

Data Dictionary for Textual Records at the File Unit Level
Version 7.1 (Revised 4/1/2008)

4.1.1 Digital Identifier.....	1
4.1.2 Title.....	2
4.1.3 Series Number.....	3
4.1.4 Series.....	4
4.1.5 Collection.....	5
4.1.6 Date(s) of Material.....	6
4.1.7 Description.....	7
4.1.8 Creator(s).....	9
4.1.9 Contributor(s).....	11
4.1.10 Browsing Term(s).....	12
4.1.11 Type of Materials.....	14
4.1.12 Extent.....	15
4.1.13 Associated Record(s) [lower level].....	16
4.1.14 Publisher.....	17
4.1.15 Digitization Notes.....	18
4.1.16 Cataloger.....	19
4.1.17 Date Complete.....	20
4.1.18 Copyright.....	21
4.1.19 Alternative Title.....	22
4.1.20 Start Date.....	23
4.1.21 End Date.....	25
4.1.22 Language(s).....	27
4.1.23 Digitization Specifications.....	28
4.1.24 Associated Record(s) [higher level] (Not currently used).....	30
4.1.25 Link to Finding Aid (Not currently used).....	31
4.1.26 Time Period (Not currently used).....	32
4.1.27 Geographic Region (Not currently used).....	33

4.1.1 Digital Identifier

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	identifier	(none)	(none)	yes	no

Definition: A unique identifier manually created during the digitization process to coordinate the physical materials with their digital representations. Not intended to be used as a locator for the physical material.

Guidelines: At the file unit level, the **Digital Identifier** is the batch number assigned to each file unit during preparation. For textual collections, the batch number is written on each file folder and consists of the abbreviated collection name, a dash, the box number, a dash, and the file unit number. File unit numbers are assigned based on the order of the folders in the box at the time of material preparation.

Transcribe the batch number exactly as it appears on the file folder.

For a detailed explanation of batch numbers, or for instructions on how to create a batch number, see Section 2.1.2.1 of this guide.

Examples: JFKPOF-005-001 [1st folder in Box 5 of the President's Office Files]
JFKPOF-139-019 [19th folder in Box 139 of the President's Office Files]
JFKWHCSF-0725-037 [37th folder in Box 725 of the White House Central Staff Files]

4.1.2 Title

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	title	(none)	(none)	yes	no

Definition: The formal name given to a resource, exclusive of contextual file path information.

Guidelines: At the file unit level, the **Title** element records only the formal name given to a file unit. A file unit is an intellectual group of materials, which may consist of one or more file folders.

Using the information on the physical file folder, locate the formal folder name for the file unit in the finding aid for the collection. Record the folder name as it appears in the finding aid exactly with respect to wording, order and spelling. Do not include any series or collection information, or information regarding physical extent (e.g. 1 of 5, Folder 4 of 6). All dates should be formatted according to the instructions in the **Date(s) of Material** element (Section 4.1.6.).

If the information in the finding aid differs from the information on the file folder, use the information in the finding aid. If what constitutes the **Title** is unclear from the physical materials or the finding aid, consult with an archivist.

Capitalization and punctuation:

- Use sentence-style capitalization for folder names. Capitalize only the first word of each hierarchical level and proper names (e.g. Autographs pending at time of President Kennedy's death).
- Within folder titles, use colons to indicate folder level subordination and commas before locations and date.
- Use only single spaces after punctuation marks, except within date ranges.
- Periods should not be used at the end of the title element.
- Titles of published materials included in folder titles should be transcribed exactly as they appear on the original source, including capitalization and punctuation, and placed in quotation marks.
- Brackets placed around any text should be transcribed exactly as they appear. These brackets indicate archivist-supplied information.

Examples: Connelly, Loretta (Mrs. George W.) ("Aunt Loretta"), 1961-1962
1961: AB-AN
Brazil: General, 1961: January-June

4.1.3 Series Number

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	relation	isPartOfSn	(none)	no	no

Definition: The formal number assigned to a series in a collection.

