retrieve and sort audiovisual items by release date.

Relationship: This element is independent, but to have Release Date Qualifier, **Release Date** must be created.

Guidance: Enter the date on which the item was released.

Use Release Date Qualifier to indicate an uncertain or approximate date.

It is not necessary to explain any distinction between **Release Date** and other date elements in Date

[Note](#).

Date Form
Enter the date in MM/DD/YYYY form.
If the day is unknown, enter the month and year in the MM/YYYY form.
If the month is unknown, enter the year in the YYYY form.
Do not use 00 as a month or day.

Examples:

08/31/1978

08/1978

1978

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]]> elements/releaseq.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (8) [Date Qualifier List](#) Item Yes Yes

Definition: The means for indicating an uncertain or approximate release date.

Purpose: Alerts users to uncertain or approximate release dates.

Relationship: This element is dependent on [Release Date](#). To have **Release Date Qualifier**, [Release Date](#) must be created. [Release Date](#) is repeatable. One **Release Date Qualifier** can be specified for each [Release Date](#).

Guidance: Choose the appropriate term from the [Date Qualifier Authority List](#).

Use "?" if uncertainty exists regarding the date.

Use "ca." if the date is approximate.

]]> elements/reproduction.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No No Numeric (10) None Series
File Unit
Item No Yes

Definition:	The exact number of parts or sides of the physical items needed to create a complete duplicate of the specific media type of the archival materials.
Purpose:	Indicates the number of physical items (pages, reels, etc.) that need to be copied to create a complete reproduction.
Relationship:	This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Reproduction Count**.
Guidance:	Enter the exact number of parts or sides of physical items that need to be copied to create a complete reproduction of the specified media type. Do not use commas.
	Only indicate **Reproduction Count** if it differs from Piece Count. For example, a double-sided letter may have piece count of three pages but a reproduction count of six pages.
	Only use this element if the item can be reproduced.

Examples:

6

49

100

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1025

]]> elements/rolltype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (15) Roll List Item Yes Yes

Definition:	Indication of the roll used in a motion picture. In creating a film, alternate scenes are typically assembled in checkerboard fashion on two or more different rolls with black leaders between scenes to facilitate fades and dissolves and to ultimately produce a single strip master positive from which a duplicating negative (dupe neg) can then be made.
Purpose:	Identifies roll to aid in reproduction.
Relationship:	This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Roll**.
Guidance:	Choose the correct term from the Roll Authority List.

Examples:

A roll

B roll

C roll

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]]> elements/runningmin.html Running Time: Minutes

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Numeric (10)	None	Item	Yes	Yes

Definition: The duration in minutes of the individual parts (reels, tapes, rolls) of an audiovisual item.

Purpose: Informs users of the playing time for parts of an audiovisual item.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Running Time: Minutes**. **Running Time: Minutes** works in conjunction with Running Time: Seconds. The Guidance for this element explains the details of this relationship.

Guidance: Enter the number of minutes for the running time of each part of an audiovisual item. Each part (reel, roll, tape) should be described as a separate media type.

If the running time is *more* than five minutes, round it off to the nearest minute.

If the running time is *less* than five minutes, indicate it as minutes and seconds. To do this:

- enter the number of minutes in **Running Time: Minutes**
- enter the number of seconds in Running Time: Seconds.

Do not enter the length as "2.5" minutes, instead enter it as "2" minutes and "30" seconds. (The "30" seconds is entered in Running Time: Seconds.)

Examples:

120

[For a two-hour motion picture film.]

104

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60

15

1
[For a one-minute sound clip.]

]]> elements/runningsec.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (2) None Item Yes Yes

Definition: The segment of the individual parts (reels, tapes, rolls) of an audiovisual item that is a part of a minute.

Purpose: Informs users of the playing time of the audiovisual item.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Running Time: Seconds**. **Running Time: Seconds** works in conjunction with Running Time: Minutes. The Guidance for this element explains the details of this relationship.

Guidance: Enter the number of seconds for the running time of the audiovisual item. Each part (reel, roll, tape) should be described as a separate media type.

If the running time is *more* than five minutes, this element will be left empty.

If the running time is *less* than five minutes, indicate it as minutes and seconds. To do this:

- enter the number of minutes in Running Time: Minutes
- enter the number of seconds in **Running Time: Seconds**.

Do **not** enter the length as "150" seconds, instead enter it as "2" minutes and "30" seconds.

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Do **not** enter the length as "60" seconds, instead enter it as "1" minute.

Examples:

5

10

25

59

]]> elements/sacosubmitted.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (1) Y/N code list No

Definition:	Indicates whether or not a Topical Subject, Geographic Reference, Specific Records Type, or Program Area has been contributed to the Library of Congress Subject Headings via the Subject Authority Cooperative (SACO).
Purpose:	Allows NARA to track what subject authorities have and have not been submitted to SACO.
Relationship:	This element is dependent on Topical Subject, Geographic Reference, Specific Records Type, or Program Area.To have **SACO Submitted**, one of these authority records must be created.
Guidance:	Select Y, if the authority record has been submitted to SACO. Select N, if the authority record has not been submitted to SACO.

Examples:

Y

N

]]> elements/scale.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	The level of detail in cartographic or architectural documents expressed as a numerical ratio to one, which may have been computed from the verbal or bar scales included on the materials.
	A map at the scale of 1:10,000 (one unit on the map equals 10,000 of the same units on the ground) would generally be considered a large scale or detailed map, such as a city plan; whereas a map at the scale of 1:10,000,000 (one unit on the map equals 10,000,000 of the same units on the ground) would generally be considered a small scale or limited detail map, such as a small continent on a single sheet.
Purpose:	Allows maps, scaled drawings, and aerial photographs to be compared in terms of the detail of the documents.
Relationship:	This element is independent.
Guidance:	Enter the scales stated as ratios to one and convert verbal or bar scale information into ratios to one. Scales can be an estimated ratio. Complex verbal scales, archaic measurement terminology, and related information may be included.
	If **Scale Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Scale Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

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> 1 inch to approximately 90 miles.

> The charts are drawn at the 1:250,000 scale (one inch equals 3.43 nautical miles).

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]]> elements/scope.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (9999) None Record Group
Collection
Series
File Unit
Item No Yes

Contents:

Definition

Purpose

Relationship

Guidance | *Style Basics* | *Use of Acronyms and Abbreviations*

RECORD GROUP AND COLLECTION SCOPE AND CONTENT NOTES

SERIES AND FILE UNIT SCOPE AND CONTENT NOTES | *Access Points* | *Creators* | *Contributors* | *Models for Description* | *Describing Specific Records Types and Uniform Documents* | *Annotations* | *Gaps* | *Publication Titles*

ITEM SCOPE AND CONTENT NOTES | *Contributors* | *Individual Oral History Interviews* | *Photographs and Other Graphic Materials* - Original Captions for Graphic Materials | *Moving Image Materials* - Content Titles for Moving Image Materials | *Sound Recordings* | Content Titles for Sound Recordings / *Cartographic Materials and Architectural Drawings and Plans*

Definition:	The description of the breadth and depth of the record group, collection, or archival materials.
Purpose:	Provides an in-depth discussion of the record group, collection, or archival materials. In conjunction with Title, Creator Elements, and Date Elements, **Scope and Content Note** helps users decide whether they are interested in the record group, collection, or archival materials.
Relationship:	This element is independent.

Guidance: Write a note that provides answers to basic questions that users might ask about the record group, collection, series, file unit, or item described. Explain any significant or heavily-represented topics, people, organizations, geographic places, or languages represented in the record group, collection, series, file unit, or item, as well as the types of materials present.

Style Basics

- Write in complete sentences.
- Write from the objective, not subjective, point of view.
- Be precise and brief.

Do not exceed the **9,999** character limit for this element. Keep the Scope and Content Note under 10,000 characters.

Do not use unexplained acronyms or unknown organizational designations (including NARA mail codes).

Use of Acronyms and Abbreviations

- Define an acronym used in **Scope and Content Note** the first time it appears.
- However, if the acronym is already used and defined in Title, it does not have to be defined again in **Scope and Content Note**.
- An acronym defined in **Scope and Content Note** can be used in other data elements (except Title) without defining it again.
- Consult the Abbreviations section for further guidance on other abbreviation topics.

Title - Korean War File of American Prisoners of War, ca. 1950 - ca. 1953
Scope and Content Note - This series identifies an undetermined range of U.S. military officers and soldiers who were casualties as Prisoners of War (POWs) during the Korean War. The series originally seemed to be an index to the textual records known as the Returned or Exchanged Captured American Prisoners-Korea-Phase III, Interrogation Reports (RECAP-K). However, these records do not serve as a true index to the RECAP-K dossiers, also known as the dossiers for the Korean war prisoners exchanged at "Big Switch" and "Little Switch," because the dossier number in them does not match the Control number used in some of the textual interrogation reports. There are 4,714 records, each of which potentially contains the name of a prisoner of war, serial number, date of birth, dossier number, rank, prisoner of war camp code, and at least one other unidentified variable.

Title - White House Office of Records Management Subject File folder SP735 (8), 03/22/1983
Scope and Content Note - This file contains material relating to the nationally televised speech in which Ronald Reagan publicly proposed the Strategic Defense Initiative (SDI).

RECORD GROUP AND COLLECTION SCOPE AND CONTENT NOTES

A Record Group or Collection Scope and Content Note should be a general, brief summary of the broad topics and/or records types in the series that make up the record group or collection. Do not list all of the series in the Record Group or Collection, and avoid duplicating information that exists at the Series level.

The record group consists of textual records, maps, charts, and aerial and still photographs created and/or compiled by the United States Forest Service. The materials generally relate to forest management, protection, research and experimentation, in addition to timber industry and management, fishing industry and management, watershed management, wildlife management, recreation management, land use and management, flood prevention, work of the regional forest offices, and management of the national forests throughout the United States.

The material contained in this collection reflects the Office of Science and Technology's focus on five major issues: increasing government commitment to basic research; evaluating the impact of federal regulations on the economy; providing analyses of national energy policies; establishing a science and technology exchange agreement between the U.S. and the People's Republic of China; and promoting industrial innovation.

This collection of donated historical materials consists of files maintained by Gerald M. Rafshoon's Atlanta-based advertising agency. The materials relate to the agency's work advising Jimmy Carter in his successful 1970 gubernatorial campaign, as well as his 1976 presidential campaign and his 1980 bid for re-election.

This collection consists of the personal papers of the writer Ernest Hemingway. These papers include approximately 90% of the known extant Hemingway manuscripts of novels, short stories, newspaper articles, and unpublished pieces; thousands of communications to and from Hemingway; thousands more pages of miscellaneous documents and items such as fishing logs, bullfight tickets, and books and manuscripts of his contemporaries; over 10,000 photographs; and Hemingway's personal collection of clippings and journals covering his entire career. The collection was given to the Kennedy Library by Hemingway's widow, Mary Hemingway. It also includes similar materials from her custody of the collection after his death until her death in 1986 and manuscripts for Ernest Hemingway's work published after his death.

SERIES AND FILE UNIT SCOPE AND CONTENT NOTES

A series or file unit will often be varied in content and format. Describe the archival materials in these groupings with a summary explanation of the contents, resulting in a fairly general description.

At each level of description, usually indicate the level being described by using an introductory phrase such as "This series consists of" or "This file unit contains."

Scope and Content Note should contain information about: who created the archival materials, who the archival materials are about, (i.e., to what person or organization they relate,) who contributed to the production or authorship of the archival materials and what their relationship is to the activities documented; what the archival materials are generally about, what the main topics or subjects mentioned are, and what unusual or historically significant topics are mentioned in addition

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to the main topics presented; where the action or events take place, what specific geographic places or areas are mentioned; how the information is recorded, what record types are included, and how the information is presented. If appropriate, **Scope and Content Note** can mention general time periods (e.g., "post-World War II," "during the first Reagan administration," "the years leading up to the Spanish-American War," "the period between Texas' independence from Mexico and its annexation to the United States," etc.)

Do not use **Scope and Content Note** to capture the specific date ranges when the archival materials were created, used, or maintained by the organization or individual, why the archival materials were created, or what activities and functions caused them to be created.

Do not use **Scope and Content Note** to capture information that belongs in other data elements, such as [Function and Use](), [Arrangement](), the Access Restriction Elements, [Technical Access Requirements Note](), [Custodial History Note](), [Container List](), [Shot List](), [Coverage Start Date](), [Coverage End Date](), [Inclusive Start Date](), [Inclusive End Date](), or [Date Note]().

Do not use **Scope and Content Note** to capture information about the history or activities of the creating organization, or biographical information about an individual. This information belongs in the authority record for the organization or individual.

If appropriate, enter information about related records, but not if the relationship is simply one of subject or provenance.

ACCESS POINTS

Key topics, people, organizations, geographic places, languages, and records types mentioned in **Scope and Content Note** should be identified in the narrative and assigned as terms in the access points. Items identified in **Scope and Content Note** should have a corresponding subject term, name, place, language, or record type in one or more of the following controlled-vocabulary elements.

Specific Records Type	**Organizational Reference**
Geographic Reference	**Personal Reference**
Subject Reference	**Organizational Contributor**
Language	**Personal Contributor**

CREATORS

The creating organization or creating individual is responsible for the creation, accumulation, or maintenance of the series when in working (primary) use. Do not include agency history, personal biographies, or other information about the creators in **Scope and Content Note** (submit this information for inclusion in the proper authority file.). However, when there are three or more creators and at least two of the creators have overlapping dates, an explanation of the relationship between the creators and the records must be added. The explanation should describe the relationship of the creators to the records not to each other.

> The records were originally maintained by the Passport Clerk. The Bureau of Accounts had responsibility for these records from July 11, 1895 to July 2, 1902 after which the Passport Bureau assumed responsibility for the records.

> Some case files were created by the U.S. District Courts for the Elkins and Philippi Divisions of the Northern District of West Virginia but transferred to Fairmont Division in 1938.

