

**RECOMMENDED PARTICIPANT BIBLIOGRAPHIC HEADER FIELD STRUCTURE**

- Some fields, such as “QA Record” and “Traceability Code and Number” are unique to DOE.

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
1	Access Control Information	R	M	65	<ul style="list-style-type: none"> <li>• Alphabetic</li> <li>• Max.# of entries is 10</li> <li>• Examples of access control: Attorney Work Product, Attorney/Client, Business Proprietary, Copyright, Public</li> <li>• Because a document can be both Attorney Work Product and Attorney/Client, cannot restrict to single-value.</li> </ul>
2	Addressee Name	R	M	56	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 500</li> <li>• Standard format is: LAST NAME [space] FIRST INITIAL MIDDLE INITIAL (ex: GRASER DJ)</li> </ul>
3	Addressee Organization	R	M	90	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 500</li> </ul>

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
4	Author Name	R	M	56	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 200</li> <li>• Standard format is: LAST NAME [space] FIRST INITIAL MIDDLE INITIAL (ex: GRASER DJ)</li> <li>• Must have entry for Author Name or Author Organization or both</li> </ul>
5	Author Organization	R	M	90	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 200</li> <li>• Must have entry for Author Name or Author Organization or both</li> </ul>
6	Comments	O	S	1000	<ul style="list-style-type: none"> <li>• Alphanumeric</li> </ul>
7	Descriptors	O	S	5000	<ul style="list-style-type: none"> <li>• Alphanumeric</li> </ul>
8	Document Date	M	S	8	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• Format is YYYYMMDD</li> </ul>
9	Document Number(s)	R	M	64	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 5</li> </ul>
10	Document Type	M	M	90	<ul style="list-style-type: none"> <li>• Alphabetic</li> <li>• Max. # of entries is 10</li> </ul>
11	Image URL	R	M	255	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• May be blank (no image is available)</li> <li>• No max. # of entries</li> </ul>

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
12	LSN Accession Number	M	S	12	<ul style="list-style-type: none"> <li>Generated by the LSN</li> </ul>
13	Non-Digital Media	R	M	40	<ul style="list-style-type: none"> <li>Alphabetic</li> <li>Examples: Microfilm, Photograph, Radiograph, Videotape</li> </ul>
14	Number of Images	O	S	11	<ul style="list-style-type: none"> <li>Numeric</li> </ul>
15	Package Identifier	R	M	50	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max. # of entries is 500</li> </ul>
16	Participant Accession Number	M	S	25	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>No required format</li> </ul>
17	QA Record Indicator	R **	S	1	<ul style="list-style-type: none"> <li>Default value is the DOE-assigned code value</li> </ul>
18	Related Record Code	R	M	7	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max. # of entries is 500</li> </ul>
19	Related Record Number	R	M	25	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>Max. # of entries is 500</li> </ul>
20	Text URL	R	S	255	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>May be blank (non-textual material)</li> </ul>
21	Title [Created Title]	M	S	1000	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>No required format</li> </ul>

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
22	Traceability Code and Number	R **	M	50	<ul style="list-style-type: none"> <li>• Default value is DOE assigned code value</li> <li>• Max. # of entries is 200</li> </ul>
23	Version	R	M	50	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Max. # of entries is 5</li> <li>• Example: Draft Release 3.2</li> <li>• Suggested Values: Preliminary Draft Final Draft Concurrence Draft Ver. 1.3 Rel. 1.0 [software]</li> </ul>

\*\* Indicates required of DOE if applicable to document

Deleted from list by this iteration as a result of January discussions with participants : Physical Location Reference Information field

## **HEADER FIELD DESCRIPTIONS**

### **Access Control Information**

A code indicating that access to a document is restricted. Access is restricted if the document is privileged, proprietary, or copyrighted.

### **Addressee Name**

The names of all the persons to whom a document is addressed. Each entry in this field is linked to a corresponding entry in the Addressee Organization field.

### **Addressee Organization**

The affiliation of each receiver or the organization to whom the correspondence is addressed if there is no personal receiver. Each entry in this field is linked to a corresponding entry in the Addressee Name field.

### **Author Name**

The name of each person listed on the document as responsible for all or part of its creation. Only personal authors are entered in this field. Corporations as authors are captured in the Author Organization field. Each entry in this field is linked to a corresponding entry in the Author Organization field.

### **Author Organization**

The name of the organization (i.e., company, corporation or group) with which the author is affiliated at the time the document was created, or the name of the organization responsible for creating or originating the document when there is no personal author. If an author works for one organization and is representing another, both affiliations should be captured. Each entry in this field is linked to a corresponding entry in the Author Name field.

