

**Lifecycle Data Requirements Guide  
Table of Contents**

*Introduction*..... vii

Chapter One - Archival Materials and Related Elements ..... 1

*PART ONE - ELEMENTS USED TO DESCRIBE RECORD GROUPS, COLLECTIONS, AND ARCHIVAL MATERIALS*.....2

*Introduction*.....3

*Title*..... 9

*Other Title*..... 19

*Subtitle* ..... 21

*Production Series Title* ..... 22

*Production Series Subtitle* ..... 24

*Production Series Number*..... 25

*Arrangement* ..... 27

*Custodial History Note* ..... 29

*Date Note* ..... 31

*Finding Aid Type* ..... 33

*Finding Aid Note* ..... 35

*Finding Aid Source* ..... 37

*Online Resource* ..... 39

*Online Resource Note* ..... 41

*Online Resource URL*..... 43

*Function and Use* ..... 44

*General Note*..... 46

*Microform Publication Title*..... 47

*Microform Publication Identifier* ..... 48

*Microform Publication Note*..... 49

*Numbering Note* ..... 51

*Scale Note*..... 53

*Scope and Content Note*..... 54

*Staff Only Note*..... 67

*Transfer Note* ..... 69

*Shot List* ..... 70

*Accession Number*..... 72

*Collection Identifier*..... 73

*Disposition Authority Number*..... 75

# Lifecycle Data Requirements Guide

## Table of Contents

<i>Former Collection</i> .....	76
<i>Former Record Group</i> .....	77
<i>Internal Transfer Number</i> .....	78
<i>Record Group Number</i> .....	79
<i>Records Center Transfer Number</i> .....	80
<i>Variant Control Number</i> .....	81
Variant Control Number Type .....	83
Variant Control Number Note .....	85
<i>Local Identifier</i> .....	87
<i>Copyright Date</i> .....	89
Copyright Date Qualifier .....	90
<i>Coverage Start Date</i> .....	91
Coverage Start Date Qualifier .....	94
<i>Coverage End Date</i> .....	95
Coverage End Date Qualifier .....	98
<i>Inclusive Start Date</i> .....	99
Inclusive Start Date Qualifier .....	102
<i>Inclusive End Date</i> .....	103
Inclusive End Date Qualifier .....	106
<i>Production Date</i> .....	107
Production Date Qualifier .....	108
<i>Broadcast Date</i> .....	109
Broadcast Date Qualifier .....	110
<i>Release Date</i> .....	111
Release Date Qualifier .....	112
<i>General Records Type</i> .....	113
<i>Geographic Reference</i> .....	114
<i>Language</i> .....	116
<i>Organizational Contributor</i> .....	118
Organizational Contributor Type .....	120
<i>Organizational Donor</i> .....	122
<i>Organizational Reference</i> .....	123
<i>Personal Contributor</i> .....	125
Personal Contributor Type .....	127

# Lifecycle Data Requirements Guide

## Table of Contents

<i>Personal Donor</i> .....	129
<i>Personal Reference (materials)</i> .....	130
<i>Specific Records Type</i> .....	131
<i>Specific Records Type</i> .....	131
<i>Topical Subject Reference</i> .....	132
<i>Edit Status</i> .....	133
<i>Sound Type</i> .....	134
<i>Access Restriction Status</i> .....	135
<i>Specific Access Restriction</i> .....	137
<i>Security Classification</i> .....	140
<i>Access Restriction Note</i> .....	142
<i>Use Restriction Status</i> .....	144
<i>Specific Use Restriction</i> .....	146
<i>Use Restriction Note</i> .....	148
<i>Creating Individual</i> .....	150
<i>Creating Individual Type</i> .....	152
<i>Creating Organization</i> .....	154
<i>Creating Organization Type</i> .....	157
<i>Description Author</i> .....	159
<i>Description Date</i> .....	160
<i>Description Type</i> .....	161
<i>Copy Status</i> .....	161
<i>Container List</i> .....	164
<i>Extent</i> .....	166
<i>GPRA Indicator</i> .....	170
<i>Holdings Measurement Type</i> .....	172
<i>Holdings Measurement Count</i> .....	174
<i>Location Facility</i> .....	176
<i>Location Note</i> .....	177
<i>Physical Occurrence Note</i> .....	178
<i>Reference Unit</i> .....	180
<i>Total Footage</i> .....	182
<i>Total Running Time: Minutes</i> .....	183

# Lifecycle Data Requirements Guide

## Table of Contents

<i>Total Running Time: Seconds</i> .....	185
<i>General Media Type</i> .....	187
<i>Specific Media Type</i> .....	188
Base.....	190
Color.....	192
Container ID.....	194
Dimension.....	195
Emulsion.....	196
Height.....	197
Width.....	199
Depth.....	201
Media Occurrence Note.....	202
Other Preservation Characteristics.....	204
Other Preservation Characteristics.....	204
Physical Restriction Note.....	205
Piece Count.....	207
Process.....	208
Reproduction Count.....	209
Technical Access Requirements Note.....	210
Footage.....	212
Format.....	213
Recording Speed.....	214
Reel/Tape/Disc Number.....	215
Element Number.....	216
Roll.....	217
Running Time: Minutes.....	218
Running Time: Seconds.....	219
Soundtrack Configuration.....	220
Soundtrack Language.....	221
Tape Thickness.....	222
Wind.....	223
<i>PART TWO - ELEMENTS USED TO DESCRIBE ORGANIZATIONS</i> .....	224
<i>Organization Name</i> .....	225
<i>AACR2 Name</i> .....	233
<i>Abolish Date</i> .....	235
Abolish Date Qualifier.....	237
<i>Administrative History Note</i> .....	238
<i>Approved By</i> .....	244
Date Approved.....	245
<i>Establish Date</i> .....	246
Establish Date Qualifier.....	248
<i>Jurisdiction</i> .....	249
<i>Organization Source Note</i> .....	251
<i>Personal Reference (creators)</i> .....	253

**Lifecycle Data Requirements Guide  
Table of Contents**

*Predecessor* ..... 254

*Program Area* ..... 255

*Proposer* ..... 257  
     Date Proposed ..... 258

*Successor* ..... 259

*Variant Organization Name* ..... 260

**PART THREE - ELEMENTS USED TO DESCRIBE PERSONS** ..... 262

*Name* ..... 263  
     Fuller Form of Name ..... 265  
     Numerator ..... 266  
     Personal Title ..... 267

*Biographical Note* ..... 268

*Birth Date* ..... 270  
     Birth Date Qualifier ..... 271

*Death Date* ..... 272  
     Death Date Qualifier ..... 273

*Person Source Note* ..... 274

*Variant Person Name* ..... 275

**PART FOUR - ELEMENTS USED TO DESCRIBE DIGITAL OBJECTS** ..... 276

*Object Type* ..... 277

*Object Identifier* ..... 278

*Thumbnail Filename* ..... 279

*Thumbnail File Size* ..... 280

*Access Filename* ..... 281

*Access File Size* ..... 282

*Object Designator* ..... 283

*Object Description* ..... 284

*Project Identifier* ..... 286

Chapter Two - Microform Product Elements ..... 287

Introduction ..... 288

*Record Group Number* ..... 293

*Record Group Title* ..... 294

*Collection Identifier* ..... 295

**Lifecycle Data Requirements Guide**  
**Table of Contents**

<i>Collection Title</i> .....	296
<i>Microform Product Number</i> .....	297
<i>Microform Product Title</i> .....	298
<i>Abstract</i> .....	299
<i>Geographic Reference</i> .....	301
<i>Organizational Reference</i> .....	302
<i>Personal Reference</i> .....	303
<i>Topical Subject Reference</i> .....	304
<i>Coverage Start Date</i> .....	305
<i>Coverage End Date</i> .....	307
<i>General Note</i> .....	309
<i>Specific Media Type</i> .....	310
<i>Dimension</i> .....	311
<i>Color</i> .....	312
<i>Piece Count</i> .....	313
<i>Physical Occurrence Note</i> .....	314
<i>Location Facility</i> .....	315
<i>Microform Roll/Fiche Number</i> .....	316
<i>Microform Roll/Fiche Description</i> .....	317