> These records were originally maintained by the Department of Justice (DOJ). The DOJ's new Alien Property Bureau assumed responsibility for them in 1934, responsibility was then transferred to the Office of Alien Property Custodian in 1941, and finally to the Office of Alien Property in 1946.

CONTRIBUTORS

Contributors are responsible for the intellectual, technical, artistic, design or financial production of the archival materials.

Explain the roles of the people or organizations that have contributed to the archival materials. When describing organizational records at the Series Level, the person or particular position in an organization that created the archival materials can be included. **Scope and Content Note** may list that person's name and/or position title as a contributor to the creation of the series. This is appropriate information for official files created by a single government functionary or office holder.

Write the full name of the contributor as it appears in the material, even though it may vary slightly from the controlled name used in [Personal Contributor](#) or [Organizational Contributor](#).

> The series consists of photographic reports compiled by Harold Weaver, and illustrates forest management on Indian reservation forests of Washington and Oregon, mainly on the Colville Reservation where Weaver was Forest Supervisor before becoming Regional Forester. There are a few photos of California and Montana forests as well as reports of scientific field trips.

[From the series: Photographic Reports by Harold Weaver, Forester; creator: Bureau of Indian Affairs.]

> Although most of the Lloyd Norton Cutler material filed here came directly from the Counsel's Office at the end of the administration, some is from White House Central File, Oversized Attachments and White House Central File, Confidential File, Oversized Attachments. Folders with bracketed titles contain material from unlabeled folders, unfiled material and material that came from the White House designated as "Too Late to File." The latter material was interfiled with the White House Staff Office material by the staff of the Carter Library and bears a "Too Late to File" stamp.

> The folder title list reveals Cutler's extensive involvement in the 1980 campaign, Canadian fisheries, the 1980 Olympics, and the Iranian hostage crisis.

[From the series: Lloyd Norton Cutler Files; creator: Records of the White House Office of Counsel to the President (Carter Administration)]

The same person or organization may be both a contributor and a subject of the records. If so, indicate this in **Scope and Content Note**.

> This series consists of textual material that includes newspaper articles, press releases, informational booklets, publications, and advertisements; many of which were submitted by the manufacturers of the equipment. The documents describe new technology, equipment, and the history of radio and communication. The companies represented in this series include Western Union, AT&T, Press Wireless, American Radio Relay League, Civil Aeronautics Administration, Radio Corporation of America (RCA), Western Electric, General Electric, Motorola, and Bendix Radio.

[From the series: Textual Records Related to the Survey of Radio Use in the United States; creator: Federal Communications Commission.]

MODELS FOR DESCRIPTION

There are two models for writing **Scope and Content Note**.

The first model lists all record types together in order of the material's arrangement, or from most numerous to least numerous. This is followed by a description of the subject content of the materials, often beginning with the phrase, "The materials relate to... ."

The second **Scope and Content Note** model lists each record type separately, followed by the subject content of that record type. This model links together the specific records types with their subject content, showing what types of documents contain which topics. This type of narrative description is most appropriate for description at the Series Level, particularly when describing series with many file units.

> This series consists of correspondence, memoranda, reports, summaries, military briefs, policy statements, research notes, routing slips, and maps. The materials relate to civil disturbances; the Vietnam War; awards, badges, decorations, and citations awarded to Army personnel; Army organizations and tactical units; armed forces requirements for national defense; prisoners of war and troops missing in action; and research, development, and acquisition of air defense and ground missiles.

> This series consists of notes and land surveys by the scientists at the Patuxent Wildlife Research Center, which detail their assessments of the status of biological resources at regions across the country. The series also consists of field reports, reconnaissance reports, and wildlife analysis reports that document whether the scientists recommended or advised against the establishment of wildlife refuges. Photographs and numerous hand written and published maps of potential

wildlife refuge areas are found throughout the series as well.

DESCRIBING SPECIFIC RECORDS TYPES AND UNIFORM DOCUMENTS

Enter information about the specific records types, such as reports, minutes, correspondence, speeches, questionnaires, or drawings.

A uniform set of documents, such as census records, is composed of only one Specific Records Type. Describe the documents with more specific terms to indicate the kinds of information recorded in the documents.

This series of claims case files includes cables, completed claims forms, correspondence, memorandums, minutes, photographs, reports, and transcripts of proceedings.

The census books usually show the name of the head of the family, the number of individuals in the family, the number of males and females, the number of those between 5 and 20 years of age who did not attend school during the year, the number of Indians who could read and use conversational English, the number of dwellings built and occupied, the number of church members, the number of males over 18, the number of females over 14, and the number of school children aged 6 to 16. Additional data available from the census books include vital statistics on each family member; details on farm value, production, and size; and the amount of roadwork done.

ANNOTATIONS

Indicate if the archival materials have been annotated. Annotations are notes added to the materials as comments or explanations.

The secretaries outside the Oval Office prepared President Johnson's Daily Diary. A particular person would "work" the Diary for a scheduled period. In a column labeled "Telephone" the secretary would indicate with a "t" [to] that the call was made by the President to the person listed in the diary or with an "f" [from] that the call originated with the person listed. She would also indicate if it were long distance or local. She would annotate the entry with "pl" if the call was made on a "private line" which was wired directly to a phone in the office of an aide or associate. Calls that were recorded on the dictabelt recording system are often annotated with a belt number indicating which belt the secretary used to record the call. The secretaries frequently included their own observations in the Diary. Entries may include brief quotes from the President's conversations, narratives describing the President's trips and activities at the LBJ Ranch, anecdotal information, and descriptions of the President's reactions to people and events.

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GAPS

At the Series and File Unit Levels, **Scope and Content Note** orients the user toward the breadth of the archival materials, and also provides information about significant gaps in the materials.

> As visits and telephone calls occurred, the secretary "working" the Diary would note them; occasionally the secretary missed noting a call or meeting. White House staff who worked closely with the President frequently entered the Oval Office without the visit being noted in the Diary. Information about guests at social functions was taken from the guest lists, and a last minute cancellation could cause an error in the Diary.

> Passenger lists were not required for either outbound voyages to foreign posts or for coastwise voyages between U.S. ports.

> This series does not include case files that were cancelled, rejected, or relinquished. The Bureau of Land Management maintained such files as a separate series. Some of these files are in NARA's regional facilities, while others are presumed to be still in the agency's custody.

Note

- Be aware of how gaps in the materials are described. Do not describe what is not present. Avoid references to information that result in "false hits" in searching an automated system. For example, if a series has information about all major wars fought by the United States in the 20th century except for one, do not use the following language: "These materials relate to all wars fought by the United States in the twentieth century, except for the Persian Gulf War." Instead, write this sentence as follows: "These materials relate to the following wars fought by the United States in the twentieth century: World War I, World War II, Korean War, and the Vietnamese Conflict."
- Place information to describe gaps in dates in [Date Note].

PUBLICATION TITLES

If a series consists of a number of publications and [Title] refers to the content or purpose of the publications, such as "Journals Used in Foreign Relations Work," then the actual publication titles may be listed in **Scope and Content Note**.

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ITEM SCOPE AND CONTENT NOTES

A scope and content note written for an item allows for a greater level of detail than will a description at a higher level. In general, follow the guidance for writing Series Level and File Unit Level scope and content notes when writing Item Level scope and content notes. However, a single document or item is more likely devoted to a single topic or theme, so an item is described in much more specific terms. This type of description is called "abstracting," and allows for an enriched and informative representation of the item. It does not imply, however, that an Item Level scope and content note needs to be more lengthy than those at higher levels.

> This item is a letter from J. F. Bando of Brooklyn, New York, to Franklin D. Roosevelt. In the letter, Bando expresses his opinions regarding President Roosevelt's first "Fireside Chat" radio address to the United States on March 12, 1933.

CONTRIBUTORS

At the Item Level, individual contributors may be especially significant. If an item uses a non-specific phrase to indicate the contributor, such as "presented by," then enter the phrase exactly as it appears on the item.

> The following people and organizations contributed to the production of this film: Producer, Owen Grump; Co-producer, Disabled American Veterans/Treasury Department/Department of Defense/Association of Motion Pictures Producers; Editor, Jack Kampchroer; Writer, Charles Welbourne.

> The following information was on the video label: "Production Company, Department of Agriculture; Credits: Subject matter, A. C. Rose; direction, C. A. Lindstrom, camera, Eugene Tucker."

Individual oral history interviews

Write an objective note describing the general content, nature, and scope of the oral history interview. Scope and Content Note may include, but is not limited to:

- geographic area discussed
- names of persons discussed
- summary of subject content: description of events, conditions, objects, and activities, with locations when possible
- opinions and attitudes expressed about the informant or others

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- personal recollections about other people
- brief indication of the subject matter of illustrative stories and anecdotes

John Doe discusses his role as head chauffeur in the Kennedy White House; his recollections of the Washington, D. C., parties attended by John F. Kennedy and Jackie Kennedy; his responsibilities in the White House garage and motor pool; and his recollections of conversations with President Kennedy during the Bay of Pigs invasion crisis in Cuba in 1961.

Jim Fallows discusses his role in the White House as speechwriter and recollects his conversations with President Carter regarding peace in the Middle East.

Photographs and other graphic materials

Write an objective narrative summary of the content, meaning, or iconography of a single item. Information that places the material in a proper context and conjectural statements may be included.

The photograph depicts a groundbreaking ceremony for new picnic areas in Yellowstone National Park. Pictured are President George W. Bush and First Lady Laura Bush holding a shovel.

This item is a two-panel cartoon in which the first panel shows politicians extending an invitation to William Howard Taft to run for president. The second panel shows the same politicians angrily condemning Taft for his platform.

This item is a sketch of Union troops charging toward Kennesaw, Georgia.

Original captions for graphic materials

The original caption found on a photograph or other graphic materials may also be included in **Scope and Content Note**. Introduce the caption with the phrase "Original caption", followed by a colon, a space, then the caption title. In this instance, an incomplete sentence is acceptable.

In transcription of the original caption, generally do not complete abbreviated words or names. If it is otherwise difficult to understand, fill in the whole name or word, enclosing the additional letters in square brackets.

> Original caption: 351st Field Artillery Troops on the Deck of the "Louisville." Part of the Squadron "A" 351st Field Artillery, troops who returned on the Transport Louisville. These men are mostly from Pennsylvania.

> Original caption: Picket outpost.

> Original caption: Pan-Am[erican Exposition] emergency hospital nurses.

Moving image materials (motion pictures and videorecordings)

Write a narrative summary of the content of the motion picture film or videorecording to give the researchers a good idea of what to expect when they view the work. Include information about the work's genre (e.g., documentary, comedy, or drama), and about persons, geographic locations, scenes, and activities depicted in the work.

> The film has views of construction work on the Hoover Dam. Most footage is taken from a moving vehicle near the dam site and has scenes of countryside, construction machinery, and construction utility buildings.

> The newsreel contains panoramic views of Indian reservations in Arizona, New Mexico, and Utah.

> The documentary, narrated by actor Richard Boone, recounts the history of exploration and settlement of the American West in a chronological manner. It includes accounts of the Lewis and Clark expedition, fur trading, mountain men, frontier life, the Santa Fe Trail, settling and the crossing of the Great Plains, migrations to Oregon and California, subduing of the Indians, mining, the establishment of law and order, work with cattle, the arrival of modern transportation, and industrial innovations, and the closing of the frontier in the 1890s.

Content titles for moving image materials

The titles of individual parts of moving image materials described at the Item Level, especially the content titles of motion pictures and videorecordings, may be included in **Scope and Content Note**.

If known, include information about the authorship and the duration of items. Describe the authorship information after the title. Duration information follows the title or the authorship statement (if there is one).

> Segment 1: C-SPAN (Part Two) House Foreign Relations Committee "Testimony on FSX" Sec. Mosbacher and Sec. Chaney 5/3/89, (60:00 minutes) -- Segment 2: C-SPAN (Part Three) House Foreign Relations Committee "Testimony on FSX" Sec. Mosbacher and Sec. Chaney 5/3/89,

(60:00 minutes)

SOUND RECORDINGS

Write an objective summary of the content of a sound recording (other than one that consists entirely or predominantly of music).

This item is a recording of the memoirs of Stanford Caldwell Hooper, Rear Admiral, U.S. Navy (Retired). Adm. Hooper, along with some of his former associates, discuss the history of naval radio in the United States, from its advent in the early part of the 20th, through some of the developments during and immediately after World War II. The recording also contains Hooper's reading of a speech, entitled "Naval air-power and electronics" given by R.W. Ruble at the Sheraton Park Hotel.

This item is a recording of speeches from his presidential campaign, read by George H.W. Bush just before leaving office.

This item is a dramatized examination of the culture of the Tlingit people of the Pacific Northwest with special attention on the Potlatch ceremony and their system of justice.

This item is a recording of actor George C. Scott reading the preamble of the United States Constitution during Fourth of July celebrations at the National Archives in Washington, DC.

Content titles for sound recordings

The titles of individual parts of sound recordings may also be included in **Scope and Content Note**. If known, include information about the authorship and the duration of items. Describe the authorship information after the title. Duration information follows the title or the authorship statement (if there is one).

The fourth millennium / Henry Brant (9 minutes) - Music for brass quintet (14 minutes)

CARTOGRAPHIC MATERIALS AND ARCHITECTURAL DRAWINGS AND PLANS

Write an objective summary of the nature or scope of a single cartographic item or architectural drawing or plan, making special mention of unusual or unexpected features of the item.

This item is a map of Curacao, Dutch Antilles, showing sailing ships, row houses, and forts.

This item is an aerial view of a land use map for the proposed development of new suburbs in

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College Park, Maryland. The location of the National Archives and Records Administration is noted with "NARA" in red print.

This item is a map of Nicaragua, showing the location of actions involving U.S. Marines during the revolution of 1926-29.

This item is a measured technical drawing showing the Capitol building as a site plan with perspective projection.