### **Comments**

Any information not covered in other fields which the submitter or indexer believes would be of help to identify or retrieve the document, or to further explain any field entry for the document. This field can be used for entries such as the language of the document (if it is not English) or the page numbers that are missing in an incomplete document. This field may contain information on where an image version of a document may be acquired. This field may contain a description of the contents of a document that cannot be imaged and converted to searchable text. This field may include summaries of documents that are privileged or physical "things" if that data is not elsewhere explicitly detailed in the textual document. Participants utilizing a special instruction sheet must make all these types of information accessible in a text version of the special instruction sheet, otherwise, such data is to be included in the Comments field, Physical Location Reference Information field, or comparable fielded data location.

### **Descriptors**

Words or phrases (identifiers, keywords) that the submitter provides with the document to represent the subject content of the document and to assist the user in retrieval. Keywords may be, but are not necessarily, contained in a controlled vocabulary.

### **Document Date**

The date on which the document was completed, issued, effective or published. If the date is

unknown, information in the document will be used to estimate a date.

**Document Number**

The identifying number(s) assigned to a document that distinguishes it from other documents (e.g., DOE Order No., Public Law number, report number). Document numbers appear (typed or handwritten) on the document itself and are considered to be control numbers. The Document Number is generally assigned by the issuing agency. Examples are report numbers or public law numbers such as SAND86-1023, PL95-16, or H101-364.

**Document Type**

The general format or physical presentation of the document. Examples include correspondence, report, or procedure.

**Image URL**

The Uniform Resource Locator reference to the image associated with the header.

**LSN Accession Number**

A unique identifier assigned to each document entering the system. The capture station at which the document enters the LSN is identified as part of this number.

**Non-Digital Media**

The physical material upon which the record is stored. This identifier is assigned to documentary material that is in non-digital form and neither text nor image are therefore available online.

**Number of Images**

The number of images of a document that was imaged from a hard-copy.

**Package Identifier**

An identifier assigned to all components of a group of documents submitted as a single entity. This field enables a package containing many documents which may or may not have relationships among them to be reassembled quickly and easily.

**Participant Accession Number**

A unique identification number assigned by the participant organization to each document submitted for entry into the LSN. This number assists the organization in locating documents it has submitted. This field should contain a specific alpha code identifying the participant organization (e.g., DOE, NRC, NEV) and any other alphanumeric scheme which the submitting organization might use in accessioning their own documents. The number used may be the accession number used in the submitting organization's records system.

**QA Record Indicator**

An indicator of whether the document is a quality assurance record. Quality assurance records are those whose contents have been determined to furnish evidence of the quality and completeness of data, items, and activities related to the safety of the repository program.

**Related Record Code**

The code that represents the type of relationship between the document being entered and a document to which it is related. Each code in the authority list will have a reciprocal code; for example, the reciprocal of a document (A) that is attached to another document (B) is document (B) has attachments (A). Examples of Related Record Codes include: REV (revises or is a later version of), COR (corrects) or SUPR (supersedes). Each entry in this field is linked to a corresponding entry in the Related Record Number field.

**Related Record Number**

This field contains the LSN Participant Accession Number(s) of a document that has a particular relationship to the document being entered. There are several types of relationships, such as: parent/child (a document and its attachments); original/subsequent (a document and a later version, comments, corrections, or errata); and whole/part (a book and its chapters, a journal and its articles); and an information package and the cataloging units it contains. The type of relationship is captured in the Related Record Code field. Each entry in this field will be linked to a corresponding entry in the Related Record Code field.

**Text URL**

The Uniform Resource Locator reference to the text associated with the header.

**Title**

An identifying sentence or phrase given to the document that appears on the document, i.e., the actual title. If the actual title is not present for a document, a title must be created.

**Traceability Code and Number**

An identifier that has been assigned to a document in order to link it to a specific activity. These identifiers will enable searchers to easily retrieve all documents associated with any given activity by providing a special linkage not available through other fields. Examples of traceability numbers include WBS numbers, Data Tracking Number, and configuration item identifiers.

This number may include a code that indicates the type of traceability number. Examples of this code include: DTN (technical data link), DI (Document Identifier), and WBS (Work Breakdown Structure).

**Version**

The version, revision number, or status of a document that has or will have multiple iterations. It will correspond to information contained on the document (e.g., Revision 2, Version 1, Final, or Draft).