**Lifecycle Data Requirements Guide**  
**Introduction**

***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.

**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.

**Lifecycle Data Requirements Guide  
Part One**

**CHAPTER ONE - ARCHIVAL MATERIALS AND RELATED  
ELEMENTS**

**Lifecycle Data Requirements Guide  
Part One**

***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

Number Elements

Accession Number  
Collection Identifier  
Disposition Authority Number  
Former Collection  
Former Record Group  
Internal Transfer Number  
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  
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  
Other Preservation  
    Characteristics  
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  
Tape Thickness  
Wind

## ***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 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**

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.

## **Lifecycle Data Requirements Guide Part One Introduction**

### **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 general media type, specific 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 specific media types, or if the specific 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.

## **Lifecycle Data Requirements Guide Part One Introduction**

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

## Lifecycle Data Requirements Guide

### Part One Introduction

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

## **Lifecycle Data Requirements Guide**

### **Part One Introduction**

- 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 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 occurrence. 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

## **Lifecycle Data Requirements Guide**

### **Part One Introduction**

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### Title

---

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

**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.

## Lifecycle Data Requirements Guide Intellectual Elements

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.

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

## Lifecycle Data Requirements Guide Intellectual Elements

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 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

## Lifecycle Data Requirements Guide Intellectual Elements

### **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

## Lifecycle Data Requirements Guide Intellectual Elements

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

## Lifecycle Data Requirements Guide Intellectual Elements

[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

## **Lifecycle Data Requirements Guide Intellectual Elements**

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 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

## Lifecycle Data Requirements Guide Intellectual Elements

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

## Lifecycle Data Requirements Guide Intellectual Elements

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**.

**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

## Lifecycle Data Requirements Guide Intellectual Elements

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Other Title

---

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.

**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**.

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).

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

**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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Subtitle

---

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:**

<p><b>Title</b> - World War II <b>Subtitle</b> - The Final Months</p>
---

[For the motion picture “World War II: The Final Months.”]

<p><b>Title</b> - CBS News Special Report <b>Subtitle</b> - Rev. Martin Luther King, Jr., 1929-1968</p>
---

[For the motion picture “CBS News Special Report: Rev. Martin Luther King, Jr., 1929-1968.”]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Production Series Title

---

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:**

<p><b>Production Series Title</b> - Viewmaster Science Series <b>Production Series Subtitle</b> - Physics</p>
---

<p><b>Production Series Title</b> - Music for Today <b>Production Series Number</b> - Series 2</p>
--

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

**Production Series Title - This is America**  
**Production Series Number - 1**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Production Series Subtitle**

---

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:**

<b>Production Series Title</b> - Viewmaster Science Series <b>Production Series Subtitle</b> - Physics
---

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Production Series Number

---

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**.

If **Production Series Number** 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 Number**.

**Examples:**

<b>Production Series Title</b> - This is America <b>Production Series Number</b> - 1
---

<b>Production Series Title</b> - Scenes from American History <b>Production Series Number</b> - No. 2
--

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

**Production Series Title** - In Search of the Constitution  
**Production Series Number** - Episode #101

## Lifecycle Data Requirements Guide Intellectual Elements

### Arrangement

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

Unarranged.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Custodial History Note

---

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 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 acronyms or organizational designations that are not defined in either **Title** or **Scope and Content Note**.

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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.

## Lifecycle Data Requirements Guide Intellectual Elements

### Date Note

---

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.

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**.

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Finding Aid Type

---

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**.

## Lifecycle Data Requirements Guide Intellectual Elements

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:**

<b>Finding Aid Type</b> - Prelim. Checklist <b>Finding Aid Source</b> - Office of Naval Records and Library
--

<b>Finding Aid Type</b> - Index <b>Finding Aid Note</b> - The finding aid is an alphabetical card index with a name entry for each cartoonist. <b>Finding Aid Source</b> - Federal Bureau of Investigation
--

Other
-------

[For software documentation considered a finding aid.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Finding Aid Note

---

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

**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.

## Lifecycle Data Requirements Guide Intellectual Elements

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Finding Aid Source

---

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.

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.

## Lifecycle Data Requirements Guide Intellectual Elements

**Examples:**

NARA

Office of the Secretary of Agriculture

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Online Resource

---

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.

**Examples:** Access to Archival Databases (AAD) system

Reference Information Paper

Order Online!

**Lifecycle Data Requirements Guide  
Intellectual Elements**

Filing Manual

Index

Partner web site

Transcript

Electronic Records Documentation Package

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Online Resource Note

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

The records in this series have been digitized and made available online by our partner, Footnote.com.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Online Resource URL

---

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.glorerecords.blm.gov/>

<http://www.trumanlibrary.org/oralhist/babcock.htm#transcript>

<http://aad.archives.gov/popup-tech-info.jsp?f=513>

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Function and Use

---

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.

**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.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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 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 magnetism study.

The minute books were created to record the court's activities on a daily basis, including both criminal and civil litigation.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**General Note**

---

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 time that it is used in **General Note**. Consult the **Abbreviations** section for further guidance on other abbreviation topics.

**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."

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Microform Publication Title

---

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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Microform Publication Identifier

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	Yes	Variable Character Length (15)	Microform Publication Identifier List	Series File Unit Item	No	Yes

**Definition:** The unique identifier assigned to 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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Microform Publication Note

---

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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

publication.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Numbering Note

---

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:**

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-PI.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.

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

When requesting canceled or relinquished case files under the Homestead Act and Timber Culture Acts, include the application number.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**Scale Note**

---

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:** 1 inch to approximately 90 miles.

The charts are drawn at the 1:250,000 scale (one inch equals 3.43 nautical miles).

## Lifecycle Data Requirements Guide Intellectual Elements

### Scope and Content Note

---

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

**Definition:** The description of the breadth and depth of the record group, collection, series, file unit, or item.

**Purpose:** Provides an in-depth discussion of the record group, collection, series, file unit, or item.

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.

**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.

## Lifecycle Data Requirements Guide Intellectual Elements

- 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.

## **Lifecycle Data Requirements Guide Intellectual Elements**

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."

## Lifecycle Data Requirements Guide Intellectual Elements

**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 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, the 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 fields, 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**

## Lifecycle Data Requirements Guide Intellectual Elements

**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.

## Lifecycle Data Requirements Guide Intellectual Elements

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

## **Lifecycle Data Requirements Guide**

### **Intellectual Elements**

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.

## Lifecycle Data Requirements Guide Intellectual Elements

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.

### 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.

## Lifecycle Data Requirements Guide Intellectual Elements

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**.

### 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

## **Lifecycle Data Requirements Guide Intellectual Elements**

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
- 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.

## Lifecycle Data Requirements Guide Intellectual Elements

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: 351<sup>st</sup> Field Artillery Troops on the Deck of the “Louisville.” Part of the Squadron “A” 351<sup>st</sup> 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.

## Lifecycle Data Requirements Guide Intellectual Elements

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

## Lifecycle Data Requirements Guide Intellectual Elements

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 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Staff Only Note

---

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.