This item is a preliminary drawing showing the proposed exterior and interiors of the lighthouse at Cape Hatteras, North Carolina. The technical drawing on the left includes specifications for the spiral staircase, windows, lantern house, and beacon device. The color image on the right shows the black and white spiral day mark proposed for the exterior of the lighthouse.

]]> elements/scope_auth.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (2000) None Yes

Definition:	A note explaining the coverage, specialized usage, and/or rules for assigning the Topical Subject, Geographic Reference, Specific Records Type, or Program Area.
Purpose:	Restricts or expands the application of the Topical Subject, Geographic Reference, Specific Records Type, or Program Area; distinguishes between authority records that have overlapping meanings in natural language; or provides other advice on its usage
Relationship:	This element is dependent on Topical Subject, Geographic Reference, Specific Records Type, or Program Area. To have a **Scope Note**, one of these authority headings must be created and it must be a *preferred* record.
Guidance:	See the Subject Cataloging Manual: Subject Headings (Library of Congress) and MARC21Format for Authority Data online.
Examples:	

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Topical Subject: Inuit

> Scope Note: Assign this heading to holdings limited to the indigenous Arctic peoples of Greenland, Canada, and northern Alaska.

Geographic Reference: New York (N.Y.)

> Scope Note: Located at mouth of Hudson River; visited by Europeans 16th-17th cen.; settled by Dutch, seized by British in 1664; was cosmopolitan center & nation's largest city by 18th cen.; today is huge metropolis composed of 5 boroughs corresponding to 5 counties.

Specific Records Type: registers (lists)

> Scope Note: Official lists of entries of any information considered sufficiently important to be exactly and formally recorded, typically maintained in numerical or chronological order in a regular manner. (Getty AAT)

Program Area: National security

> Scope Note: For programs encompassing both national defense and foreign relations of the United States.

]]> elements/security.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (40) Security Classification Authority List Series
File Unit
Item No Yes

Definition:	The highest level of national security protections or classified nuclear information protections on the archival materials.
Purpose:	Alerts users to the national security classification of, or nuclear information in restricted archival materials. Provides users with an indication of the clearance level needed to access the materials.

Relationship: This element is dependent on Specific Access Restriction. The selection of some terms from the Specific Access Restriction Authority List in Specific Access Restriction requires the use of **Security Classification** as described in the Guidance section for Specific Access Restriction.

Guidance: Indicate the level of security classification for the archival materials. Archival materials may have more than one classification. However, in the case of archival materials with Top Secret, Secret, and Confidential information, only the highest level should be indicated.

If it is determined that archival materials contain national security classified information, but do not have any markings indicating the level of classification, select the term "Unmarked" from the Security Classification Authority List.

Examples:

> **Access Restriction Status** - Restricted - Fully
> **Specific Access Restriction** - FOIA (b)(1) National Security
> **Security Classification** - Secret
> **Specific Access Restriction** - FOIA (b)(3) Statute
> **Security Classification** - Restricted Data/Formerly Restricted Data

[For a document that contains both Secret and Restricted Data information.]

> **Access Restriction Status** - Restricted - Partially
> **Specific Access Restriction** - FOIA (b)(1) National Security
> **Security Classification** - Confidential

[For a series that contains some Confidential information.]

> **Access Restriction Status** - Restricted - Partially
> **Specific Access Restriction** - FOIA (b)(1) National Security
> **Security Classification** - Unmarked

[For a series that contains unmarked archival materials containing security classified information.]

> **Access Restriction Status** - Restricted - Partially
> **Specific Access Restriction** - Presidential Records Act (p)(1) National Security Classified
> **Security Classification** - Unmarked

[For a collection that contains unmarked archival materials containing security classified information.]

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]]> elements/shot.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2 gig) None Item Yes Yes

Definition: A shot-by-shot description of a film or video.

Purpose: Enables users to research a film or video shot-by-shot.

Relationship: This element is independent.

Guidance: Enter the shot-by-shot descriptions. Avoid using unexplained acronyms or unknown organizational designations.

If **Shot List** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Shot List**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

l) [Close Up (CU)] Jersey Ringel, the aerial acrobat. 2) [Aerial Medium Shot (AMS)] Ringel performing daring aerial acrobatic feat, looping the loop while standing on top of early model plane. View of plane landing, acrobat on top of plane. From Auto to Plane at 70 miles per hr. 3) [Medium Close Up (MCU)] Jersey Ringel, riding on top of speeding auto, going down highway. 4) Ringel standing on top of car, catches hold of aerial ladder attached to low-flying plane. 5) Early model plane in flight with Ringel suspended on ladder. 6) [Medium Shot (MS)] Similar to scene 4, repeat of feat. 7) [Aerial Close Up (ACU)] Ringel performing acrobatics on trapeze on top of early model plane. 8) [AMS] plane landing. 9) [ACU] Early model plane with Jersey Ringel performing on trapeze. 10) Ringel performing a thrilling upside-down stunt on trapeze. 11) Ringel standing on top of early model plane. Jersey Ringel, Ace of Dare Devils, His Greatest Sky Thriller -- Chattanooga, Tenn. 12) [MCU] Early model plane taking off. Name on side of plane "Jersey Ringel." Ringel, blindfolded, climbing around struts, climbs to top of plane and stands erect as plane is in flight.13) [Aerial Medium Close Up (AMCU)] Ringel, blindfolded, releases hold on plane, stands erect, holds hands up over head. 14) Ringel, blindfolded, climbs down wing of plane and stands on head as plane is in flight. 15) [Aerial Shot (AS)] Ringel standing on plane and "changes planes." 16) [MS] Ringel grasps aerial ladder of a passing plane and climbs aboard. 17) [CU] Ringel walking amidst struts of plane. 18) [ACU] Ringel blindfolded, decides to change planes and hooks onto original plane, missing death by a matter of inches. Name on early model plane "Jersey Ringel." 19) [MS] Ringel hanging by feet from early model plane. Three Army Dare Devils leap from same plane 2500' in clouds - Chanute Field, Rantoul, Ill. 20) [CU] Lt. Hamilton, champion altitude jumper of the world, Sgts. Kamemsky and Shoemaker, and Pilots Carter and Weddington. 21) Personnel inspecting the servicemen's parachutes. 22)

[MS] servicemen boarding small biplane preparatory to flight. 23) [MCU] Biplane taking off with two parachutists atop.

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]]> elements/sound.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (30) Sound Type Authority List Series
File Unit
Item Yes Yes

Definition:	The identification of the sound characteristics (absence or presence of sound) of audiovisual materials.
Purpose:	Informs users of the sound characteristics of the motion picture or video recording being described.
Relationship:	This element is independent.
Guidance:	Choose the correct term for the audiovisual materials from the Sound Type Authority List.
	Use "Silent" for audiovisual materials recorded without sound.
	Use "Sound" for audiovisual materials recorded with sound.
	Use "Silent and Sound" for audiovisual materials partially recorded with sound and partially recorded without sound. The bulk of the materials should be silent.
	Use "Sound and Silent" for audiovisual materials partially recorded with sound and partially recorded without sound. The bulk of the materials should be sound.

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]]> elements/soundlanguage.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (60) Language List Item Yes Yes

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Definition: The language of the soundtrack for a motion picture or video recording.

Purpose: Indicates the language of the specific occurrence of the audiovisual item.

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Soundtrack Language**.

Guidance: Choose the appropriate language from the Language Authority List. The Language Authority List is based on the MARC Language Code List.

If a film has multiple soundtracks in different languages, each version would be described as a separate media type and the appropriate language designated.

If the soundtrack language matches what is indicated in Language, then do **not** repeat it here. Instead, leave this element empty.

Do **not** enter "English." It is the implied language.

Examples:

German

Dutch

Portuguese

]]> elements/soundtrack.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (30) Soundtrack Configuration List Item Yes Yes

Definition: The recording configuration of a sound recording or motion picture soundtrack.

Purpose:	Indicates the soundtrack configuration and provides additional information useful for playback requirements.

Relationship:	This element is dependent on [Media Type](). Each media occurrence of the archival materials must have a media type specified to create **Soundtrack Configuration**.

Guidance:	Choose the appropriate term from the [Soundtrack Configuration Authority List]().

Examples:	Film: Variable Area, Push-pull
	Sound: Dual
	Sound: Mono

]]> elements/source_note.html MandatoryRepeatableData TypeAuthorityPublic Element Yes Yes Variable Character Length (2000) Geographic Source Authority Yes

Definition:	Resources cited to develop and support headings and references in an authority record.

Purpose:	Documents sources consulted to develop and document the form of headings and references in an authority record.

Relationship:	This element is dependent on [Topical Subject](), [Geographic Reference](), [Specific Records Type](), or [Program Area](). To have **Source Note**, one of these authority records must be created.

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Guidance: See the Subject Cataloging Manual: Subject Headings (Library of Congress) and MARC21Format for Authority Data online.

Examples:

LC authorities online, Jan. 11, 2011

Encyclopedia Britannica Online (1997-2002)

Glossary of Art, Architecture, and Design since 1945

CALL Thesaurus (2004)

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]]> elements/specialproject.html MandatoryRepeatableData TypeAuthorityPublic Element No yes Variable Character Length (700) Special Project Authority List No

Definition: Name of a project requiring the creation/modification of an authority record.

Purpose: Allows NARA to track and report on authority records created/modified as part of (a) special project(s).

Relationship: This element is dependent on Topical Subject, Geographic Reference, Specific Records Type, or Program Area. To have **Special Project**, one of these authority records must be created.

Guidance: Indicate the name of the special project.

Examples:

> Vietnam Military Operations Project

> Military Biographies Project

]]> elements/specificaccess.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (100) Specific Access Restriction Authority List Series
File Unit
Item No Yes

Definition: Specific access restrictions to the archival materials, based on national security considerations, donor restrictions, court orders, and other statutory or regulatory provisions.

Purpose: Alerts users to the specific access restrictions on the archival materials.

Relationship: This element is dependent on Access Restriction Status. To have **Specific Access Restriction**, Access Restriction Status must be created. In addition, the use of some terms from the Access Restriction Status Authority List in Access Restriction Status requires the use of **Specific Access Restriction** as described in the Guidance for Access Restriction Status. Similarly, the use of some terms from the Specific Access Restriction Authority List in this element both permits and requires the use of Security Classification as described in the Guidance.

Guidance: Choose an appropriate term from the Specific Access Restriction Authority List.

If "Donated - Security Classified" is selected, then a term from the Security Classification Authority List must also be selected. If the archival materials do not contain markings indicating the level of classification, select the term "Unmarked" from the Security Classification Authority List.

If "Donated - Statute" is selected, explain further in Access Restriction Note.

If "Donated - Restricted" is selected, explain further in Access Restriction Note.

If "FOIA (b)(1) National Security" is selected, then a term from the Security Classification Authority List must also be selected. If the archival materials do not contain markings indicating the level of classification, select the term "Unmarked" from the Security Classification Authority List.

If "FOIA (b)(3) Statute" is selected, explain further in Access Restriction Note. If the archival

material contains classified nuclear information, then "Restricted Data/Formerly Restricted Data" must also be selected from the [Security Classification Authority List](#).

If "House Rule" is selected, explain further in [Access Restriction Note](#).

If "PRMPA - National Security Classified (B)" is selected, then a term from the [Security Classification Authority List](#) must also be selected. If the archival materials do not contain markings indicating the level of classification, select the term "Unmarked" from the [Security Classification Authority List](#).

If "Presidential Records Act (p)(1) National Security Classified" is selected, then a term from the [Security Classification Authority List](#) must also be selected. If the archival materials do not contain markings indicating the level of classification, select the term "Unmarked" from the [Security Classification Authority List](#).

If "Presidential Records Act (p) (3) Statute" is selected, explain further in [Access Restriction Note](#).

If "Senate" is selected, explain further in [Access Restriction Note](#).

If "Other" is selected, explain further in [Access Restriction Note](#).

Records of Concern: For archival materials that have been screened and identified as including records of concern, choose "FOIA (b)(2) Internal Personnel Rules and Practices" (for Federal and Presidential records) or "Donor Restricted" (for donated materials) from the [Specific Access Restriction Authority List](#). Do not select a [Security Classification](#) unless the materials are also classified. Explain that the archival materials were identified as records of concern in [Staff Only Note](#). Do not explain that the archival materials were identified as records of concern in [Access Restriction Note](#).

Examples:

Access Restriction Status - Restricted - Possibly
Specific Access Restriction - FOIA (b)(6) Personal Information
Access Restriction Note - The records may be restricted due to privacy concerns. Register numbers 1 through 900 have been screened and are open for research.

[For the series "Warden's Notebook Pages" created between 1934 and 1963 at the U.S. Penitentiary at Alcatraz Island to provide basic summary information and identification photograph of each inmate.]

Access Restriction Status - Restricted - Fully
Specific Access Restriction - FOIA (b)(1) National Security
Security Classification - Top Secret
Specific Access Restriction - FOIA (b)(3) Statute
Security Classification - Restricted Data/Formerly Restricted Data
Access Restriction Note - This material is restricted by the Atomic Energy Act.

[For a document that contains both Secret and Restricted Data information.]

Access Restriction Status - Restricted - Partly
Specific Access Restriction - FOIA (b)(1) National Security
Security Classification - Secret
Specific Access Restriction - Presidential Records Act (p)(1) National Security Classified
Security Classification - Secret
Specific Access Restriction - Presidential Records Act (p)(6) Personal Privacy
Access Restriction Note - The closed portion of this series is subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

[For the series "African Affairs Directorate: Records, 1981-89" in the Ronald Reagan Library, which has been partially opened for research.]

Access Restriction Status - Restricted - Partly
Specific Access Restriction - Other
Access Restriction Note - The military records have been declassified (NND project number 973063). Some records remain restricted due to grand jury, law enforcement, national security, or privacy concerns.

[For the records Related to Criminal Case 31712, U.S. v. Iva Ikuko Toguri D'Aquino (Tokyo Rose).]