Guidelines: Locate the series number for the file unit in the online finding aid for the collection. Record the **Series Number** as it appears in the online finding aid, using the punctuation guidelines below. If the information in the finding aid differs from the information on the file folder, use the information in the finding aid.

If the series number is unclear from the finding aid, consult with an archivist. If the file unit is not part of a series, leave this field blank.

Punctuation:

- Do not space between numerals and periods.
- Use a period at the end of the series number element.

Examples: 1.
5.4.
3.7.2.

4.1.4 Series

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	relation	isPartOfSeries	(none)	no	no

Definition: The formal name given to the series to which the archival materials belong.

Guidelines: The **Series** element records the formal name given to a series and includes all series and subseries information. A series is a body of files or documents kept together because of some connection arising out of their creation or use.

Locate the formal series name for the file unit in the finding aid for the collection. Record the series name as it appears in the finding aid exactly with respect to wording, order and spelling. Do not include any collection or folder level information. Dates should be formatted according to the instructions in the **Date(s) of Material** element (Section 4.1.6.).

If the information in the finding aid differs from the information on the file folder, use the information in the finding aid. If the complete series information is unclear from the finding aid, consult with an archivist. If the file unit is not part of a series, leave this field blank.

Capitalization and punctuation:

- Use headline-style capitalization for series titles (e.g. President's Office Files).
- Use periods between elements to show series and subseries level hierarchy.
- Use commas before locations and dates.
- Use only single spaces after punctuation marks.
- Use a period at the end of the series element.

Examples: General Correspondence.
Harvard, 1949-1961. Course Files.
Boston Office, 1940-1956. Political Miscellany, 1945-1956.

4.1.5 Collection

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	source	(none)	(none)	yes	no

Definition: The formal name given to the collection to which the archival materials belong.

Guidelines: **Collection** is the formal name given to the collection and includes all collection and subcollection information.

Locate the formal collection name in the finding aid. Record the **Collection** as it appears in the finding aid exactly with respect to wording, order and spelling, but not necessarily as to punctuation or capitalization. If the complete collection name is unclear from the finding aid, consult with an archivist. Do not include any series or folder level information.

Capitalization and punctuation:

- Use headline-style capitalization for collection level titles (e.g. President's Office Files).
- Use periods between elements to show collection and subcollection level hierarchy.
- Use a period at the end of the collection element.
- Use only single spaces after punctuation marks.

Examples: Papers of John F. Kennedy. Personal Papers.
Papers of John F. Kennedy. Presidential Papers. President's Office Files.
Papers of John F. Kennedy. Presidential Papers. White House Staff Files.

4.1.6 Date(s) of Material

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	date	(none)	(none)	yes	no

Definition: The creation date(s) of the original archival materials from which the digital object is derived.

Guidelines: In most cases, the **Date(s) of Material** will have previously been determined by an archivist and included in the folder name or file path. This date or date range should also be used for the digital object. In cases where a file unit is undated, determine an appropriate date or date span for the materials by consulting with an archivist. For the collections created by the Kennedy Administration, use the date span of Kennedy's Presidency (20 January 1961-22 November 1963) for all undated file units.

General Date Style:

- Years should be entered in the four-digit format (YYYY).
- Months should not be abbreviated.
- Date ranges should not include spaces before or after hyphens (-).
- Single spaces should be used after all other punctuation marks.

Specific Dates:

- Specific year: 1961
- Specific month: January 1961
- Calendar date: 20 January 1961

Date Ranges:

- Range of years: 1961-1963
- Range of months (within same year): 1961: January-March
- Range of months (different years): January 1961-March 1962
- Range of calendar dates in the same month: January 1961: 23-25
- Range of calendar dates in the same year: 1961: 20 February-1 March

Approximate & Unknown Dates:

- Circa dates: *ca.* 1960
- Known date span with undated material: 1928-1964, *undated*

Incorrect Dates:

Include both the incorrect date and the archivist-corrected date. The two dates should be separated by a comma, with the archivist-corrected date in brackets following the comma.