**Relationship:** This element is independent.

**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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Transfer Note

---

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.

**Purpose:** Provides clarification needed to understand **Internal Transfer Number**.

**Relationship:** This element is dependent on **Internal Transfer Number**. To have **Transfer Note**, **Internal 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**.

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### Shot List

---

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:**

1) [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

## **Lifecycle Data Requirements Guide Intellectual Elements**

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Accession Number

---

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 a Standard Form 258 or accession dossier. Do not include notes or explanations in this element.

**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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**Collection Identifier**

---

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

**Examples:** ABC  
[For the American Broadcasting Company Collection.]

BYRD  
[For the Admiral Richard E. Byrd Collection.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

COLSA

[For the Colorado State Archives Collection.]

JC-1132

[For the Zbigniew Brzezinski Collection.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Disposition Authority Number

---

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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Former Collection

---

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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Former Record Group

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	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:**

0200

[For the motion picture film “Our American Heritage,” currently in the AHF collection, which was formerly allocated to Record Group 200.]

0023

[For the series “Local Aeronautical Charts,” currently in Record Group 370, which was formerly allocated to Record Group 23.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Internal Transfer Number

---

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**, **Internal 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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Record Group Number

---

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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Records Center Transfer Number

---

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.

**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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Variant Control Number

---

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:**

<p><b>Variant Control Number</b> – A1 1077B  <b>Variant Control Number Type</b> - Master Location Register Number</p>
---

<p><b>Variant Control Number</b> – NLC-1035  <b>Variant Control Number Type</b> - PRESNET Number</p>
--

<p><b>Variant Control Number</b> – 104-10004-10266  <b>Variant Control Number Type</b> - Kennedy Assassination Document ID</p>
--

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Variant Control Number Type

---

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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Variant Control Number Note

---

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 **Variant Control Number** and **Variant Control Number Type**.

**Purpose:** Clarifies the variant control number and type.

**Relationship:** This element is dependent on both **Variant Control Number** and **Variant Control Number Type**. To have **Variant Control Number Note**, both **Variant Control Number** and **Variant Control Number Type** must be created. **Variant Control Number** and **Variant Control Number Type** 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

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

**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."

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Local Identifier

---

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
-----

## Lifecycle Data Requirements Guide Intellectual Elements

85-02-04-01.9

48E010D

9L-FA-8

PAO 33

370

111-SC

## Lifecycle Data Requirements Guide Intellectual Elements

### Copyright Date

---

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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Copyright Date Qualifier**

---

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 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Coverage Start Date

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Date	None	Record Group Collection Series Files Level 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**

## Lifecycle Data Requirements Guide Intellectual Elements

### 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 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.

### 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.

## Lifecycle Data Requirements Guide Intellectual 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Coverage Start Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Coverage End Date

---

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, 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 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. However if the dates are different, and that difference is significant, use the coverage dates as appropriate.

**All Levels**

## Lifecycle Data Requirements Guide Intellectual Elements

### 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 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.

### 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.

## Lifecycle Data Requirements Guide Intellectual 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Coverage End Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Inclusive Start Date

---

<b>Mandatory</b>	<b>Repeatable</b>	<b>Data Type</b>	<b>Authority</b>	<b>Level Available</b>	<b>A/V Only</b>	<b>Public Element</b>
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.

### 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 the **Inclusive End Date** when the record group, collection, or archival materials are accessioned.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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 the **Inclusive Start Date** and then repeat the same specific date in the **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**.

### 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**.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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.

### 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:

**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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Inclusive Start Date Qualifier**

---

<b>Mandatory</b>	<b>Repeatable</b>	<b>Data Type</b>	<b>Authority</b>	<b>Level Available</b>	<b>A/V Only</b>	<b>Public Element</b>
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.

Use “ca.” if the date is approximate.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Inclusive End Date

---

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 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 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.

### 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 the **Inclusive End Date** when the accretion is accessioned.

### Unknown Date

## Lifecycle Data Requirements Guide Intellectual Elements

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 the **Inclusive Start Date** and then repeat the same specific date in the **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**.

### 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**.

### Multiple Dates

## Lifecycle Data Requirements Guide Intellectual 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.

### 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:

**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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Inclusive End Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Production Date

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	Yes	Date	None	Item	No	Yes

**Definition:** The date on which an item was produced or created.

**Purpose:** Provides contextual information and serves as an access point to allow users to retrieve and sort items by a 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 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

01/1960

1960

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Production Date Qualifier**

---

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### Broadcast Date

---

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 the 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 was 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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Broadcast Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Release Date

---

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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Release Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **General Records Type**

---

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 form of the archival materials.

**Examples:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Geographic Reference

---

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 Authority File. The Geographic Authority File is based on the Getty Thesaurus of Geographic Names® (TGN).

Use a geographic access point when the materials have a geographic focus or a considerable body of information about a geographic location is contained in the archival materials.

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. 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 (Bradford county, Pennsylvania, United States, North and Central America) inhabited place

Springfield (Delaware county, Pennsylvania, United States, North and Central America) inhabited place

Athens (Clarke county, Georgia, United States, North and Central America) inhabited place

## **Lifecycle Data Requirements Guide Intellectual Elements**

Athens (Mercer county, West Virginia, United States, North and Central America) inhabited place

Cutchogue (Suffolk county, New York state, United States, North and Central America) inhabited place

Sheffield (Davie county, North Carolina, United States, North and Central America) inhabited place

Sheffield (Sheffield, England, United Kingdom, Europe) inhabited place

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Language

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	Yes	Variable Character Length (60)	Language Authority List	Series File Unit Item	No	Yes

**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
-------

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

Portuguese

Algonquian (Other)

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Organizational Contributor

---

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.

Do not confuse **Organizational Contributor** with **Creating Organization**. Do not repeat the name of the archival creator in this field, particularly at the

## Lifecycle Data Requirements Guide Intellectual Elements

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 the **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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Organizational Contributor Type

---

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.]

## Lifecycle Data Requirements Guide Intellectual Elements

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Organizational Donor**

---

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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Organizational Reference

---

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 that is the subject of or highly relevant to 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 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." 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 **Organizational Reference** with **Organizational Contributor**. The "reference" describes whom the records are *about* while the "contributor" describes whom the records are *by*.

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**.

## Lifecycle Data Requirements Guide Intellectual Elements

**Examples:**

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Personal Contributor

---

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."

## Lifecycle Data Requirements Guide Intellectual Elements

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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Personal Contributor Type

---

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 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 Type**.

**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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

[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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Personal Donor**

---

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Personal Reference (materials)

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.

**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 the 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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Specific Records Type

---

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 **Specific 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

Greeting cards

Letters (correspondence)

Memorandums

Telegrams

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Topical Subject Reference

---

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

**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

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## **Edit Status**

---

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 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.”

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Sound Type

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (30)	Sound Type 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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Access Restriction Status

---

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**.

## Lifecycle Data Requirements Guide Intellectual Elements

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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Specific Access Restriction

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	Yes	Variable Character Length (100)	Specific Access Restriction 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

## Lifecycle Data Requirements Guide Intellectual Elements

"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:

<p><b>Access Restriction Status</b> – Restricted - Possibly <b>Specific Access Restriction</b> – FOIA (b)(6) Personal Information <b>Access Restriction Note</b> - The records may be restricted due to privacy concerns. Register numbers 1 through 900 have been screened and are open for research.</p>
--

[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.]