Access Restriction Status - Restricted - Partially
Specific Access Restriction - FOIA (b)(1) National Security
Security Classification - Unmarked

[For a series that contains unmarked archival materials containing security classified information.]

Access Restriction Status - Restricted - Partially
Specific Access Restriction - Presidential Records Act (p)(1) National Security Classified
Security Classification - Unmarked

[For a collection that contains unmarked archival materials containing security classified information.]

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]]> elements/specificuse.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element
No Yes Variable Character Length (100) Specific Use Restriction List Series
File Unit
Item No Yes

| **Definition:** | The identification of the type of use restrictions, based on copyright, donor, or statutory provisions, on the archival materials. |

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Purpose: Alerts users to the types of use restriction on the archival materials.

Relationship: This element is dependent on <u>Use Restriction Status</u>. To have **Specific Use Restriction**, <u>Use Restriction Status</u> must be created. In addition, the selection of some terms from the <u>Use Restriction Status Authority List</u> requires the use of **Specific Use Restriction** or <u>Use Restriction Note</u> as described in the Guidance for <u>Use Restriction Status</u>.

Guidance: Choose an appropriate term from the <u>Specific Use Restriction Authority List</u>.

       If "Other" is selected, then explain the specific use restriction further in <u>Use Restriction Note</u>.

Examples:

> **Use Restriction Status** - Restricted - Fully
> **Specific Use Restriction** - Copyright
> **Use Restriction Note** - Copyright held by RKO General Inc.

[For the motion picture "An Eagle Under Sail: Coast Guard Search and Rescue" which contains copyrighted material.]

> **Use Restriction Status** - Restricted - Possibly
> **Specific Use Restriction** - Copyright
> **Use Restriction Note** - Some or all of the images in this series may be subject to copyright or other intellectual property restrictions.

[For the U.S. Information Agency series of 291 Russian language issues of *American Illustrated* magazine, dating from 1957 to 1984.]

> **Use Restriction Status** - Restricted - Fully
> **Specific Use Restriction** - Public Law 101-246
> **Use Restriction Note** - Issued February 16, 1990, this law provides for the domestic release and distribution of U.S. Information Agency (USIA) motion pictures, films, videotapes, and other materials 12 years after initial dissemination overseas, or, if not disseminated, 12 years from the preparation of the material.

[For the U.S. Information Agency motion picture "Bombing and Strafing in Saigon" which contains use restrictions under Public Law 101-246.]

> **Use Restriction Status** - Restricted - Possibly
> **Specific Use Restriction** - Donor Restrictions

> **Use Restriction Note** - The Harmon Foundation restricts use of their materials for large commercial ventures. For further information contact the Harmon Foundation.

[For the series "Kenneth Space Photographs of the Activities of Southern Black Americans" which is part of the Harmon Foundation Collection.]

]]> elements/srt.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Specific Records Type Thesaurus Series
File Unit
Item No Yes

Definition:	The intellectual format of the archival materials.
Purpose:	Enables users to search for archival materials by the type of document represented in the archival materials.
Relationship:	This element is independent.
Guidance:	Choose the correct term from the Specific Records Type Thesaurus.
	The physical carrier used to maintain and display the intellectual content of the archival materials will be entered in Media Type.
	This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."
	At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.
Examples:	Dispatches

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Greeting cards

Letters (correspondence)

Memorandums

Telegrams

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]]> elements/srtlist.html The Specific Records Type Thesaurus provides data values for the Specific Records Type element.

The complete Specific Records Type Thesaurus is available in ARC.

The Specific Records Type Thesaurus was created from terms in DE 800 and NAIL and from two hierarchies in the J. Paul Getty Trust's *Art and Architecture Thesaurus*© (AAT). The two hierarchies are "Visual Works" and "Information Forms". These hierarchies can be browsed by visiting the Getty web site at http://www.getty.edu/research/tools/vocabulary/aat/.

Not every term from the two hierarchies was used in the Specific Records Type Thesaurus. The purely physical terms, such as "wet collodion negatives" were removed. Instead, these terms are contained in the authority lists that describe the physical nature and media types of the archival materials, such as Media Type Authority List, Base Authority List, Process Authority List, and Format Authority List.

]]> elements/srt_auth.html MandatoryRepeatableData TypeAuthorityPublic Element Yes No Variable Character Length (700) None Yes

Definition:	The established, preferred heading for a specific records type (genre/form), or physical form of archival materials.
	Variant or non-preferred specific records type headings lead to the authorized specific records type heading.

Purpose:	Controls the heading or entry of the Specific Records Type authority record.
	Supports the primary purpose of vocabulary control to achieve consistency in description and to

facilitate retrieval.

Relationship: **Specific Records Type** is the element on which all other elements used to describe the intellectual format are dependent. To have any other element about the intellectual format, **Specific Records Type** must be created. **Specific Records Type** is an independent element.

Guidance: For cataloging specific records type (genre/form) headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).

Examples:

Correspondence

Maps

Photographs

Reports

Telegrams

]]> elements/staff.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Record Group
Collection
Series
File Unit
Item No No

Definition: Information about the record group, collection, or archival materials that is intended for NARA employees only.

Purpose: Provides information that NARA employees need to manage the record group, collection, or archival materials.

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Guidance: Enter information needed by NARA employees to manage the record group, collection, or archival materials, such as processing information.

Use General Note for information that should be made publicly available.

For archival materials that have been screened and identified as including records of concern, explain that the archival materials were identified as records of concern in **Staff Only Note**.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Staff Only Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Staff Only Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

> When citing negative numbers from negatives found in multiple groups in the same negative jacket, rejacket as necessary, then identify by using a letter after the date. For example, 6/10/70B, then the frame number.

> CAUTION: When any of these items are photocopied, the terms "Confidential" or "Secret," as the case may be, MUST be crossed out, and the declassification number MUST be written on the item.

> These materials were reviewed under the records of concern policy detailed in Interim Guidance 1600-3, Access to Archival Materials in the Context of Concern about Terrorism, and were withdrawn under the applicable restrictions.

> The NREL shipment number for this material is NREL 000-04-003.

]]> elements/subject.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (700) Topical Subject Thesaurus Series
File Unit
Item No Yes

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Definition: The topics represented in the archival materials.

Purpose: Enables users to search for archival materials about specific topics.

Relationship: This element is independent.

Guidance: Choose the appropriate topical subjects from the Topical Subject Thesaurus.

This data is called an "access point." At the series level, access points must be "anchored" or explained in the descriptive record in which the access point appears. Access points may be anchored in narrative fields like Title, Scope and Content Note, Function and Use, and Shot List or in Creating Organization; access points are not considered anchored by the Container List field. Ask yourself the question "will it be apparent to the user how these holdings relate to the access point I have chosen."

At the file unit and item levels, it is best practice to anchor the terms, and you are encouraged but not required to adhere to best practice.

Examples:

Acid rain

Boycotts

Electric power

Electric power-plants

Medical care

Medicare

]]> elements/subtitle.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (700) None Item No Yes

Definition: The secondary name in the formal title of the item, usually indicated by punctuation such as a colon (:) or brackets ([ ]).

(Formal titles are the specific bibliographic titles written on individual items, such as the title of a movie or book. When transcribing a formal subtitle, enter any dates exactly as they appear.)

Purpose: Further explains the formal title.

Relationship: This element is dependent on Title. To have **Subtitle**, Title must be created.

Guidance: Enter the formal subtitle exactly as it appears on the item. If the formal subtitle is incorrect or vague, enter a corrected version in Other Title. Variant or translated subtitles should also be entered in Other Title.

Use initial capital letters. Do **not** end a subtitle with a period. Do **not** enter a colon after the title or before the subtitle. A colon may be added by the system as part of the display.

If **Subtitle** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Subtitle**.

Examples:

> **Title** - World War II
> **Subtitle** - The Final Months

[For the motion picture "World War II: The Final Months."]

> **Title** - CBS News Special Report
> **Subtitle** - Rev. Martin Luther King, Jr., 1929-1968

[For the motion picture "CBS News Special Report: Rev. Martin Luther King, Jr., 1929-1968."]

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]]> elements/successor.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) Organization Authority File Yes

Definition:	The name of the immediate successor ogranization.
Purpose:	Identifies the immediate successor organization.
Relationship:	This element is dependent on Organization Name. To have **Successor**, Organization Name must be created.
Guidance:	Choose the name of the successor organization from the Organization Authority File.
	Explain the succession in Administrative History Note.

Examples:

> **Organization Name** - Department of Commerce. Weather Bureau.
> **Successor** - Department of Commerce. Environmental Science Services Division. National Weather Service.

> **Organization Name** - Federal Energy Administration.
> **Successor** - Department of Energy.

]]> elements/tape.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (15) Tape Thickness List Item Yes Yes

Definition:	The thickness of the tape on which the audiovisual item has been recorded.

Purpose:	Provides information useful for preservation.

Relationship:	This element is dependent on [Media Type](#). Each media occurrence of the archival materials must have a media type specified to create **Tape Thickness**.

Guidance:	Choose the correct term from the [Tape Thickness Authority List](#).

Examples:

0.5 mil

1.0 mil

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]]> elements/technicalnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition:	A description of the equipment needed to view the specific media type, such as a light table to view aerial film, or hardware and software to view archival materials on electronic media.

Purpose:	Alerts users when equipment will be needed to access or view the specific media type.

Relationship:	This element is dependent on [Specific Media Type](#). Each media occurrence of the archival materials must have a specific media type specified to create **Technical Access Requirements Note**.

Guidance:	Enter a description of the equipment needed to access, listen to, or view the specific media type.

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The element should only be used when the equipment is non-standard. There is no need to include "reader" for microfilm or "projector" for slides.

Do **not** use this element to describe access restrictions to the archival materials, instead use the Access Restriction Elements.

Do **not** use this element to describe restrictions on using or reproducing the archival materials, instead use the Use Restriction Elements.

Do **not** use this element to describe the physical restrictions or preservation restrictions to archival materials, instead use [Physical Restriction Note](#).

Examples:

> An open reel computer tape drive is required.

> A light table is needed to view these aerial photographs.

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]]> elements/thumbnailname.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Variable Character Length (60) None File Unit
Item Image Yes

Definition: The identifier assigned to the file containing the thumbnail version of the digital object.

Purpose: Serves as an identifier for the thumbnail file. Used for identification and retrieval.

Relationship: This element is independent.

Guidance: Enter the full URL of the file, including the file extension.

Examples:

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http://media.nara.gov/media/images/16/16/16-1557t.gif

http://www.reagan.utexas.edu/photos/large/c43674T.jpg

]]> elements/thumbnailsize.html Mandatory Repeatable Data Type Authority Level Available Type Public Element Yes No Numeric (20) None File Unit
Item Image No

Definition:	The size in bytes of the computer file containing the thumbnail version of the digital object.
Purpose:	Identifies the size of the computer file containing the thumbnail version of the digital object. Used for disk space management.
Relationship:	This element is independent.
Guidance:	Provide the size of the computer file in bytes.

Examples:

200133

145698

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]]> elements/title.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (700) None Record Group
Collection
Series
File Unit
Item No Yes

Contents: **Definition**

   Purpose

   Relationship

   Guidance

   GENERAL | Use of Acronyms

   RECORD GROUPS

   COLLECTIONS | Organizational Materials | Personal Papers | Artificial Collections

   PRELIMINARY DESCRIPTIONS
   SERIES | Frequency, Function, Subject Matter | Records Type | Names and Positions | Publication Titles |
   Index and Register Titles | Original Titles | Classified Titles | Security Classifications | Previously Created Titles

   FILE UNITS

   ITEMS

Definition: The name assigned to the record group, collection, or archival materials.

Purpose: Provides identifying information and serves as an access point to retrieve record groups, collections, and archival materials. **Title** serves as one of the main identifiers for record groups, collections, and archival materials.

Relationship: **Title** is the element on which all the other Intellectual, Physical, and Media Elements are

dependent. To have any other element, **Title** must be created. This relationship is assumed in all other relationships. This element is independent, but all of the Title Elements are dependent on it.

Guidance:

GENERAL

At the Record Group, Collection, and Series Level, titles are almost always created by NARA. At the File Unit Level titles are usually assigned by the creator and often appear on the archival materials themselves. At the Item Level titles can be formal (specific bibliographic titles), creator-assigned, or NARA-assigned.

Use of Acronyms

If an acronym is used in **Title**, define the full term, followed by the acronym in parentheses. If an acronym is used and defined in **Title**, it can be used in other data elements without defining it again.

Records of the Proposed Sale of Securities (PSS) System

RECORD GROUP TITLES

Enter a title that names the record group following the rules below. Use initial capital letters. Do not end a title with a period. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations.

Do not include dates in a title. Dates belong in Inclusive Start Date or Inclusive End Date. It is necessary to have separate elements for dates and title because they have different values and different search techniques. Although titles and dates have separate elements, they can be displayed together to form a unique header for a record group.

Use the phrase "Records of" and then insert the name of the entity comprising the record group.

Records of the War Labor Policies Board

Records of the National Commission on Law Observance and Enforcement

Records of the Treasurer of the United States

When creating a title for a general record group, use the phrase "General Records of" and then insert the name of the entity comprising the general record group.

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General Records of the Department of Commerce

COLLECTION TITLES

Use initial capital letters. Do not end a title with a period. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations. Do not use "Undescribed Collection," "Unprocessed Collection," or "Miscellaneous Collection" as a collection title.

Do **not** include dates in a title. Dates belong in [Inclusive Start Date](#) or [Inclusive End Date](#). It is necessary to have separate elements for dates and titles because they have different values and different search techniques. Though titles and dates have separate elements, they can be displayed together to form a unique header for a collection.

Organizational Materials

When creating a title for a collection of archival materials created as a direct result of the administrative or organizational activity of the creator and maintained according to its original provenance, use the phrase "Records of" followed by the name of the organization. If the archival materials were created by a White House organization, indicate the name of the administration in parentheses at the end of the title.