- 20 January 1960, [20 January 1961]
- 1971, [1961]
- 1963-1965, [1962-1965]

Note: For further instructions, see Section 4.1.7.2 in *Guidelines and Procedures for the Processing of Papers*.

4.1.7 Description

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	description	(none)	(none)	yes	no

Definition: Describes the breadth and depth of the archival materials.

Guidelines: The **Description** element provides detail to help users to identify file units, or folders that may be of interest to them. Write a description that answers basic questions users might ask about the file unit that are not already covered by the larger series and/or collection descriptions. By becoming familiar with the collection in its historical context, you can supply the researcher with an evaluation of the content of the information it contains.

Style basics:

- Write in complete sentences.
- Write from the objective, not subjective, point of view.
- Be precise and brief.

What to include:

All file unit descriptions within the same series should begin with set language that generally describes the materials in a way that is unique to the series. This language should be created in conjunction with the archivists and will be similar to content found in the series descriptions in the finding aid for the collection. Each series will need new preliminary information established before any records are created. The set language for each series should be a broad statement that does not limit each file unit to particular types or formats of materials; it should be applicable to all types of contents, but specific enough to indicate which series the folder belongs to. The level of description should be indicated by using an introductory phrase such as “This folder consists of” or “This folder contains.”

Following preliminary information, you will identify and describe briefly any items that have particular significance to the life and times of John F. Kennedy and his Presidency, or that based upon existing series descriptions, you would not expect to find in the series. Examples of such items would be a program of the 1961 Inaugural Ceremony signed by Lyndon Johnson or a letter from Winston Churchill in the General Correspondence series. Additionally, you may choose to include items in the description that make up a significantly large portion of the file unit. If a folder contains no items of particular significance, the use of only the set language is sufficient as a description.

The role of people or organizations identified in the **Contributor** element should always be explained in the description. Contributors are individuals or organizations, other than the archival creator, responsible for significant contributions to the intellectual, technical, artistic or financial production of the archival material. Contributors may also be people or organizations that had significant relationships with the creator of the collection. Additionally, you may wish to identify other significant or notable individuals or organizations in the description that are not given Contributor entries. For example, a letter from Bing Crosby in General Correspondence could be pulled out in the description as notable even though he does not warrant status as a Contributor.

Choice of name (People, Organizations & Geographic Locations):

Use the full name of any person or organization included in the **Description** as it appears

in the archival material. Official titles or other explanatory statements should be included as needed for identification. For example, if a file unit contains a number of letters written by Jacqueline Kennedy in 1962, the description would refer to her as “First Lady Jacqueline Kennedy” not “Jacqueline Kennedy” or “Jacqueline Kennedy Onassis.” Similarly, use the full name of persons, organizations and geographic locations who are subjects of the file unit as they appear in the material. If the name of any geographic location mentioned in the description differs from the name included for that location in the White House Subject File, both names should be included for clarity.

Foreign Language Material:

In cases where more than half of the materials in a file unit are in a foreign language, that fact should be included in the description. If the decision has already been made to include a single foreign language item in the description because of its contextual significance, the language of the item should also be noted. However, if a folder contains only one or a few documents in a language other than English, and the materials are not otherwise significant, the following set language should be inserted at the end of the description: “This folder contains some foreign language material.”

What NOT to include:

- Do not use the description element to capture specific dates or date ranges, why the archival materials were created, or what activities and functions caused them to be created.
- Do not use the description element to record information about the history or activities of the creators (e.g. agency history or biographical information about an individual).
- Do not use the description element to capture information that belongs in other notes or elements, such as **Digitization Information** or **Date(s) of Material**.
- Do not repeat information captured at the series or collection level descriptions in the finding aid.

Examples:

This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President. Materials are mainly expressions of and responses to public opinion. Of note is a letter from Japanese politician, and later Prime Minister, Eisaku Sato; a letter with photographs from a banquet meeting of the Tokyo Chapter of the Armed Forces Communications and Electronics Association; and a letter from Hubert H. Humphrey on legislation relating to losses sustained by rapid transit companies in converting from street railway to bus operations. This folder contains some foreign language material.