<p><b>Access Restriction Status</b> – Restricted – Fully <b>Specific Access Restriction</b> – FOIA (b)(1) National Security <b>Security Classification</b> – Top Secret <b>Specific Access Restriction</b> – FOIA (b)(3) Statute <b>Security Classification</b> – Restricted Data/Formerly Restricted Data <b>Access Restriction Note</b> – This material is restricted by the Atomic Energy Act.</p>
---

[For a document that contains both Secret and Restricted Data information.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Security Classification

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	Yes	Variable Character Length (40)	Security Classification 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 contains both Secret and Restricted Data information.]

**Access Restriction Status** – Restricted – Partially  
**Specific Access Restriction** – FOIA (b)(1) National Security

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Access Restriction Note

---

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**.

## Lifecycle Data Requirements Guide Intellectual 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 **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.

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Use Restriction Status

---

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.

**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**.

## Lifecycle Data Requirements Guide Intellectual Elements

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.]

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Specific Use Restriction

---

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.

**Purpose:** Alerts users to the types of use restriction on the archival materials.

**Relationship:** This element is dependent on **Use Restriction Status**. To have **Specific Use Restriction**, **Use Restriction Status** must be created. 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 for **Use Restriction Status**.

**Guidance:** Choose an appropriate term from the Specific Use Restriction Authority List.  
If “Other” is selected, then explain the specific use restriction further in **Use Restriction Note**.

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

**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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Use Restriction Note

---

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](#)

## Lifecycle Data Requirements Guide Intellectual Elements

[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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Creating Individual

---

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

## Lifecycle Data Requirements Guide Intellectual Elements

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:

<b>Creating Individual</b> - Kennedy, John F. (John Fitzgerald) 1917-1963 <b>Creating Individual Type</b> - Most Recent
--

[For the series "Harvard Records" which are donated personal papers and not organizational records from his Presidential Administration.]

<b>Creating Individual</b> - Peary, Robert E. (Robert Edwin), 1856-1920 <b>Creating Individual Type</b> - Most Recent <b>Personal Contributor</b> - Peary, Robert E. (Robert Edwin) 1856-1920 <b>Personal Contributor Type</b> – Photographer <b>Personal Contributor</b> – Entrikin, Samuel J. <b>Personal Contributor Type</b> – Photographer <b>Personal Contributor</b> - Stokes, Frank Wilbert, 1858-1955 <b>Personal Contributor Type</b> – Photographer <b>Personal Contributor</b> - Operti, Albert, 1852-1927 <b>Personal Contributor Type</b> – Photographer <b>Personal Contributor</b> - Dodge, Arthur M. <b>Personal Contributor Type</b> – 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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Creating Individual Type

---

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

**Lifecycle Data Requirements Guide**  
**Intellectual Elements**

[For the series “Harvard Records” which consists of donated personal papers and not organizational records from his Presidential Administration.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Creating Organization

---

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 are 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.

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**.

## Lifecycle Data Requirements Guide Intellectual Elements

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.

**Lifecycle Data Requirements Guide  
Intellectual Elements**

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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Creating Organization Type

---

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.

## Lifecycle Data Requirements Guide Intellectual Elements

### 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.]

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Description Author

---

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:**

**Lifecycle Data Requirements Guide  
Intellectual Elements**

## Description Date

---

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:**

## Lifecycle Data Requirements Guide Intellectual Elements

### Description Type

---

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.

**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.

### Copy Status

---

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.

## Lifecycle Data Requirements Guide

### Media Occurrence Elements

**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 *a/ways* used for preservation purposes.

**Examples:**

Reproduction
--------------

[For the intermediate copy of a motion picture.]

## **Lifecycle Data Requirements Guide Media Occurrence Elements**

### **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.]

### **Preservation**

[For a series of textual records with such a high historical value, such as 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.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Container List

---

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

## Lifecycle Data Requirements Guide Media Occurrence Elements

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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Extent

---

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 the same reason, 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.)

## Lifecycle Data Requirements Guide Media Occurrence Elements

### 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

- 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.

## Lifecycle Data Requirements Guide Media Occurrence Elements

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 specific 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 specific 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.

## Lifecycle Data Requirements Guide

### Media Occurrence Elements

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.

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.

**Lifecycle Data Requirements Guide  
Media Occurrence Elements**

## GPR Indicator

---

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 (GPR).

**Purpose:** Provides information necessary to produce reports required under GPR.

**Relationship:** This element is dependent on **Copy Status**. Each copy of the archival materials must have a copy status specified to have **GPR Indicator**.

**Guidance:** Select “Yes” if the archival materials should be included in GPR reports; select “No” if the archival materials should not be included in GPR reports.

The types of archival material that should be included in GPR 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 GPR 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

## **Lifecycle Data Requirements Guide**

### **Media Occurrence Elements**

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**.

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Holdings Measurement Type

---

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.

## **Lifecycle Data Requirements Guide Media Occurrence Elements**

- 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:**

<b>Holdings Measurement Type – MAP-1 Holdings Measurement Count - .5</b>
--

<b>Holdings Measurement Type – PHO-1 Holdings Measurement Count – 3</b>
---

<b>Holdings Measurement Type – LTA-S Holdings Measurement Count – 267</b>
---

<b>Holdings Measurement Type – ARF Holdings Measurement Count – 1000</b>
--

<b>Holdings Measurement Type – LDR Holdings Measurement Count – 100000</b>
--

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Holdings Measurement Count

---

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 Count**. **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.

## Lifecycle Data Requirements Guide Media Occurrence Elements

**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 multiple series, indicate the amount of the container used to store the archival materials for the series you are describing. 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. 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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Location Facility

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
Yes	Yes	Variable Character Length (240)	Location Facility Authority List	Series File Unit Item	No	Yes

**Definition:** The building where the 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)

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Location Note

---

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.

**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.

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Physical Occurrence Note

---

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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

of the stack area or 5,000 cubic feet.

**Lifecycle Data Requirements Guide  
Media Occurrence Elements**

## Reference Unit

---

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.

**Purpose:** Identifies the unit that provides reference services for the archival materials. Allows users to limit a search to the holdings of a particular reference unit.

**Relationship:** 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](mailto: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](mailto:laguna.archives@nara.gov)

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](mailto:inquire@nara.gov)

National Park Service, Yellowstone National Park Archives (an affiliated archives)  
P.O. Box 168, Yellowstone National Park, WY 82190

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

(phone) 307-344-2261  
(fax) 307-344-2323  
(email) [Lee\\_Whittlesey@nps.gov](mailto:Lee_Whittlesey@nps.gov)

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Total Footage

---

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:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Total 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 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:**  [For a two-hour motion picture film.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

1 [For a one-minute sound clip.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## **Total Running Time: Seconds**

---

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.

**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:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

**Lifecycle Data Requirements Guide  
Media Occurrence Elements**

## General Media Type

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
Yes*	Yes	Variable Character Length (100)	General Media Type List	Series File Unit Item	No	Yes

\* This new element is mandatory for all systems except ARC, pending a decision on when or if this element will be added to the descriptive service.

**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:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Specific Media Type

---

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 conservation, 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 referring to it 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 sparsely *interfiled* specific media types, then choose the predominant specific media type for the physical description. For example, a physical occurrence mostly containing paper

## Lifecycle Data Requirements Guide

### Media Occurrence Elements

records with some illustrations would be described in one media occurrence for “paper.” If necessary, the additional specific media types 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

[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.]

## Lifecycle Data Requirements Guide Media Occurrence Elements

### Base

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (60)	Base Authority 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 photographic film. For printed photographs, the base can be photographic paper or, more specifically, fiber-based or resin-coated photographic 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.

## Lifecycle Data Requirements Guide

### Media Occurrence Elements

**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.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Color

---

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.

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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

Black-and-white and Color

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Container ID

---

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 **Specific Media Type**. 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.]