Records of the American Heritage Foundation

Records of the American National Red Cross

Records of the White House Office of Counsel to the President (Carter Administration)

Records of the Advisor to the President on American Jewish Affairs (Carter Administration)

Personal Papers

When creating a title for a collection of personal papers, use the person's name and the term "Papers". Enter the person's name followed by the term "Papers", or the term "Papers of" followed by the person's name. Enter the person's name in direct order: first name, middle name, last name. If the collection has been formed by a number of individuals in the same family, use the family name followed by the term "Family Papers." If a collection of family papers has one

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predominant person, use the person's name followed by the term "Family Papers."

Lou Henry Hoover Papers

Rose Wilder Lane Papers

Papers of Burke Marshall

Roosevelt Family Papers

Dwight D. Eisenhower Family Papers

Artificial Collections

When creating a title for a collection of archival materials that has been formed around a person, organization, subject, or activity, or that has been gathered from a common source, use the name of the person, organization, subject, activity, or common source followed by the term "Collection."

American Film Institute Collection

[For the collection of films gathered by the AFI, not created as part of its business activity.]

Michigan Historical Commission Collection

John F. Kennedy Assassination Records Collection

Ernest Hemingway Collection

PRELIMINARY DESCRIPTION TITLES

Enter the title provided at the time of transfer by the creator for the archival materials . Preliminary Titles do not require a records type, and can include unexplained acronyms. More than one preliminary description can have the same title. The creator name can be included if it is part of the title provided by the creator.

SERIES TITLES

Enter a title that names the archival materials following the rules below. In creating a title, draw from information available from the earlier stages of the records lifecycle. Do not use the term "Untitled" as a title for archival materials. Avoid the term "miscellaneous." Use initial capital letters. Do not end a title with a period. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations.

Do not include dates or creator names in a title. Dates belong in Inclusive Start Date or Inclusive End Date. Creator names belong in Creating Individual or Creating Organization. It is necessary to have separate elements for dates and title because they have different values and different search techniques. Though titles, dates, and creators have separate elements, they can be displayed together to form a unique header for archival materials.

Include the Frequency, Function, or Subject Matter

The title may include identifying attributes, such as frequency (annual or monthly), function, or subject matter.

Annual Narrative and Statistical Reports

Quarterly Status Reports

Letters of Resignation and Declination of Federal Office

Reports, Journals, and Memorandums of Scouts and Marches

Include a Records Type

The title may include a term selected from the General Records Type Authority List or the Specific Records Type Thesaurus, such as memorandums, registers, indexes, minutes, reports, letters, files, etc. At the Series Level, the specific

records type term usually will be plural.

Do not use a physical term like "prints" or "negatives" in the title. Instead, choose an appropriate intellectual records type like "photographs" or "portraits." Terms from the General Media Type Authority List, the Specific Media Type Authority List, or Process Authority List are generally considered physical.

Letters Received

Letter Requesting Certificates of Identity

Photographs of Army Generals

Portraits of Agency Officials

World War II Aerial Photographs and Photographic Images

For additional information on identifying records types, see General Records Type and Specific Records Type.

Names and Positions

Archival materials created by a person through his or her role as part of an organization are considered organizational materials and are assigned a Creating Organization. Note that while the series title can include the name or position of an individual who was the primary contributor of the materials, the creator of the series is the organization which accumulates the materials, not the individual within the organization who contributed the materials.

If these organizational materials were generated by a particular person or through a particular position in an organization, then the title should include the person's name or position. In this case, the person who generated the materials (as part of an organization) is considered a contributor, and their name belongs in Personal Contributor and their role in Personal Contributor Type.

Reading Files of the Deputy Executive Director

[The series was created by the Federal Trade Commission.]

Orders and Special Orders Issued by Major General Winfield Scott

[The series was created by the War Department.]

General Correspondence of the Forest Supervisor

[This series was created by the Department of Agriculture. U.S. Forest Service.]

Albert Einstein's Letters

[This series was created by the Department of the Navy. Bureau of Ordnance. Albert Einstein is the contributor, not the creator.]

Publication Titles

If the archival materials consist of issues of a single journal or other serial publication, use the title of the journal. Do not use italics, quotation marks, or other means to highlight the title.

Journal of Agricultural Research

Journal of Research of the National Bureau of Standards

[The agency name is part of the journal title.]

If the archival materials consist of a number of serials, refer to the content or purpose of the serials. For example:

Journals Used in Foreign Relations Work

Publications from Black Churches

In this case, the various serial titles may be listed individually in Scope and Content Note.

Index and Register Titles

For archival materials that serve as indexes or registers to other archival materials, the title should include a reference to the materials being indexed or registered.

Name Index to Letters Received

Register of Inspection Reports Submitted

Index to Petitions Filed in the Fugitive Slave Petition Book

Original Titles

Original titles are the titles provided by the creator for the archival materials. They are sometimes called agency-supplied titles. If the archival materials have been known by another title designated by the creator, and if researchers are likely to search for the materials by that title, enter the original title in Other Title. Explain in General Note.

Classified Titles

If an agency-supplied title is classified, do not enter the classified title in **Title** or anywhere else in the description. Create a Series title and enter it in **Title**. Explain that the title is a NARA-supplied replacement for the classified title in General Note.

Title - Operations Files
General Note - "Operations Files" is the NARA-supplied replacement for the classified agency title.

[Classified Series title is "Files on CIA Operations in Slobovia."]

Security Classifications

If a classification status, such as top-secret or confidential, is part of an agency-supplied title, then it should be part of Title. In other words, there may be two distinct series transferred by an agency, one called "Top Secret Correspondence" and one called "General Correspondence."

The retention of the agency's use of classification terms is important, as it reflects the agency's original filing system and the relationships between different filing components and the materials as they were used and maintained in the agency. However, classification terms must not be added when NARA provides a supplied title. For example, if an agency transferred a classified series of records called "project files," it should not be titled "Secret Project Files," or if a series of materials called "project files" that have been declassified was transferred, it should not be titled "Formerly Secret Project Files." The classification status for the archival materials is indicated in Security Classification, as part of the Access Restriction Elements.

Inclusion of terms relating to classification in NARA-supplied titles would indicate the access restrictions of the

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materials at NARA, which can change over time, and might cause confusion to the user as to how the materials were originally organized, identified, and maintained by the creating agency.

Previously Created Titles

If the archival materials have been described in an existing finding aid, determine if the existing title is appropriate. If necessary, create a new title and place the existing title in Other Title. If the archival materials have been described in more than one existing finding aid and the titles conflict, determine which is the most appropriate for Title and enter the others in Other Title. If none is appropriate, create a new title and enter the others in Other Title. Explain in General Note.

FILE UNIT TITLES

If it is known, enter the original title (the title provided by the creator) following the rules below. The original title may be written on a folder or indicated during accessioning.

If dates are part of an original title, then they should be included as part of the File Unit title. The dates may also be indicated in the Coverage Date Elements.

Sometimes the archivist makes modifications to the original title of a file unit in order to provide important information about the archival materials. This information should be placed in brackets. For example, a Presidential Library may describe an empty folder and then place the word "empty" in brackets as part of the title. Or, a group of files may have been given a common title by the creator and the archivist may provide an identifier in brackets to create a unique title for each file.

If the original title contains acronyms, best practice is to spell out the acronym in brackets after the acronym. Describers are encouraged, but not required, to do this.

 News clippings regarding ACOG [Association of Central Oklahoma Governments]

Other NARA-made modifications, such as added dates or subjects, should not be placed in Title but in the appropriate fields.

If the original title is classified, do not enter it in **Title** or anywhere else in the description. Create a File Unit title using the **Series** title guidance. Place the NARA-supplied File Unit title in brackets [ ]. Explain that the title is a NARA-supplied replacement for the classified title in General Note.

 Enemies List [empty]

 Inflation Sourcebook [1]

Inflation Sourcebook [2]

Title - [Reports on Weapon System Design]
General Note - "Reports on Weapon System Design" is the NARA-supplied replacement for the classified agency title.

[Classified File Unit title is "Reports on Development of the Light Saber Weapon."]

If the original title of a file unit is incorrect or vague, enter a corrected title in brackets in **Title**, and the original title in Other Title. Explain in General Note.

If there is no original title, create a title using the guidance for series titles, and place the created title in brackets.

ITEM TITLES

If one exists, enter the formal title following the rules below. Formal titles are the specific bibliographic titles written on individual items, such as the title of a movie or book. When transcribing a formal title, enter it exactly as it appears on the item.

Triumph of the Will

Let There Be Light

Facts About Fallout

Manual for Army Cooks

If dates are a part of the formal title, then include the dates as a part of the item title. The dates should also be indicated in the Coverage Date Elements or Production Date, as appropriate.

Do not include a subtitle in **Title**, even if it appears on the item. Place it in Subtitle.

If the formal title of an item actually is "Untitled," as some works of art are called, then the item title may be entered as "Untitled."

If the formal title of an item is incorrect or vague, enter a corrected title in **Title** and the formal title in [Other Title](). Explain in [General Note](). Variant or translated titles should also be entered in [Other Title]() and explained in [General Note]().

Triumph of the Will

Title - La Revanche Des Francais Devant Verdun
Other Title - French Revenge Around Verdun

If there is no formal title, create a title that describes the function or subject matter of the item. If a caption is provided, it may be used. Best practice is to include a records type.

Unlike created titles at the File Unit Level, those at the Item Level should **not** be placed in brackets.

Certification of Physical Examination of Jacob Forsyth at Battle Mountain Sanitarium

Application by Thomas McCarthy for Admission to Western Branch Soldier's Home

Photograph of House on the Moqui Pueblo Reservation

Public Service Announcement about Fair Housing

Newsreel of the Building of the Hoover Dam

If the original title contains acronyms, best practice is to spell out the acronym in brackets after the acronym. Describers are encouraged, but not required, to do this.

Public Service Announcement regarding ACOG [American College of Obstetricians and Gynecologists]

If a formal title is classified, do not enter it in **Title** or anywhere else in the description. Create an Item title using the Series title guidance. Do not place the NARA-supplied item title in brackets [ ]. Explain that the title is a NARA-supplied replacement for the classified title in [General Note]().

Title - Ruritania Nuclear Programs
General Note - "Ruritania Nuclear Programs" is the NARA-supplied replacement for the classified agency title.

[Classified Item title is "Plutonium Production in Ruritania."]

Note that photograph captions are not generally considered formal titles. Create a title, and place the caption in Scope and Content Note.

Title - Photograph of Three U.S. Senators on Fact-Finding Visit to Vietnam
Scope and Content Note - Original caption: Vietnam . . . Pausing for refreshment during their visit to Huu Thanh, a recently pacified village, three U.S. senators on President Richard Nixon's fact-finding committee drink from coconuts. From left to right are Senator Thomas J. McIntyre of New Hampshire, Senator Howard Cannon of Nevada and Senator George Murphy of California.

]]> elements/topical_subject.html MandatoryRepeatableData TypeAuthorityPublic Element Yes No Variable Character Length (700) None Yes

Definition:	The established, preferred form of a topical term.
	Variant or non-preferred term topical headings lead to the authorized **Topical Subject** heading.
Purpose:	Controls the heading or entry of the **Topical Subject** authority record.
	Supports the primary purpose of vocabulary control to achieve consistency in description and to facilitate retrieval.
Relationship:	**Topical Subject** is the element on which all other elements used to describe topical subjects are dependent. To have any other element about a topical subject, **Topical Subject** must be created. **Topical Subject** is an independent element.
Guidance:	For cataloging topical subject headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).
Examples:	Agriculture

American Civil War, 1861-1865

Ardennes, Battle of the, 1944-1945

Nuclear energy

Operation Dragoon, 1944

Presidential appointments

Training planes

Water conservation

World War, 1914-1918

World War, 1939-1945

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]]> elements/totalfootage.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (10) None Item Yes Yes

Definition:	The length in feet of all the reels or rolls that make up the entire copy of an audiovisual item.
Purpose:	Provides the total footage of the audiovisual item.
Relationship:	This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Total Footage**.
Guidance:	Enter the total footage measurement. To calculate the total footage of the film or video, add the footage of all the individual reels in the physical occurrence. Calculate the length in feet, not inches. Round off the length to the nearest foot.
Examples:	29

432

1002

6748

]]> elements/totaltimemin.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (10) None Item Yes Yes

Definition: The total duration in minutes of an audiovisual item.

Purpose: Informs users of the total playing time of an audiovisual item.

Relationship: This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Total Running Time: Minutes**. This element works in conjunction with Total Running Time: Seconds. The Guidance for this element explains the details of this relationship.

Guidance: Enter the number of minutes for the total running time of the audiovisual item. To calculate the total running time, add together all the running times for the individual reels in an audiovisual film.

If the total running time is *more* than five minutes, round it off to the nearest minute.

If the total running time is *less* than five minutes, indicate it as minutes and seconds. To do this:

- enter the number of minutes in **Total Running Time: Minutes**
- enter the number of seconds in Total Running Time: Seconds.

Do **not** enter the length as "2.5" minutes, instead enter it as "2" minutes and "30" seconds. (The "30" seconds is entered in Total Running Time: Seconds.)

Examples:

120

[For a two-hour motion picture film.]

104

60

15

1

[For a one-minute sound clip.]

]]> elements/totaltimesec.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (2) None Item Yes Yes

Definition: The segment of the duration an audiovisual item that is part of a minute.

Purpose: Informs users of the total playing time of an audiovisual item.

Relationship: This element is dependent on Copy Status. Each copy of the archival materials must have a copy status specified to have **Total Running Time: Seconds**. This element works in conjunction with Total Running Time: Minutes. The Guidance for this element explains the details of this relationship.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Guidance: Enter the number of seconds for the total running time of the audiovisual item. To calculate the total running time, add together all the running times for the individual reels in an audiovisual film.

If the total running time is *more* than five minutes, this element will be left empty.

If the total running time is *less* than five minutes, indicate it as minutes and seconds. To do this:

- enter the number of minutes in [Total Running Time: Minutes](#)
- enter the number of seconds in **Total Running Time: Seconds**.