[Note: The **Contributor** entries for this file unit are: Humphrey, Hubert H. (Hubert Horatio), 1911-1978 and Lincoln, Evelyn (Evelyn Norton), 1909-1995]

This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President. Of note is a letter from the Archbishop of Boston, Richard James Cardinal Cushing, declining a White House dinner invitation; a postcard from Bing Crosby; and an original political cartoon by James P. Cullen.

[Note: The **Contributor** entries for this file unit are: Cushing, Richard J. (Richard James Cardinal), 1895-1970 and Lincoln, Evelyn (Evelyn Norton), 1909-1995]

4.1.8 Creator(s)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	creator	(none)	ARC (use in XML for ARC Creator only)	yes	yes

Definition: The person or organization responsible for the creation of the archival materials.

Guidelines: There are two types of Creators that can exist: the **Local Creator** and the **ARC Creator**.

The **Local Creator** should be evident from the name of the collection. For example, John F. Kennedy is considered to be the creator of any collection including “Papers of John F. Kennedy” in the title. American Federation of Labor, Congress of Industrial Organization (AFL-CIO) is considered to be the creator of any collection including “American Federation of Labor and Congress of Industrial Organizations” in the title.

In many collections, a second creator entry (**ARC Creator**) is required for NARA compliancy. When materials in a collection have been generated by an organization, government agency or an individual acting in their official role as a government official, NARA considers the organization or agency, and not the individual, to be the creator. In these cases, it is necessary to include a second entry for the creator. Check the record in NARA’s Archival Research Catalog (ARC) to determine if an organizational creator is also needed.

For example, the personal papers of Pierre Salinger require only an entry under his personal name heading because his personal papers were not created in his role as a government official. His White House Staff Files, however, would require the **ARC Creator** entry “President (1961-1963 : Kennedy). Office of the Press Secretary to the President. , 1961 – 1963” in addition to the **Local Creator** entry for his personal name.

As different levels of a large collection may have been created by different government agencies, or by individuals acting in different official roles, they may have different creator entries. For example, The Papers of John F. Kennedy includes the subcollections “President’s Office Files” and “National Security Files”. While both of these subcollections would have John F. Kennedy the person as the **Local Creator**, they require different **ARC Creator** entries for the respective offices (Office of the Personal Secretary and Office of the Special Assistant to the President for National Security Affairs).

General Entry Guidelines:

- Select the appropriate name heading for each creator from the JFK Thesaurus. If the name heading does not appear in the JFK Thesaurus, consult with an archivist.
- If two creators are necessary, always list the **ARC Creator** first.
- Use a separate field for each name heading.
- It is not necessary to anchor this access point further in the descriptive record.

Examples: Kennedy, John F. (John Fitzgerald), 1917-1963
Salinger, Pierre E. G. (Pierre Emil George), 1925-

American Federation of Labor, Congress of Industrial Organization (AFL-CIO)
President (1961-1963 : Kennedy). Office of the Personal Secretary. , 1961 – 1963 [ARC]
President (1961-1963 : Kennedy). Office of the Special Assistant to the President for
National Security Affairs. , 01/20/1961 - 11/22/1963 [ARC]
President (1961-1963 : Kennedy). Office of the Press Secretary to the President. , 1961 –
1963 [ARC]

4.1.9 Contributor(s)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	contributor	(none)	(none)	no	yes

Definition: An individual or organization, other than the archival creator, responsible for significant contributions to the intellectual, technical, artistic or financial production of the archival materials.

Guidelines: Selection of **Contributor(s)** should be based on the significance of the contribution to the overall intellectual content of the materials in a file unit. As a general rule, a person or organization contributing approximately 20% or more of the intellectual content should be given a contributor entry. However, entry may be warranted for a number of reasons and selection should not be based solely upon volume. For example, individuals or organizations that had significant relationships with the **Creator** or are associated with topics significant to the **Creator** may, in some cases, merit entry as **Contributor(s)**.