27

[For a Series Level description.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Dimension

---

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.

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.]

35 mm [For a motion picture film.]

Varied [For a series consisting of 3x5 inch prints, 5x7 inch prints, and 8x10 inch prints.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Emulsion

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (60)	Emulsion Authority 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
Ferric Oxide
Gelatin

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Height

---

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 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 **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

[For the 3 ½ by 4 ½ series “Negatives and Proof Sheets Relating to U.S. and Foreign Diplomatic Officials, Events, and Facilities.”]

18.5

[For the 18½ by 23½ textual records/photograph series “Records Collected by the Chaplains Division.”]

12.125

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

[For a non-standard sized artifact.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Width

---

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 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 **Width**. If **Height**, **Width**, or **Depth** is specified, **Dimension** cannot be used.

**Guidance:** Enter the width of the specific media types 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 ½ by 4 ½ series “Negatives and Proof Sheets Relating to U.S. and Foreign Diplomatic Officials, Events, and Facilities.”]

23.5

[For the 18 ½ by 23 ½ textual records/photograph series “Records Collected by the Chaplains Division.”]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

120

[For a non-standard sized artifact.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Depth

---

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 the front to the back of a 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 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 "Bust of a Youth in the Age of Tiberius."]

10

[For a non-standard sized artifact.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Media Occurrence Note

---

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.

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

Letter box version.

Side A is the accessioned program. Side B is "Gunsmoke" No. 344.

This series contains some interfiled photographs.

These images were made by the albumen and collodion processes.

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Other Preservation Characteristics

---

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:** Artifact: Copper alloy

Fasteners/records adhered together

Motion Picture Films: Toned

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Physical Restriction Note

---

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

## Lifecycle Data Requirements Guide Media Occurrence Elements

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.

**Lifecycle Data Requirements Guide  
Media Occurrence Elements**

## Piece Count

---

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:**

**Lifecycle Data Requirements Guide  
Media Occurrence Elements**

## Process

---

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

Sound Recordings: Equalization-Dolby C

Photographic: Gelatin Silver

Photomechanical: Collotype

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Reproduction Count

---

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 specific 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 archival materials can be reproduced.

**Examples:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

## Technical Access Requirements Note

---

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.

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.

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Footage

---

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 specific media type of the audiovisual item.

**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 **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."]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Format

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (30)	Format 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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Format**.

**Guidance:** Choose the correct term from the Format Authority List.

**Examples:**

Dictation Belt: Magnabelt
Film: INTPCK
Sound: Mass Produced Pressing
Video: VHS

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Recording Speed

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (30)	Recording Speed Authority 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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific 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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Reel/Tape/Disc Number

---

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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Reel/Tape/Disc Number**.

**Guidance:** Enter the reel, tape, or disc number.

**Examples:**

1
2
10
101

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Element Number

---

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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Element Number**.

**Guidance:** Enter the element number.

**Examples:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Roll

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (15)	Roll Authority 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 Specific **Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Roll**.

**Guidance:** Choose the correct term from the Roll Authority List.

**Examples:**

A roll

B roll

C roll

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## 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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific 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 specific 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:**  [For a two-hour motion picture.]

[For a one-minute sound clip.]

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Running Time: Seconds

---

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 the user of the playing time of the audiovisual item.

**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 **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 minutes for the running time of each part of an audiovisual item. Each part (reel, roll, tape) should be described as a separate specific 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 this as minutes and seconds. To do this:

- enter the number of minutes in the **Running Time: Minutes**
- enter the number of seconds in the **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:**

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Soundtrack Configuration

---

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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific media type specified to create **Soundtrack Configuration**.

**Guidance:** Choose an appropriate term from the Soundtrack Configuration Authority List.

**Examples:**

Film: Variable Area, Push-pull
Sound: Dual
Sound: Mono

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Soundtrack Language

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (60)	Language List	Item	Yes	Yes

**Definition:** The language of the soundtrack for a motion picture or video recording.

**Purpose:** Indicates the language of the specific media occurrence of the audiovisual item.

**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 **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 specific 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

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## **Tape Thickness**

---

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 **Specific Media Type**. Each media occurrence of the archival materials must have a specific 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
---------

**Lifecycle Data Requirements Guide**  
**Media Occurrence Elements - Audiovisual Only**

## Wind

---

Mandatory	Repeatable	Data Type	Authority	Level Available	A/V Only	Public Element
No	No	Variable Character Length (15)	Wind 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.

**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 **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.)

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

***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

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Organization Name

---

Mandatory	Repeatable	Data Type	Authority	Public Element
Yes	Yes	Variable Character Length (700)	None	Yes

**Definition:** 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 indicate the program area or the jurisdiction of an organization. If either is identified in **Organization Name**, a corresponding term or geographic area may be included in one or more of the following controlled-vocabulary elements.

**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 organizational 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 followed by a space.

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.

## Lifecycle Data Requirements Guide Organization Authority Elements

Department of Agriculture. Office of the Secretary.

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.

## Lifecycle Data Requirements Guide Organization Authority Elements

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 one of the Federal courts, 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 District of Delaware.

U.S. District Court for the Eastern District of Virginia.

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 command 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.

## Lifecycle Data Requirements Guide Organization Authority Elements

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 single-service agency or command as direct subordinate of the military department.

Department of Defense. Department of the Army. U.S. Army Europe.

Department of Defense. Department of the Army. U.S. Army Materiel Command.

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

## Lifecycle Data Requirements Guide Organization Authority Elements

“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. Seventh Army.

Department of Defense. Department of the Army. U.S. Army Europe. VII Corps.

War Department. U.S. Army Forces Pacific. 1<sup>st</sup> Cavalry Division.

Department of Defense. Department of the Army. U.S. Army Vietnam. 1<sup>st</sup> Infantry Division. 2d Brigade.

War Department. U.S. Army Forces Pacific. 38<sup>th</sup> Infantry Division. 149<sup>th</sup> Infantry Regiment.

Department of Defense. Department of the Army. U.S. Army Pacific. U.S. Army Vietnam. 4<sup>th</sup> Battalion, 23rd Infantry.

Department of Defense. Department of the Air Force. Pacific Air Forces. Second Air Force.

Department of Defense. Department of the Air Force. Pacific Air Forces. Second Air Force. 31<sup>st</sup> 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.

Department of Defense. Department of the Navy. Pacific Fleet. 9<sup>th</sup> Marine Amphibious Brigade.

Department of Defense. Department of the Navy. Pacific Fleet. 1<sup>st</sup> Marine Regiment.

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.

## Lifecycle Data Requirements Guide Organization Authority Elements

Department of Defense. Department of the Army. U.S. Army Europe. Giessen Quartermaster Depot, Germany.

Department of Defense. Department of the Air Force. MacDill Air Force Base, Florida.

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.

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 names of U.S. delegations, use the term "U.S. Delegation." as the main heading of the organization name.

U.S. Delegation. Second International Conference on Emigration and Immigration.

U.S. Delegation. First International Conference of American

## Lifecycle Data Requirements Guide Organization Authority Elements

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 international commissions, use the official name of the sponsoring or convening international body.

Four Power Commission of Investigation.

To form the organization names of expositions, use the following conventions:

Pan American Exposition at Buffalo.

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 for which NARA does not have accessioned records. Nor does it govern the formation of names of the Confederate States of America. The names of these organizations will be selected from the

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

Library of Congress Name Authority File (LCNAF). In these cases, **Organization Name** will match **AACR2 Name**.

If the name of a non-Federal creating organization is not available in LCNAF, the name will be formed according to the *Anglo-American Cataloging Rules, 2d Edition* (AACR2).