Do **not** enter the length as "150" seconds, instead enter it as "2" minutes and "30" seconds.

Do **not** enter the length as "60" seconds, instead enter it as "1" minute.

Examples:

5

10

25

59

]]> elements/transfernote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition: Significant information regarding the internal transfer of archival materials from one NARA unit to another. This type of information is particularly important for archival materials that have been regionalized.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Purpose: Provides clarification needed to understand [Internal Transfer Number](#) or [Records Center Transfer Number](#).

Relationship: This element is dependent on either [Internal Transfer Number](#) or [Records Center Transfer Number](#). To have [Transfer Note](#), either **Internal Transfer Number** or **Records Center Transfer Number** must be created.

Guidance: Enter information needed to explain the transfer of archival materials from a records center or within NARA or to clarify [Internal Transfer Number](#) or [Records Center Transfer Number](#).

Do not use this note to describe transfers before the records were either physically or legally accessioned by NARA, instead use [Custodial History Note](#).

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either [Title](#) or [Scope and Content Note](#). If **Transfer Note** uses an acronym that is not defined in either [Title](#) or [Scope and Content Note](#), define the acronym the first time that it is used in **Transfer Note**. Consult the [Abbreviations](#) section for further guidance on other abbreviation topics.

Examples:

> These records were formerly housed with the textual records of the Polar Gift Collection in the former Division of Polar Archives and were transferred to the Still Picture Branch in January 1997.

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]]> elements/use.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element Yes No Variable Character Length (25) [Use Restriction Status List](#) Series
File Unit
Item No Yes

Definition: Indication of whether or not there are use restrictions on the archival materials.

Purpose: Alerts users if the use of the materials is restricted.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Relationship: This element is independent, but Specific Use Restriction and Use Restriction Note are dependent on it. In addition, the selection of some terms from the Use Restriction Status Authority List requires the use of Specific Use Restriction or Use Restriction Note as described in the Guidance.

Guidance: Choose an appropriate term from the Use Restriction Status Authority List.

Use "Restricted - Fully" if *all* the archival materials have either a copyright, donor, or other use restriction.

Use "Restricted - Partly" if *some* of the archival materials have a copyright, donor, or other use restriction.

Use "Restricted - Possibly" if the archival materials *may have* a copyright, donor, or other use restriction.

Use "Undetermined" when it is unknown if the archival materials have a use restriction.

Use "Unrestricted" if there are no copyright, donor, or other use restrictions on the archival materials.

If "Restricted - Fully" or "Restricted - Partly" is selected, then Specific Use Restriction must also be indicated.

If "Restricted - Possibly" is used, explain further in Use Restriction Note.

If "Undetermined" is selected, explain it further in Use Restriction Note.

Do **not** use this element to describe access restrictions to the archival materials, instead use the Access Restriction elements.

Examples:

> **Use Restriction Status** - Restricted - Fully
> **Specific Use Restriction** - Copyright
> **Use Restriction Note** - Copyright held by RKO General Inc.

[For the motion picture "An Eagle Under Sail: Coast Guard Search and Rescue" which contains copyrighted material.]

> **Use Restriction Status** - Restricted - Possibly
> **Specific Use Restriction** - Copyright
> **Use Restriction Note** - Some or all of the images in this series may be subject to copyright or other intellectual property restrictions.

[For the U.S. Information Agency series of 291 Russian language issues of *American Illustrated* magazine, dating from 1957 to 1984.]

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Use Restriction Status - Restricted - Fully
Specific Use Restriction - Public Law 101-246
Use Restriction Note - Issued February 16, 1990, this law provides for the domestic release and distribution of U.S. Information Agency (USIA) motion pictures, films, videotapes, and other materials 12 years after initial dissemination overseas, or, if not disseminated, 12 years from the preparation of the material.

[For the U.S. Information Agency motion picture "Bombing and Strafing in Saigon" which contains use restrictions under Public Law 101-246.]

Use Restriction Status - Restricted - Possibly
Specific Use Restriction - Donor Restrictions
Use Restriction Note - The Harmon Foundation restricts use of their materials for large commercial ventures. For further information contact the Harmon Foundation.

[For the series "Kenneth Space Photographs of the Activities of Southern Black Americans" which is part of the Harmon Foundation Collection.]

Use Restriction Status - Unrestricted

[For records that have had their copyright restrictions lifted.]

]]> elements/usefor.html MandatoryRepeatableData TypeAuthorityPublic Element No No Variable Character Length (700) Topical Subject Thesaurus, Geographic Reference Thesaurus, Specific Records Type Thesaurus, and Program Area Thesaurus Yes

Definition:	The non-preferred, non-authorized form of a subject heading.
	Supports the primary purpose of vocabulary control to achieve consistency in description and to facilitate retrieval regardless of terminology entered by the user.
Purpose:	Geographic coordinates indicate the location of a place on the globe.
Relationship:	This element is dependent on Topical Subject, Geographic Reference, Specific Records Type, or Program Area. To have a **Use For**, one of these authority headings must be created and it must be a *preferred* record.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Guidance: For cataloging subject headings, see the Subject Cataloging Manual: Subject Headings (Library of Congress).

Examples:

Topical Subject:

-
      UF: Franchise
      UF: Right to vote
      UF: Voting rights
  Suffrage

Geographic Reference:

-
      UF: Charles Towne (S.C.)
  Charleston (S.C.)

Specific Records Type:

-
      UF: photographs, aerial
  Architectural photographs

Program Area:

-
      UF: Atomic energy
  Nuclear power plants and reactors

]]> elements/usenote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (2000) None Series
File Unit
Item No Yes

Definition: Significant information pertaining to the use or reproduction of the archival materials.

Purpose: Clarifies use restrictions and provides any significant information pertaining to the use restrictions of archival materials.

Relationship: This element is dependent on Use Restriction Status. To have **Use Restriction Note**, Use Restriction Status must be created. In addition, the selection of some terms from the Use Restriction Status Authority List and the Specific Use Restriction Authority List require the use of **Use Restriction Note** as described in the Guidance for those elements.

Guidance: Enter any significant information pertaining to the use restrictions for the archival materials.

Although the name of the person or organization holding a copyright may be indicated in this note, do not include contact information (names and phone numbers) as that information frequently changes.

Do **not** use this element to describe access restrictions to the archival materials, instead use the Access Restriction elements.

Do **not** use this element to describe physical reasons for access restrictions, instead use Physical Restriction Note. Physical reasons are often preservation requirements, such as the need to acclimate materials stored in a cold vault.

Do **not** use this element to describe the hardware or equipment needed to access the archival materials, instead use Technical Access Requirements Note.

Write in complete sentences. Be precise and brief. Do not use acronyms or organizational designations that are not defined in either Title or Scope and Content Note. If **Use Restriction Note** uses an acronym that is not defined in either Title or Scope and Content Note, define the acronym the first time that it is used in **Use Restriction Note**. Consult the Abbreviations section for further guidance on other abbreviation topics.

Examples:

> The records may not be reproduced without the written permission of specific radio network (CBS, NBC, or Mutual Radio Network) that produced the program.

> Researcher should consult subject release forms filed with caption.

President Johnson assigned his copyright to the United States Government; however, the copyright of the President may not extend beyond statements made by President Johnson. Statements uttered by officials of the United States Government in the course of their duties are considered to be in the public domain. Users of the recordings and transcripts are cautioned, however, that not all persons recorded were Government officials. A number of the people recorded were, at the time of recording, private citizens. Therefore, those intending to quote from this material beyond the accepted limits of fair use are cautioned to determine the copyright implications of any intended publication.

Copyright held by RKO General Inc.

Issued February 16, 1990, this law provides for the domestic release and distribution of U.S. Information Agency (USIA) motion pictures, films, videotapes, and other materials 12 years after initial dissemination overseas, or, if not disseminated, 12 years from the preparation of the material.

Some or all of the images in this series may be subject to copyright or other intellectual property restrictions.

The Harmon Foundation restricts use of their materials for large commercial ventures. For further information contact the Harmon Foundation.

]]> elements/variantname.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) None Yes

Definition:	Additional or variant names commonly used for the person, including nicknames, pen names, or transliterations.

Purpose:	Allows users to search for people by any known name. Ensures that users are able to identify and retrieve records about a particular person consistently, regardless of the use of common variants in the search.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Relationship: This element is dependent on <u>Name</u>. To have **Variant Person Name**, <u>Name</u> must be created.

Guidance: Enter any additional or variant name for the individual.

Use initial capital letters. Enter the name in inverted order: last name, first name, middle name or initial. Separate the last name and first name with a comma. Do not end a name with a period, unless it ends with an initial.

Do not enter **Variant Person Name** unless <u>Name</u> has been given.

Give explanations of variant names in <u>Biographical Note</u>.

Examples:

> **Name** - Kennedy, John F.
> **Fuller Name** - John Fitzgerald
> **Variant Person Name** - JFK
> **Variant Person Name** - Kennedy, Jack

> **Name** - Onassis, Jacqueline Kennedy
> **Variant Person Name** - Bouvier, Jacqueline
> **Variant Person Name** - Kennedy, Jacqueline
> **Variant Person Name** - Kennedy, Jackie

]]> elements/variantnote.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (1000) None Collection
Series
File Unit
Item No Yes

Definition: The explanation of <u>Variant Control Number</u> and <u>Variant Control Number Type</u>.

Purpose: Clarifies the variant control number and type.

Relationship: This element is dependent on both <u>Variant Control Number</u> and <u>Variant Control Number Type</u>. To have **Variant Control Number Note**, both <u>Variant Control Number</u> and <u>Variant Control Number Type</u> must be created. <u>Variant Control Number</u> and <u>Variant Control Number Type</u> are repeatable, but only one **Variant Control Number Note** may be created for each set of those elements.

Guidance: Enter any information needed to further clarify the variant control number or type, especially for "Other."

This element should rarely be used. Do not use this element to explain what a local identifier is or how it was created. Local identifiers are identifiers created by local NARA units to identify particular archival materials. The local identifier may be used to capture the "series entry number" or "entry number" used in the regions to identify series. Be aware that the local identifier might not be unique. Different units may use the same local identifier for different archival materials.

Write in complete sentences. Be precise and brief. Do not use unexplained acronyms or unknown organizational designations.

Examples:

> **Variant Control Number** - 10042
> **Variant Control Number Type** - Agency-Assigned Identifier
> **Variant Control Number Note** - The case number was assigned by the U.S. Circuit Court. Northern District of Georgia. Atlanta Division.

> **Variant Control Number** - 194
> **Variant Control Number Type** - Inventory Identifier
> **Variant Control Number Note** - Entry 194 is the entry number for this series found in "Preliminary Inventory of the Cartographic Records of the American Expeditionary Forces, 1917-21: (Record Group 120)" (PI 165).

> **Variant Control Number** - PI66 181
> **Variant Control Number Type** - Inventory Identifier
> **Variant Control Number Note** - Entry 181 is the entry number for this series found in Preliminary Inventory 66, "Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering."

]]> elements/variantnumber.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public

Element No Yes Variable Character Length (240) None Collection
Series
File Unit
Item No Yes

Definition: The control number or identifier given to the archival materials either by the creator or by NARA.

Examples of variant control numbers include a NAIL control number, preliminary inventory entry numbers, XMIS numbers, PRESNET numbers, and accessioned microfilm identifiers.

Purpose: Allows users to retrieve the archival materials by any known control number.

Relationship: This element and Variant Control Number Type are dependent on each other. For each unique variant control number, **Variant Control Number** and Variant Control Number Type must both be included. To have Variant Control Number Note, both **Variant Control Number** and Variant Control Number Type must be created.

Guidance: Enter the number exactly as it appears in the source documentation. Do not include notes or explanations in this element. If additional information is needed to clarify the variant control number, use Variant Control Number Note.

Indicate the type of number by using Variant Control Number Type.

Do not use for former record group numbers.

Examples:

> **Variant Control Number** - A1 1077B
> **Variant Control Number Type** - Master Location Register Number

> **Variant Control Number** - NLC-1035
> **Variant Control Number Type** - PRESNET Number

> **Variant Control Number** - 104-10004-10266
> **Variant Control Number Type** - Kennedy Assassination Document ID

> **Variant Control Number** - MS 74-1094
> **Variant Control Number Type** - NUCMC Number

> **Variant Control Number** - 194
> **Variant Control Number Type** - Inventory Identifier
> **Variant Control Number Note** - Entry 194 is the entry number for this series found in "Preliminary Inventory of the Cartographic Records of the American Expeditionary Forces, 1917-21: (Record Group 120)" (PI 165).

> **Variant Control Number** - PI66 181
> **Variant Control Number Type** - Inventory Identifier
> **Variant Control Number Note** - Entry 181 is the entry number for this series found in Preliminary Inventory 66, "Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering."

> **Variant Control Number** - PI17 7
> **Variant Control Number Type** - Inventory Identifier

]]> elements/variantorgname.html Mandatory Repeatable Data Type Authority Public Element No Yes Variable Character Length (700) None Yes

Definition:	Familiar or commonly used designations for an organization that varies from the organization's official name.
Purpose:	Allows users to search for organizations by any known name. Ensures that users are able to identify and retrieve records about a particular organization consistently, regardless of the use of common variants in the search.
Relationship:	This element is dependent on Organization Name. To have **Variant Organization Name**, Organization Name must be created.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Guidance: Enter any additional or variant name for the organization.

Use initial capital letters. End the name with a period. (Periods will be used to indicate the different hierarchical levels of a variant organization name.)

Do create a variant name for commonly used acronyms, such as "CIA" for "Central Intelligence Agency."

Do not enter **Variant Organization Name** unless Organization Name has been given.

Do not routinely create variant names for the common abbreviations "U.S." or Dept."

Provide explanations of variant names in Administrative History Note.

Examples:

> **Organization Name** - Department of State.
> **Variant Organization Name** - State Department.