It is not within the scope of this project to capture the name of each individual or organization that authored, or contributed, to the intellectual content of each file unit. When in doubt, use your best judgment.

General Entry Guidelines:

- Select the appropriate name heading for each contributor from the JFK Thesaurus.
- If the name heading for a contributor does not appear in the JFK Thesaurus, search for an appropriate heading in one of the other approved controlled vocabulary sources, in the following order of preference, and submit the heading to your supervisor for approval:
 - 1) ARC Thesaurus
 - 2) Library of Congress Authorities (authorities.loc.gov)
 - 3) Create a name heading according to DA:CS guidelines
- Contributors should be listed in alphabetical order.
- Use a separate field for each contributor.
- Contributor entries should be further explained in the descriptive record so that it is apparent to the user why it was chosen.

Examples: Lincoln, Evelyn (Evelyn Norton), 1909-1995
[Excerpt from description: This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President.]

United States. Department of Defense
[Excerpt from description: This folder also contains a Department of Defense report entitled "Report to the Congressional Defense Committees."]

4.1.10 Browsing Term(s)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	subject	(none)	geog person organization	no	yes

Definition: White House filing system topics represented in the archival materials and persons or organizations who are primary subjects of the archival materials.

Guidelines: The **Browsing Terms** element provides a compliment to the **Description** element and can include two types of browsing terms: **Topical** and **Name Headings**. Topical browsing terms are those the Library has compiled for the Digital Initiative. Name headings include both personal and organizational entries from the JFK Thesaurus.

Limit the number of browsing terms applied to a file unit to one or a few. Use multiple terms in accordance to guidance and suggestions in the term tables. Browsing terms are for general concepts rather than for specific ideas or subjects included in a file unit. The terms are mainly used to consolidate multiple concepts that may not be explicitly mentioned in the **Description** element. Name headings should be assigned only when a person or organization is the primary subject of the archival materials in a file unit, and a topical term alone is not sufficient to provide access.

Some browsing terms may be used in conjunction with name authorities. For example, if materials concerned a monument presented to President Kennedy, you would use the browsing term *Monuments and memorials* as well as *Kennedy, John F. (John Fitzgerald), 1917-1963*.

You will encounter many documents in file units that have White House Subject File codes in the upper right corner of the first page of a document. These can be important clues as to how the White House actually filed this material and can help you determine the correct term(s).

Topical Browsing Term Sources:

Choose browsing terms from the Browsing Terms List, which is organized alphabetically. Usage guidelines and cross referencing resources have been provided for each term.

Name Heading Browsing Term Sources:

Choose the name of the person or organization from the JFK Thesaurus. If the appropriate name heading does not appear in the JFK Thesaurus, search for an appropriate heading in one of the other approved controlled vocabulary sources, in the following order of preference, and submit the heading to your supervisor for approval:

- 1) ARC Thesaurus
- 2) Library of Congress Authorities (authorities.loc.gov)
- 3) Create a name heading according to DACS guidelines

General Entry Guidelines:

- Browsing terms should be listed in alphabetical order.
- Use a separate field for each term.
- If a file unit does not require any browsing terms, leave this field blank.
- When creating the xml record, be sure to use the appropriate scheme for each term entered. Note: topical browsing terms do not require a scheme.

Examples: Advice and counsel to the President
National security and defense
Heads of State

4.1.11 Type of Materials

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	type	(none)	ARC	yes	no

Definition: The general form of the archival materials.

Guidelines: Choose the term that best represents the overall form of the archival materials in the file unit. If a file unit contains more than one type of material, select the term that best represents the dominant type. The most common terms you will use are listed below. If you need to use a different term to describe the archival materials, or would like to reference available scope notes for the terms, consult the ARC General Record Type Authority List (Appendix B).