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## AACR2 Name

---

Mandatory	Repeatable	Data Type	Authority	Public Element
No	No	Variable Character Length (700)	Library of Congress Name Authority File	Yes

**Definition:**  
Authority

The name assigned to an organization in the Library of Congress Name 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.

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

[In this example, **AACR2 Name** matches **Organization Name**]

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Abolish Date

---

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.

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 in **Creating Organization**. If the abolish date of such an organization cannot

## Lifecycle Data Requirements Guide Organization Authority Elements

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

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## **Abolish Date Qualifier**

---

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**.

**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.

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Administrative History Note

---

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

## Lifecycle Data Requirements Guide

### Organization Authority Elements

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

## Lifecycle Data Requirements Guide

### Organization Authority Elements

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,

## **Lifecycle Data Requirements Guide Organization Authority Elements**

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.

## Lifecycle Data Requirements Guide Organization Authority Elements

### 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 Babbitt, 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.

## Lifecycle Data Requirements Guide Organization Authority Elements

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.

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Approved By

---

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

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Date Approved

---

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 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:**

04/06/2000
04/2000
2000

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Establish Date

---

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** is repeatable. 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 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 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 administration) in **Administrative History Note**.

## Lifecycle Data Requirements Guide Organization Authority Elements

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

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## **Establish Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Jurisdiction

---

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 either noted in **Administrative History Note** or referenced in **Organization Name**.

**Examples:**

<p><b>Organization Name</b> - Supreme Commander for the Allied Powers. <b>Jurisdiction</b> - Japan (Asia) nation</p>
--

<p><b>Organization Name</b> - Supreme Commander for the Allied Powers. Civil Affairs Section. Tohoku Civil Affairs Region.</p>
--

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

**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

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Organization Source Note

---

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

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

Archives and Records Administration

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Personal Reference (creators)

---

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 names of individuals who are significantly associated with the organization.

**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 name of the persons 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

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Predecessor

---

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:**

<p><b>Organization Name</b> - Department of Commerce. Environmental Science Services Division. National Weather Service. <b>Predecessor</b> - Department of Commerce. Weather Bureau.</p>
---

<p><b>Organization Name</b> - Department of Energy. <b>Predecessor</b> - Federal Energy Administration.</p>
---

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Program Area

---

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 **Organization Name**. To have **Program Area**, **Organization Name** must be created.

**Guidance:** Select an appropriate term to index the organization's function from the Program Area Thesaurus.

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 **Topical Subject Reference**.

Describe any terms used to index the organization's functions in **Administrative History Note**.

Any terms used to index the organization's functions must be described in **Administrative History Note** or referenced in **Organization Name**.

**Examples:**

<b>Organization Name</b> - Department of Agriculture.
---

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

**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

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Proposer

---

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 organization's description.

**Purpose:** Provides the name of the person or unit responsible for the description of the organization. Enables NARA staff to track the authorship of a description as distinct from a person responsible for data entry.

**Relationship:** This element is dependent on **Organization Name**. To have **Proposer**, **Organization Name** must be created. This element can be associated with **Date Proposed**.

**Guidance:** Enter the name of person, unit, or project responsible for writing the organization description.

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 alphanumeric designation of the product plan.

**Examples:**

Product Plan NWMD9PB1
-----------------------

ARC Population Project
------------------------

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Date Proposed

---

Mandatory	Repeatable	Data Type	Authority	Public Element
No	No	Date	None	No

**Definition:** The creation date of the description of the organization.

**Purpose:** Enables staff to track when descriptions were written.

**Relationship:** This element is dependent on **Organization Name**. To have **Date Proposed**, **Organization Name** must be created. This element can be associated with **Proposer**.

**Guidance:** Enter the date of the authorship of the description.

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:**

**Lifecycle Data Requirements Guide  
Organization Authority Elements**

## Successor

---

Mandatory	Repeatable	Data Type	Authority	Public Element
No	Yes	Variable Character Length (700)	Organization Authority File	Yes

**Definition:** The name of the immediate successor organization.

**Purpose:** Identifies immediate successor organizations.

**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.

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

## Variant Organization Name

---

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 vary 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.

**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:**

<p><b>Organization Name</b> - Department of State.  <b>Variant Organization Name</b> - State Department.</p>
--

<p><b>Organization Name</b> - Supreme Commander for the Allied Powers.  <b>Variant Organization Name</b> - SCAP.</p>
--

<p><b>Organization Name</b> - First United States Army.  <b>Variant Organization Name</b> - 1<sup>st</sup> Army.</p>
--

**Lifecycle Data Requirements Guide**  
**Organization Authority Elements**

**Organization Name** - Department of the Interior. Office of Indian Affairs.  
Commissioner to the Five Civilized Tribes.  
**Variant Organization Name** - Dawes Commission.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

***PART THREE - ELEMENTS USED TO DESCRIBE PERSONS***

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

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Name

---

Mandatory	Repeatable	Data Type	Authority	Public Element
Yes	No	Variable Character Length (700)	None	Yes

**Definition:** The authorized form of the name of a person. The authorized name is usually the name by which the person is most commonly known. An authorized name may be a surname, forename, family name, letters, initials, abbreviations, phrases, or numbers used in place of a name, or some combination therein.

**Purpose:** Controls the name of a person.

**Relationship:** **Name** is the element on which all other elements used to describe persons are dependent. To have any other element about a person, **Name** must be created. **Name** is an independent element.

**Guidance:** Names are formed according to the *Anglo-American Cataloging Rules, 2d Edition (AACR2)*. In general, the person's official name is the name by which he or she is most commonly known.

Use initial capital letters. Enter the names in inverted order: last name, first name, middle name or initial. Separate the last and first names with a comma. Do not end a name with a period unless it ends with an initial.

If a person's name has a fuller form, enter that information in **Fuller Form of Name**.

If a person's name contains a title (Sir, Mrs., Monsignor, etc.), enter that information in **Personal Title**.

If a person's name contains a numerator (a roman numeral after a person's first name), enter the number in **Numerator**.

If a person's name has any variants (pseudonyms, name changes, transliterations), enter that information in **Variant Person Name**.

**Examples:** Space, Kenneth F.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

Hufstedler, Shirley M.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Fuller Form of Name

---

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:**

<b>Name</b> - Kennedy, John F. <b>Fuller Form of Name</b> - John Fitzgerald
--

<b>Name</b> - Westmoreland, William C. <b>Fuller Form of Name</b> - William Childs
---

<b>Name</b> - Lee, Robert E. <b>Fuller Form of Name</b> - Robert Edward
--

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Numerator

---

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 numerator is part of a person's surname or last name, such as William Howard Taft IV, use **Personal Title**.

**Examples:**

<b>Name</b> - Elizabeth <b>Numerator</b> - II <b>Personal Title</b> - Queen of Great Britain
--

**Lifecycle Data Requirements Guide  
Person Authority Elements**

## Personal Title

---

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 **Name**. To have **Personal Title**, **Name** must be created.

**Guidance:** Enter the titles associated with a person's name.

**Examples:**

<b>Name</b> – King, Martin Luther <b>Personal Title</b> - Jr.
--

<b>Name</b> - Elizabeth <b>Numerator</b> - II <b>Personal Title</b> - Queen of Great Britain
--

<b>Name</b> - Black Foot <b>Personal Title</b> - Chief
---

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Biographical Note

---

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.

## **Lifecycle Data Requirements Guide**

### **Person Authority Elements**

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.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Birth Date

---

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

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## **Birth Date Qualifier**

---

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.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Death Date

---

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

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Death Date Qualifier

---

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 death date.