> **Organization Name** - Supreme Commander for the Allied Powers.
> **Variant Organization Name** - SCAP.

> **Organization Name** - First United States Army.
> **Variant Organization Name** - 1st Army.

> **Organization Name** - Department of the Interior. Office of Indian Affairs. Commissioner to the Five Civilized Tribes.
> **Variant Organization Name** - Dawes Commission.

]]> elements/varianttype.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No Yes Variable Character Length (60) Variant Control Number Type List Collection
Series
File Unit
Item No Yes

Definition:	The kind of variant control number or identifier.

Purpose:	Allows users to search for collections or archival materials by a particular type of control number.

Relationship:	This element and Variant Control Number are dependent on each other. For each unique variant control number, Variant Control Number and **Variant Control Number Type** must both be included. To have Variant Control Number Note, both Variant Control Number and **Variant Control Number Type** must be created.

Guidance:	Choose the correct term from the Variant Control Number Type Authority List to match the variant control number.
	If "Other" is selected, explain the number further in Variant Control Number Note.

Examples:

> **Variant Control Number** - A1 1077B
> **Variant Control Number Type** - Master Location Register Number

> **Variant Control Number** - NLC-1035
> **Variant Control Number Type** - PRESNET Number

> **Variant Control Number** - 104-10004-10266
> **Variant Control Number Type** - Kennedy Assassination Document ID

> **Variant Control Number** - 10042
> **Variant Control Number Type** - Agency-Assigned Identifier
> **Variant Control Number Note** - Case number assigned by the U.S. Circuit Court. Northern District of Georgia. Atlanta Division.

> **Variant Control Number** - MS 74-1094
> **Variant Control Number Type** - NUCMC Number

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Variant Control Number - 194
Variant Control Number Type - Inventory Identifier
Variant Control Number Note - Entry 194 is the entry number for this series found in "Preliminary Inventory of the Cartographic Records of the American Expeditionary Forces, 1917-21: (Record Group 120)" (PI 165).

Variant Control Number - PI66 181
Variant Control Number Type - Inventory Identifier
Variant Control Number Note - Entry 181 is the entry number for this series found in Preliminary Inventory 66, "Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering."

Variant Control Number - PI17 7
Variant Control Number Type - Inventory Identifier

]]> elements/width.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Numeric (8,3) None Series
File Unit
Item No Yes

Definition: The horizontal distance measured from side to side of a specific media type.

Purpose: Provides information about non-standard dimensions of a specific media type.

Relationship: This element is dependent on Specific Media Type. Each media occurrence of the archival materials must have a specific media type specified to create **Width**. If Height, **Width**, or Depth is specified, Dimension cannot be used.

Guidance: Enter the width of the specific media type in inches. Enter fractions of an inch as a decimal fraction (.5 for half an inch, .33 for a third of an inch, etc.).

Use [Height](#), **Width**, and [Depth](#) to describe three-dimensional specific media types.
Use [Height](#) and **Width** to describe two-dimensional specific media types.

Measure the width of the specific media types themselves and **not** the width of their containers.

Be sure to check the [Dimension Authority List](#) for a suitable size before indicating a separate height, width, and depth.

Examples:

6.25

[For the artifact the "Bust of a Youth in the Age of Tiberius."]

4.5

[For the 3 Â½ by 4 Â½ series "Negatives and Proof Sheets Relating to U.S. and Foreign Diplomatic Officials, Events, and Facilities."]

23.5

[For the 18 Â½ by 23 Â½ textual records/photograph series "Records Collected by the Chaplains Division."]

120

[For a non-standard sized artifact.]

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]]> elements/wind.html Mandatory Repeatable Data Type Authority Level Available A/V Only Public Element No No Variable Character Length (15) [Wind Authority List](#) Item Yes Yes

Definition: The playback direction of the reel/roll.

Purpose: Indicates the wind of the roll/reel so that it can be read and reproduced correctly, on either the base or emulsion side.

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Relationship: This element is dependent on Media Type. Each media occurrence of the archival materials must have a media type specified to create **Wind**.

Guidance: Choose the correct term from the Wind Authority List.

For exposed and processed film that has an image:

"**B** Wind" reads correctly when the image is viewed through the base. (The film base is the shiny side of the film.)

"**A** Wind" reads correctly when reading the image directly off the emulsion. (The emulsion side is the coated, dull, less reflective side of the film.)

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]]> index.html Second Edition (January 18, 2002)

The Lifecycle Data Requirements Guide (LCDRG) currently contains elements that were developed for the archival description portion of the records lifecycle. These elements were based in part on NARA's previous data standard, Data Elements 800 (DE 800). Additional elements will be added and current elements revised as projects are developed and completed.

The Lifecycle Data Requirements Guide

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- Alphabetical Index
- Introduction

Authority Sources
This page is a compilation of all authority sources used to describe archival materials. It also contains the forms used to request changes to thesauri and authority lists.

Abbreviations
This page provides basic guidance on the use of abbreviations in archival descriptions. It addresses some of the most common issues that relate to abbreviations.

History of Changes *(last updated February 7, 2017)*
This document tracks all changes made to the LCDRG and authority lists.

NARA 1301, Lifecycle Data Standards and Lifecycle Authority Control
This directive, issued November 14, 2002, authorizes the use of the LCDRG and establishes procedures for updating thesauri, authority files, and authority lists.

Data Element Tables
These tables refer to the elements used to describe archival materials and archival creators

- Mandatory Elements

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

Questions or comments about the Lifecycle Data Requirements Guide can be sent to lifecycle.coordination@nara.gov

]]> intro-data.html Archival Materials and Related Elements

Introduction

How the Archival Materials Elements Work

These elements are used to describe many different hierarchical levels of archival materials from record groups to items as well as all formats of archival materials from paper to electronic records to artifacts. In addition, there are elements for archival creators and for digital objects.

When describing records, you will associate descriptions of archival materials with their creators to put the archival materials in context. Every series description must be placed in a record group or collection, and must also link to a creator. Creator descriptions can link to multiple record descriptions. Every item or file unit description must link up to a series description. These linkages will allow us to maintain the hierarchy and provenance of records.

When digital objects, such as digital reproductions of photographs, are included, they also are linked to the archival description. One archival item or file unit can have many digital objects. For example, each scanned page of a letter would be a digital object, and each would be attached to the archival description.

Archival Materials Elements

The elements used to describe archival materials are divided into three categories:

- the intellectual elements
- the physical occurrence elements
- the media occurrence elements

Intellectual Elements

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

The intellectual elements describe the content of the archival materials, including the title, arrangement, function and use, scope and content, dates, control numbers, access and use restrictions, and other access points such as geography, language, subject, and record types. According to A Glossary for Archivists, Manuscript Curators, and Records Managers (Society of American Archivists [SAA] Glossary), an access point is "a name, term, phrase, or code that is used to search, identify, or locate a record, file, or document."

Physical Occurrence Elements

The physical occurrence elements describe the physical characteristics for each copy or version of the archival materials, including the amount, containers, location, and reference unit. The physical characteristics also include the purpose behind each copy or version: e.g., is it used for preservation, reproduction, or reference.

Media Occurrence Elements

Within each physical occurrence, the characteristics of the physical media also may be described. If the archival materials consist of a variety of physical media, each medium is described in its own media occurrence. The media occurrence elements include the media type, color, dimensions, piece count, and reproduction count, as well as the format and processes used to make the media itself.

A key concept here is that a particular physical occurrence can have many media occurrences. If a physical occurrence includes multiple media types, or if the media types come in different sizes, exist on more than one base, or were produced by more than one process, etc., then all media occurrence elements must be repeated as a group to capture the different media occurrences. For example, a physical occurrence of a series of records may contain a preservation set of photographs and paper records. The photographs are one media occurrence and the paper records are another. This same series may have a duplicate set of photographs and paper records used for reference -- a second physical occurrence. The photographs and paper records of the second physical occurrence would also have separate media occurrence descriptions.

Archival Creator Elements

Separate sets of elements are used to describe archival creators. The records creators can be individuals or organizations (agencies or units within an agency.) The individual creator elements include names, birth and death dates, and biography. The organizational creator elements include names, administrative history, establish and abolish dates, function, and jurisdiction. Each series description will identify a creator or creators of the archival materials and this identification will provide the link to the creator description.

For the elements used to describe organizational creators, the guidance indicates how to form names, write histories, and index them via access points. What is not apparent from the element guidance is that although an organization may undergo a reorganization that results in a name change, it remains essentially the same organization. When this is the case, the Organization Names that represent the organization share an Administrative History Note and are considered "minor" predecessor/successors of each other. However, when a transfer of functions to an entirely new organization occurs, that successor organization will require a new Administrative History Note.

The following general rules will help you decide when Organization Names should be linked to the same history and when a successor should link to a new Administrative History Note. Organization Names will share the same history when:

- An organization's hierarchical placement changes due to a reorganization, but the functions and name remain relatively intact; or,
- An organization's name changes without an accompanying significant adjustment of its functions.

However, when an organization is abolished and its functions are transferred to an existing or new organization, the new Organization Name should not be linked to the existing Administrative History Note and a new note should be written.

Levels of Archival Description

Archival records are described at various levels of aggregation:

- Record Group/Collection
- Series
- File Unit
- Item

Record Group/Collection

The highest grouping of archival materials will be a record group or collection. At NARA, both function as a means for facilitating administrative control of holdings.

The SAA Glossary defines a record group as "A body of organizationally related records established on the basis of provenance by an archives for control purposes." NARA has defined a record group as "a major archival unit that comprises the records of a large organization, such as a Government bureau or independent agency."

The SAA Glossary defines a collection as "An artificial accumulation of documents brought together on the basis of some characteristic (e.g. means of acquisition, creator, subject, language, medium, form, name of collector) without regard to the provenance of the documents." The Presidential libraries often organize their archival materials by collections, which primarily fall into three categories: donated historical materials (relating to all Presidencies, Hoover-Bush), Presidential records (applying to Presidencies since Reagan), and Presidential historical materials (Nixon.)

Series

The next highest grouping of archival materials is the series level. The SAA Glossary defines a series as "file units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use."

File Unit

The third grouping is the file unit level. The SAA Glossary defines a file unit as "an organized unit (folder, volume, etc.) of documents grouped together either for current use or in the process of archival arrangement." For NARA's descriptive

practices, the file unit is the intellectual handling of the record item, which may or may not be the physical handling. In other words, a folder does not necessarily equal a file unit. For example, a case file may be in several physical folders, but is described as one file unit. For electronic records, the definition of a file unit level may be difficult. A file does not necessarily refer to a tape or to a particular data file.

Item

The lowest grouping in the hierarchy is the item level, which is an individual item or a specific record. The SAA Glossary defines an item as "the smallest indivisible archival unit (e.g. a letter, memorandum, report, leaflet, or photograph." NARA would add that it is the smallest intellectually indivisible item. For example, a book or record album would be described as an item, but the individual chapters of the book or the discs or songs that make up the album would not be described as items.

Digital Objects Elements

There are separate elements for describing digital objects. Digital objects are copies of NARA's archival holdings, such as textual records, still pictures, artifacts, and moving images, that have been digitized and made available online. Digital objects are linked to archival descriptions at the item or file unit level. Each archival item or file unit can have one or more digital objects, and each of these objects can be associated with the description of the archival item or file unit. For example, a double-sided one-page letter would have two digital objects; each digital object would be linked to the item level description of that letter.

Currently, standards have been developed for digital images only. Other formats, such as sound and moving image files, will be addressed in the future. All NARA imaging projects should adhere to the policies established by the directive NARA 816, Digitizing Activities for Enhanced Access.

The Framework

The framework for each element consists of three things:

- a table of characteristics
- definition, purpose, relationship, and guidance statements
- examples, when appropriate

The table of characteristics contains information about the data structure of the element and the rules that affect how it can be used. The definition, purpose, relationship, and guidance statements explain what the element is, what it does, how it relates to other elements, and how to use it. References to elements are in bold. Examples are shown in gray-shaded boxes and are included to illustrate how information should be entered.

The Characteristics

The characteristics of each element may include:

- whether or not the element is mandatory
- whether or not the element is repeatable
- the data type and length for the element
- whether or not an authority source is used to enter information in the element

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

- the level(s) at which the element is available
- the type of digital object the element applies to
- whether or not the element is for audiovisual records only
- whether or not the element can be available to the public

What is Mandatory?

Mandatory means information must be entered in the element for a description to be considered complete. The mandatory elements are the minimum description for archival materials. Some elements are mandatory at certain levels of description but not at others. Some elements have relationships that require them to be used with other elements; those requirements are described in the relationship statements, not in the mandatory section of the table of characteristics.

What is Repeatable?

Repeatable means information may be entered more than once in one intellectual description, physical occurrence, or media occurence. For example, because a series can have more than one Former Record Group or Topical Subject Reference, these are repeatable elements. Because a series can have only one Record Group Number or Title, these are non-repeatable elements.

What is a Data Type?

There are four primary data types:

- variable character length
- long
- numeric
- date

Variable character length means the information can be any kind of character, number or symbol. Long means the character length can be up to 2 gigabytes. Numeric means the information can only be numbers. Commas cannot be used in numeric elements. The identifier "NW-338-99-005" could not be entered in a numeric data type element because it contains both letters and symbols. Date means the information can only be in a date format (mm/dd/yyyy). Where appropriate, field length limitations are shown in parentheses after the data type.

What is an Authority Source?

In some elements information cannot be entered as free-text, but must be selected from an authority source, such as an authority file, authority list, or thesaurus. Authority sources are used to ensure information is entered into an element consistently to facilitate sorting or searching. Some of the authority sources are well-known, highly reputable products from the cataloging field, such as the Getty Thesaurus of Geographic Names® (TGN) or the Library of Congress Name Authority File (LCNAF). Some of the authority sources are lists that have been developed by NARA to specifically meet our needs, such as the Specific Access Restriction Authority List or Reference Unit Authority List.

What is Level Available?