**Purpose:** Alerts users to uncertain or approximate birth 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.

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Person Source Note

---

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 **Name**. To have **Person Source Note**, **Name** 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.
---------------------------------------

**Lifecycle Data Requirements Guide**  
**Person Authority Elements**

## Variant Person Name

---

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.

**Relationship:** This element is dependent on **Name**. To have **Variant Person Name**, **Name** 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 and first names with a comma. Do not end a name with a period unless it is an initial.

Do not enter **Variant Person Name** unless **Name** has been given.

Give explanations of variant names in **Biographical Note**.

**Examples:**

<b>Name</b> - Kennedy, John F. <b>Fuller Name</b> - John Fitzgerald <b>Variant Person Name</b> - JFK <b>Variant Person Name</b> - Kennedy, Jack
--

<b>Name</b> - Onassis, Jacqueline Kennedy <b>Variant Person Name</b> - Bouvier, Jacqueline <b>Variant Person Name</b> - Kennedy, Jacqueline <b>Variant Person Name</b> - Kennedy, Jackie
---

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

***PART FOUR - ELEMENTS USED TO DESCRIBE DIGITAL  
OBJECTS***

Object Type  
Object Identifier  
Thumbnail File Size  
Thumbnail Filename  
Access File Size  
Access Filename  
Object Description  
Object Designator  
Project Identifier

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Object Type

---

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
---------------------

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Object Identifier

---

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:**

<p><b>Digital Object 1: Object Identifier</b> - Report XR657, Page 1  <b>Digital Object 2: Object Identifier</b> - Report XR657, Page 2  <b>Digital Object 3: Object Identifier</b> - Report XR657, Page 3</p>
--

<p><b>Object Identifier</b> - Map N67, Sht. 36</p>
--

<p><b>Digital Object 1: Object Identifier</b> - nlc07365.1  <b>Digital Object 2: Object Identifier</b> - nlc07365.2</p>
---

<p><b>Digital Object 1: Object Identifier</b> – 1  <b>Digital Object 2: Object Identifier</b> – 2</p>
---

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Thumbnail Filename

---

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:** <http://media.nara.gov/media/images/16/16/16-1557t.gif>

<http://www.reagan.utexas.edu/photos/large/c43674T.jpg>

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Thumbnail File Size

---

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 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

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Access Filename

---

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**  
**Digital Object Elements**

## Access File Size

---

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

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Object Designator

---

Mandatory	Repeatable	Data Type	Authority	Level Available	Type	Public Element
No**	No	Variable Character Length (260)	None	File Unit Item	Image	No

\*\* 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 associated with the same description. The order of numbers assigned to the objects should reflect the order of the physical items.

Do not confuse this element with Object Identifier, which is used solely to link various digital objects to one archival description.

**Examples:**

<p><b>Digital Object 1: Object Designator - 1</b>  <b>Digital Object 2: Object Designator - 2</b>  <b>Digital Object 3: Object Designator - 3</b></p>
---

<p><b>Digital Object 1: Object Designator - Page 1</b>  <b>Digital Object 2: Object Designator - Page 8</b></p>
---

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Object Description

---

Mandatory	Repeatable	Data Type	Authority	Level Available	Type	Public Element
No	No	Variable Character Length (260)	None	File Unit Item	Image	No

**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 item that would assist in distinguishing between the other digital objects associated with the archival description. If no title or caption exists on the physical item itself, the description might include the form of the material and a phrase reflecting the function, activity, subject, location, or theme of the item.

**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

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

<p><b>Digital Object 1: Object Description</b> - Surnames beginning with A <b>Digital Object 2: Object Description</b> - Surnames beginning with B <b>Digital Object 3: Object Description</b> - Surnames beginning with C</p>
--

<p><b>Digital Object 1: Object Description</b> - Aaron, Cleo. through Adair, Mattie <b>Digital Object 2: Object Description</b> - Adair, Minnie V. through Adams, William C. <b>Digital Object 3: Object Description</b> - Adams, William F. through Albery, Mollie</p>
---

**Lifecycle Data Requirements Guide**  
**Digital Object Elements**

## Project Identifier

---

Mandatory	Repeatable	Data Type	Authority	Level Available	Type	Public Element
Yes	No	Variable Character Length (60)	None	File Unit Item	All	Yes

**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

**CHAPTER TWO - MICROFORM PRODUCT ELEMENTS**

**Lifecycle Data Requirements Guide**  
**Microform Product 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.

## **Microform Elements**

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.

## **Lifecycle Data Requirements Guide Microform Product Elements**

### **Physical occurrence Elements**

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

## **Lifecycle Data Requirements Guide Microform Product Elements**

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

## **Lifecycle Data Requirements Guide**

### **Microform Product Elements**

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.

# Lifecycle Data Requirements Guide

## Microform Product Elements

### ELEMENTS USED TO DESCRIBE MICROFORM PRODUCTS

#### Product Elements

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  
Specific Media Type  
    Dimension  
    Color  
    Piece Count

#### Physical Occurrence Elements

Physical Occurrence Note  
Location Facility

#### Roll/Fiche Elements

Microform Roll/Fiche Number  
Microform Roll/Fiche Description

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Record Group Number

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
No	Yes	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:**

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Record Group Title

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
No	Yes	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

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Collection Identifier

---

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.]

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Collection Title

---

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

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Microform Product Number

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
Yes	No	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 Product Title** are dependent on each other. For each microform product, **Microform Product Title** and **Microform Product Number** must both be included.

**Guidance:** Enter the microform product number.

**Examples:**

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Microform Product Title

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
Yes	No	Variable Character Length (700)	Microform Publication Title Authority List	Product	Yes	Publication Title

**Definition:** The unique title associated with a microform product.

**Purpose:** Provides identifying information for microform products.

**Relationship:** This element and **Microform Product Number** are dependent on each other. For each microform product, **Microform Product Title** and **Microform Product Number** must both be included.

**Guidance:** Enter the formal title of the microform product.

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 any dates exactly as they appear in the formal title.

Use initial capital letters. Do not end a title with a period.

**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

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Abstract

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
No	No	Variable Character Length (2000)	None	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**, **Microform 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.

## Lifecycle Data Requirements Guide

### Microform Product Elements

**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.

The compiled service records reproduced in this microfilm publication are indexed on M556.

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Geographic Reference

---

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 Names® (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

Athens (Clarke county, Georgia, United States, North and Central America) inhabited place

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Organizational Reference

---

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 narratively in the descriptive record in which the access point appears. You should anchor this access point in the **Title** or **Abstract** field.

**Examples:**

Department of Transportation. U.S. Coast Guard. U.S. Coast Guard Band.
--

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Personal Reference

---

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 **Title** or **Abstract** field.

**Examples**

Lee, Robert E. (Robert Edward), 1807-1870

Onassis, Jacqueline Kennedy, 1929-1994

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Topical Subject Reference

---

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 **Title** or **Abstract** field.

**Examples:**

Acid rain
-----------

Boycotts
----------

Electric power
----------------

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Coverage Start Date

---

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 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

**Lifecycle Data Requirements Guide  
Microform Product Elements**

**Coverage End Date – 1865**

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Coverage End Date

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
No	No	Date	None	Product	No*	Coverage End 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 **Coverage Start Date** are dependent on each other. If **Coverage End Date** is specified, then **Coverage Start Date** 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 **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:**

<b>Coverage Start Date</b> – 1939 <b>Coverage End Date</b> – 1979
--

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

<b>Coverage Start Date – 1860</b> <b>Coverage End Date – 1865</b>
--

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## General Note

---

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.
-------------------------

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Specific Media Type

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
Yes	No	Variable Character Length (60)	Specific Media Type Authority List	Product	Yes	Form

**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
------------

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Dimension

---

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 specific media type for microform products.

**Purpose:** Indicates the dimension of the specific media types by using standard sizes. Provides information needed for reproduction.

**Relationship:** This element is dependent on **Specific Media Type**. Each microform product must have a specific media type specified to create **Dimension**.

**Guidance:** Choose the correct term from the Dimension Authority List.

**Examples:**

35 mm
16 mm
105 mm

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Color

---

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 specific media type for a microform product.

**Purpose:** Informs the user of the color characteristics of the specific media type for the microform product.

**Relationship:** This element is dependent on **Specific Media Type**. Each microform product must have a specific 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

**Lifecycle Data Requirements Guide  
Microform Product Elements**

## Piece Count

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
Yes	No	Numeric (60)	None	Product	Yes	Number of Rolls/Fiche

**Definition:** The exact number of physical items comprising the specific 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 **Specific Media Type**. Each microform product 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 microform product. Do not use commas.

**Examples:**

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Physical Occurrence Note

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
No	No	Variable Character Length (2000)	None	Physical Occurrence	Yes	Rolls Available

**Definition:** Indicates whether or not the viewing location has all or some of the pieces associated with a microform product.

**Purpose:** Indicates which pieces of the microform product are stored at a given microform viewing location.

**Relationship:** This element is dependent on **Location Facility**.

**Guidance:** If other than the full set of the microform product is available, enter the roll or fiche numbers that are available at a particular viewing location.

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:**

This location has rolls 1 - 60, and 85 - 100 only.

This location has rolls 1, 5, and 9 only.

This location has rolls 90 - 100 only.

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Location Facility

---

Mandatory	Repeatable	Data Type	Authority	Entity	Public Element	Label
Yes	Yes	Variable Character Length (240)	Location Facility Authority List	Physical Occurrence	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]

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Microform Roll/Fiche Number

---

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 Product Title**. Each copy of the microform product must have a microform product title specified to have **Microform Roll/Fiche Number**. **Microform Roll/Fiche Title** is dependent on this element. To have **Microform Roll/Fiche Number**, **Microform Roll/Fiche Title** must be created. Each microform product must have one or more microform roll/fiche number.

**Guidance:** Enter the microform roll/fiche number.

**Examples:**

1

3b

2017

**Lifecycle Data Requirements Guide**  
**Microform Product Elements**

## Microform Roll/Fiche Description

---

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 Product Title**. Each copy of the microform product must have a microform product title specified to have **Microform Roll/Fiche Description**. **Microform Roll/Fiche Number** is dependent on this element. To have **Microform Roll/Fiche Description**, **Microform Roll/Fiche Number** must be created.

**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

## Lifecycle Data Requirements Guide

### Alphabetical Index

AACR2 Name .....	233	Former Record Group .....	77
Abolish Date...	235	Fuller Form of Name .....	265
Abolish Date Qualifier .....	237	Function and Use .....	44
Access File Size .....	282	General Media Type .....	187
Access Filename .....	281	General Note ..	46
Access Restriction Note .....	142	General Records Type .....	113
Access Restriction Status .....	135	Geographic Reference .....	114
Accession Number .....	72	GPRA Indicator .....	170
Administrative History Note.....	238	Height.....	197
Approved By ..	244	Holdings Measurement Count .	174
Arrangement ..	27	Holdings Measurement Type ...	172
Base.....	190	Inclusive End Date .....	103
Biographical Note.....	268	Inclusive End Date Qualifier ...	106
Birth Date .....	270	Inclusive Start Date .....	99
Birth Date Qualifier .....	271	Inclusive Start Date Qualifier ...	102
Broadcast Date .....	109	Internal Transfer Number .....	78
Broadcast Date Qualifier .....	110	Jurisdiction .....	249
Collection Identifier .....	73	Language .....	116
Color .....	192	Local Identifier .....	87
Container ID...	194	Location Facility .....	176
Container List. ....	164	Location Note. ....	177
Copy Status ...	161	Media Occurrence Note .....	202
Copyright Date .....	89	Microform Publication Identifier	48
Copyright Date Qualifier .....	90	Microform Publication Note.....	49
Coverage End Date .....	95	Microform Publication Title.....	47
Coverage End Date Qualifier...	98	Name .....	263
Coverage Start Date .....	91	Numbering Note .....	51
Coverage Start Date Qualifier .	94	Numerator .....	266
Creating Individual .....	150	Object Description .....	284
Creating Individual Type .....	152	Object Designator .....	283
Creating Organization .....	154	Object Identifier .....	278
Creating Organization Type.....	157	Object Type .....	277
Custodial History Note .....	29	Online Resource .....	39
Date Approved.....	245	Online Resource Note .....	41
Date Note .....	31	Online Resource URL.....	43
Date Proposed.....	258	Organization Name .....	225
Death Date .....	272	Organization Source Note.....	251
Death Date Qualifier .....	273	Organizational Contributor .....	118
Depth .....	201	Organizational Contributor Type	120
Description Author .....	159	Organizational Donor .....	122
Description Date .....	160	Organizational Reference .....	123
Description Type .....	161	Other Preservation	
Dimension.....	195	Characteristics .....	204
Disposition Authority Number ..	75	Other Title .....	19
Edit Status.....	133	Person Source Note .....	274
Element Number.....	216	Personal Contributor .....	125
Emulsion .....	196	Personal Contributor Type .....	127
Establish Date .....	246	Personal Donor .....	129
Establish Date Qualifier .....	248	Personal Reference (creators) .	253
Extent .....	166	Personal Reference (materials)	130
Finding Aid Note .....	35	Personal Title .	267
Finding Aid Source .....	37	Physical Occurrence Note.....	178
Finding Aid Type .....	33	Physical Restriction Note .....	205
Footage.....	212	Piece Count ...	207
Format .....	213	Predecessor ...	254
Former Collection.....	76	Process .....	208

**Lifecycle Data Requirements Guide**  
**Alphabetical Index**

Production Date .....	107
Production Date Qualifier .....	108
Production Series Number .....	25
Production Series Subtitle .....	24
Production Series Title.....	22
Program Area. ....	255
Project Identifier.....	286
Proposer.....	257
Record Group Number.....	79
Recording Speed.....	214
Records Center Transfer Number .....	80
Reel/Tape/Disc Number .....	215
Reference Unit.....	180
Release Date . ....	111
Release Date Qualifier .....	112
Reproduction Count.....	209
Roll.....	217
Running Time: Minutes.....	218
Running Time: Seconds .....	219
Scale Note .....	53
Scope and Content Note.....	54
Security Classification .....	140
Shot List .....	70
Sound Type....	134
Soundtrack Configuration .....	220
Soundtrack Language .....	221
Specific Access Restriction .....	137
Specific Media Type.....	188
Specific Records Type .....	131
Specific Records Type .....	131
Specific Use Restriction.....	146
Staff Only Note.....	67
Subtitle .....	21
Successor .....	259
Tape Thickness .....	222
Technical Access Requirements Note .....	210
Thumbnail File Size .....	280
Thumbnail Filename .....	279
Title .....	9
Topical Subject Reference.....	132
Total Footage . ....	182
Total Running Time: Minutes ...	183
Total Running Time: Seconds .	185
Transfer Note . ....	69
Use Restriction Note.....	148
Use Restriction Status .....	144
Variant Control Number .....	81
Variant Control Number Note ..	85
Variant Control Number Type..	83
Variant Organization Name.....	260
Variant Person Name.....	275
Width.....	199
Wind.....	223