Level available indicates the hierarchical level of description for which the element may be used: the record group or collection, series, file unit, or item. If a level is not named, then the element may not be used to describe archival materials at that level.

What is Type?

Type indicates what digital object type (e.g. image, sound, moving image) the element can be applied to.

What is Audiovisual Only?

"A/V Only" means the element may only be used to describe audiovisual materials. Audiovisual materials are moving images and sound recordings. Moving images are defined as: "A sequence of images that presents the illusion of motion or movement as they are advanced. Examples include motion pictures, videos, and other theatrical releases, shorts, news footage (including television newscasts and theatrical newsreels), trailers, outtakes, screen tests, training films, educational material, commercials, spot announcements, home movies, amateur footage, television broadcasts, and unedited footage. These may be in electronic form."

Sound recordings are defined as: "Digital or analog recordings for audio purposes only. Examples include radio broadcasts, public service or advertising spot announcements, recordings of meetings, oral histories, and speeches." "A/V only" elements can not be used for maps, charts, and photographs.

What is Public Element?

Public Element indicates whether or not the element and its contents can be made available to the general public. A small number of the elements are not appropriate for public display because they are used only for administrative purposes.

]]> intro-microform.html MICROFORM ELEMENTS

Introduction

The purpose of the *Microform* chapter of the *Lifecycle Data Requirements Guide* is to offer a framework that explains the elements (fields) used to capture descriptive data about microform products at the National Archives and Records Administration. This chapter of the guide does not cover data requirements for the entire database of microform products; it contains data requirements for the descriptive data elements only. The framework applies to all descriptions of microform products that NARA makes available to view, rent or purchase - in the regions, in Washington, DC, and in the Presidential libraries. The framework will help us create complete and consistent descriptions by providing guidelines for the content of an element and noting when an authority source is used for the value of an element.

The elements used to describe microform products are divided into three categories:

- the product elements
- the physical occurrence elements
- the roll/fiche elements

Product Elements

The product elements describe the content and features of the microform product, including the title, abstract, dates, access points such as geography, subject, organization or person, and media.

Physical Occurrence Elements

<![CDATA[Lifecycle Data Requirements Guide Abbreviations Style Guide]]>

The physical occurrence elements describe the characteristics for each physical occurrence or copy of the microform product, including the viewing location information.

Roll/Fiche Elements

Within each microform product, the characteristics of the individual rolls/fiche associated with that product are also described. The roll/fiche characteristics include the number and title.

The Framework

The framework for each element consists of:

- a table of characteristics
- definition, purpose, relationship, and guidance statements
- examples, when appropriate

The table of characteristics contains information about the data structure of the element and the rules that affect how it can be used. The definition, purpose, relationship, and guidance statements explain what the element is, what it does, how it relates to other elements, and how to use it. References to elements are in bold. Examples are shown in gray-shaded boxes and are included to illustrate how information should be entered.

The Characteristics

The characteristics of each element are:

- whether or not the element is mandatory
- whether or not the element is repeatable
- the data type and length for the element
- whether or not an authority source is used to enter information in the element
- the entity or category in which the element belongs
- whether or not the element can be available to the public
- the label for the element as it appears in Order Online!

What is Mandatory?

Mandatory means information must be entered in the element for a description to be considered complete. The mandatory elements are the minimum description for microform products. Some elements have relationships that require them to be used with other elements; those requirements are described in the relationship statements, not in the mandatory section of the table of characteristics.

What is Repeatable?

Repeatable means information may be entered more than once in one product, physical occurrence, or roll/fiche. For example, because a microform product can have more than one Topical Subject Reference or be available for viewing in more than one location, these are repeatable elements. Because a microform product can have only one Microform Product Number or Title, these are non-repeatable elements.

What is a Data Type?

There are four primary data types:

- variable character length
- long
- numeric
- date

Variable character length means the information can be any kind of character, number or symbol. Long means the character length can be up to 2 gigabytes. Numeric means the information can only be numbers. Commas cannot be used in numeric elements. The identifier "NW-338-99-005" could not be entered in a numeric data type element because it contains both letters and symbols. Date means the information can only be in a date format (mm/dd/yyyy). Where appropriate, field length limitations are shown in parentheses after the data type.

What is an Authority Source?

In some elements information cannot be entered as free-text, but must be selected from an authority source, such as an authority file, authority list, or thesaurus. Authority sources are used to ensure information is entered into an element consistently to facilitate sorting or searching. Some of the authority sources are created by NARA based on well-known, highly reputable products from the cataloging field, such as the Getty Thesaurus of Geographic Names® (TGN) or the Library of Congress Name Authority File (LCNAF). Some of the authority sources are lists that have been developed by NARA to specifically meet our needs, such as the Specific Access Restriction Authority List or Reference Unit Authority List.

What is Entity Available?

Data describing microform products are arranged in a hierarchy. The highest grouping of data describing microform products is at the product level. The next highest grouping of data describing microform products is at the physical occurrence level. The lowest grouping in the hierarchy is the roll/fiche level.

What is Public Element?

Public Element indicates whether or not the element and its contents can be made available to the general public. A small number of the elements are not appropriate for public display because they are used only for administrative purposes.

]]> intro.html INTRODUCTION

The purpose of the *Lifecycle Data Requirements Guide* is to offer a framework that explains the elements (fields) used to capture lifecycle data at the National Archives and Records Administration. This edition of the guide does not cover data requirements for the entire lifecycle of archival materials; it contains data requirements for the archival description portion of the lifecycle only. The framework applies to all descriptions of permanent archival materials written by NARA - in the regions, in Washington, DC, and in the Presidential libraries. It applies to Federal and Presidential records and donated materials. The framework will help us create complete and consistent descriptions by providing guidelines for the content of an element and noting when an authority source is used for the value of an element.

Though this document explains the content of the elements, it is not the same as a user manual. It does not instruct you on how to operate a database or show sample screens. To understand how to use a system itself (paper or automated), you should consult the user manual for the application you are using.

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A Work In Progress

Remember that the *Lifecycle Data Requirements Guide* is, and always will be, a work in progress. There will be changes to our descriptive practices as lifecycle systems are implemented and maintained, as we continue to accession new materials, and as our business practices improve. These changes will be reflected by creating new elements or deleting unneeded ones, by updating the definition, purpose, relationship, or guidance statements, and by continually maintaining the authority sources to keep them accurate and current.

]]> mandatoryelements.html Mandatory Elements

[Mandatory Elements for Record Groups and Collections](#)
[Mandatory Elements for Series, File Units, and Items](#)
[Mandatory Elements for Archival Creators](#)

Mandatory Elements for Record Groups and Collections

Record Group	Collection
Title	Title
	Collection Identifier
Record Group Number	
Inclusive Start Date	Inclusive Start Date
Inclusive End Date	Inclusive End Date
Description Type	Description Type

Mandatory Elements for Series, File Units, and Items

Series	File Unit	Item
Title	Title	Title
Function and Use [1]		
Inclusive Start Date [2]		
Inclusive End Date [2]		
General Records Type	General Records Type	General Records Type
Access Restriction Status [3]	Access Restriction Status [3]	Access Restriction Status [3]
Specific Access Restrictions [3]	Specific Access Restrictions [3]	Specific Access Restrictions [3]
Security Classification [3]	Security Classification [3]	Security Classification [3]
Use Restriction Status [3]	Use Restriction Status [3]	Use Restriction Status [3]
Specific Use Restrictions [3]	Specific Use Restrictions [3]	Specific Use Restrictions [3]
Creating Individual [4]		
Creating Individual Type [4]		
Creating Organization [4]		
Creating Organization Type [4]		
Description Type	Description Type	Description Type
Copy Status	Copy Status	Copy Status
Extent		

GPRA Indicator

Holdings Measurement Type

Holdings Measurement Count

Location Facility	Location Facility	Location Facility
Reference Unit	Reference Unit	Reference Unit
Specific Media Type	Specific Media Type	Specific Media Type

NOTES:

[1] Function and Use is mandatory for newly created descriptions of organizational records, but not for descriptions of personal papers or legacy descriptions.

[2] The Inclusive Dates for the File Unit and Item descriptions are inherited down from the Series descriptions.

[3] If a Restriction Status of "Restricted - Fully" or "Restricted - Partly" is selected, then the Specific Restriction becomes mandatory. If a Specific Access Restriction of "FOIA (b)(1) National Security", "Donated - Security Classified", or "Security Classified - Mandatory Review" is selected, then the Security Classification also becomes mandatory.

[4] A creator and creator type is mandatory. The creator can either be a creating individual or a creating organization. Creators for the File Unit and Item descriptions are inherited down from the Series descriptions.

Mandatory Elements for Archival Creators

Organization Elements	Person Elements
Organization Name	Name
Abolish Date	
Establish Date	

]]> micro_physnote.html program/index.html The Program Area Thesaurus provides the data values for [Program Area](#).

The complete thesaurus is available in the [ARC Data Entry System](#). The June 2001 version of the thesaurus, previously avaible online, was out of date and has been taken down.

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- Part Two - Elements Used to Describe Organizations

Introduction

Chapter One - Archival Materials and Related Elements

Introduction

Part One - Elements Used to Describe Record Groups, Collections, and Archival Materials

INTELLECTUAL ELEMENTS

Title Elements

- Title
- Other Title
- Subtitle
- Production Series Title
  - Production Series Subtitle
  - Production Series Number

Note Elements

- Arrangement
- Custodial History Note
- Date Note
- Finding Aid Type
  - Finding Aid Note
  - Finding Aid Source
- Function and Use
- General Note
- Microform Publication Title
  - Microform Publication Identifier
  - Microform Publication Note
- Numbering Note
- Scale Note
- Scope and Content Note
- Staff Only Note
- Transfer Note
- Shot List

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Number Elements

- [Accession Number](#)
- [Collection Identifier](#)
- [Disposition Authority Number](#)
- [Former Collection](#)
- [Former Record Group](#)
- [Internal Transfer Number](#)
- [Local Identifier](#)
- [Record Group Number](#)
- [Records Center Transfer Number](#)
- [Variant Control Number](#)
  - [Variant Control Number Type](#)
  - [Variant Control Number Note](#)

Date Elements

- [Copyright Date](#)
  - [Copyright Date Qualifier](#)
- [Coverage Start Date](#)
  - [Coverage Start Date Qualifier](#)
- [Coverage End Date](#)
  - [Coverage End Date Qualifier](#)
- [Inclusive Start Date](#)
  - [Inclusive Start Date Qualifier](#)
- [Inclusive End Date](#)
  - [Inclusive End Date Qualifier](#)
- [Production Date](#)
  - [Production Date Qualifier](#)
- [Broadcast Date](#)
  - [Broadcast Date Qualifier](#)
- [Release Date](#)
  - [Release Date Qualifier](#)

Access Point Elements

- [General Records Type](#)
- [Geographic Reference](#)
- [Language](#)
- [Organizational Contributor](#)
  - [Organizational Contributor Type](#)
- [Organizational Donor](#)
- [Organizational Reference](#)
- [Personal Contributor](#)
  - [Personal Contributor Type](#)
- [Personal Donor](#)
- [Personal Reference](#)
- [Specific Records Type](#)
- [Topical Subject Reference](#)

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- [Edit Status](#)
- [Sound Type](#)

Restriction Elements

- [Access Restriction Status](#)
    - [Specific Access Restriction](#)
    - [Security Classification](#)
    - [Access Restriction Note](#)
- [Use Restriction Status](#)
    - [Specific Use Restriction](#)
    - [Use Restriction Note](#)

Creator Elements

- [Creating Individual](#)
    - [Creating Individual Type](#)
- [Creating Organization](#)
    - [Creating Organization Type](#)

Administrative Elements

- [Description Author](#)
    - [Description Date](#)
- [Description Type](#)

PHYSICAL OCCURRENCE ELEMENTS

- [Copy Status](#)
- [Container List](#)
- [Extent](#)
- [GPRA Indicator](#)
- [Holdings Measurement Type](#)
    - [Holdings Measurement Count](#)
- [Location Facility](#)
    - [Location Note](#)
- [Physical Occurrence Note](#)
- [Reference Unit](#)
- [Total Footage](#)
- [Total Running Time: Minutes](#)
- [Total Running Time: Seconds](#)

MEDIA OCCURRENCE ELEMENTS

- [General Media Type](#)
    - [Specific Media Type](#)
        - [Base](#)
        - [Color](#)
        - [Container ID](#)

- Dimension
- Emulsion
- Height
- Width
- Depth
- Media Occurrence Note
- Physical Restriction Note
- Piece Count
- Process
- Reproduction Count
- Technical Access Requirements Note

Audiovisual Media Occurrence Elements

- Footage
- Format
- Recording Speed
- Reel/Tape/Disc Number
- Element Number
- Roll
- Running Time: Minutes
- Running Time: Seconds
- Soundtrack Configuration
- Soundtrack Language
- Tape Thickness
- Wind

Part Two - Elements Used to Describe Organizations

- Organization Name
- AACR2 Name
- Abolish Date
  - Abolish Date Qualifier
- Administrative History Note
- Approved By
  - Date Approved
- Establish Date
  - Establish Date Qualifier
- Jurisdiction
- Organization Source Note
- Personal Reference
- Predecessor
- Program Area
- Proposer
  - Date Proposed
- Successor
- Variant Organization Name

Part Three - Elements Used to Describe Persons

- Name
  - Fuller Form of Name

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Part Four - Elements Used to Describe Digital Objects

Chapter Two - Microform Product Elements

Introduction

Product Elements

Physical Occurrence Elements

- [Physical Occurrence Note](#)
- [Location Facility](#)

Roll/Fiche Elements

- [Microform Roll/Fiche Number](#)
- [Microform Roll/Fiche Description](#)

]]> topical/index.html The Topical Subject Thesaurus provides data values for the [Topical Subject Reference](#).

A list of the Topical Subject Thesaurus is currently only maintained in DAS. The June 2001 version of the thesaurus, previously available online, was out of date and has been taken down.

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