Examples: Textual Records
Photographs and other Graphic Materials
Sound Recordings
Moving Images

4.1.12 Extent

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	format	(none)	(none)	yes	no

Definition: An enumeration of material type(s) or measurements of the resource.

Guidelines: At the file unit level, **Extent** is the digital page count of the resource.

Determine the number of digital pages in a file unit using the scanned representation of the archival materials. This number may not equal the number of physical pages in a file unit. Decisions made during the digitization process may have affected the correlation of these two figures. Do not include the HTML file, XML file, color targets images or external file folder images in the digital page count.

Write a simple statement that gives the number of measurement units followed by the units of measure used. Do not use full sentences. Terms describing units of measure should be spelled out rather than abbreviated, as abbreviations may not be understood by all users. For textual materials at the file unit level, the unit of measure is “digital pages.”

57 digital pages

If the archival materials are comprised of various media types, the statement of physical extent may be qualified to highlight the existence of material types that are important. Material types may be general, or more specific, such as those types found in various thesauri. Use a comma after the statement of physical extent, followed by the word “including.”

88 digital pages, including 3 photographs
137 digital pages, including 5 photographs and 2 maps

If a number is longer than three digits, use commas. For example, a number should be written out as 12,877 instead of 12877.

4.1.13 Associated Record(s) [lower level]

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	relation	hasPart	(none)	no	yes

Definition: A resource, either physically or intellectually related to the described materials, at the next lower hierarchical level.

Guidelines: Item level records are created for all photographs in textual collections. At the file unit level, the **Relation HasPart** element associates the item level record with the file unit that it belongs to.

Enter the complete **Digital Identifier** of each item level record in the file unit. Use a separate field for each entry. If a file unit has no item level records associated with it, leave this field blank.

Examples: JFKPOF-003-007-001
JFKPOF-003-007-002
JFKPOF-003-007-003

4.1.14 Publisher

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	publisher	(none)	(none)	yes	no

Definition: The entity responsible for making the digital resource available.

Guidelines: The John F. Kennedy Library is the **Publisher** of all digital resources created at the Library. The appropriate term from the ARC Location Facility Authority List is listed in the example below.

Example: John F. Kennedy Library (Boston, MA)

4.1.15 Digitization Notes

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	description	digNotes	(none)	yes	no

Definition: An account of the digitization process.

Guidelines: Enter text as listed in example below.

Examples: Every effort has been made to digitize materials in a way that accurately reflects the arrangement and condition of the originals. Duplicate items are replicated in the digital file. Because efforts were made to preserve the appearance of the original documents, digital images reflect the items' physical condition as well. Photocopies of materials were scanned only when deteriorating originals were discarded. The digital image has been modified only to reflect the appearance of the original print as is possible. No other enhancements have been made. Items that are widely available, such as major news or government publications, have not been digitized in entirety. Items protected by copyright law have been partially redacted. Every effort has been made to make citation information and annotations available to the researcher in materials that have not been scanned or have been redacted.

4.1.16 Cataloger

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	local tag: cataloger	(none)	(none)	yes	yes

Definition: The person(s) who originally created or made significant modifications to the metadata record.

Guidelines: Enter the name of each original cataloger in direct order (forename, middle name/initial, surname or forename, surname). Use a separate field for each name.

In the case of individuals who are making modifications to previously completed records, enter the name of the cataloger only if the intellectual character of the object is significantly changed. It is not necessary to add the names of individuals making minor modifications (e.g. typo corrections). Do not list the same person more than once.

Examples: Kristy Pasquariello
Chrissy Watkins
Jessica T. Sims

4.1.17 Date Complete

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	no	date	digital	ISO 8601	yes	no

Definition: The date that all tasks associated with creation of the digital object were completed, or the date that a previously completed record was modified.

Guidelines: Enter **Date Complete** in the form “YYYY-MM-DD” in accordance with the ISO 8601 Date Format (where YYYY is the year, MM is the month of the year, and DD is the day of the month).

In the case of modifications to previously completed digital objects, update **Date Complete** only if the intellectual character of the object is significantly changed. It is not necessary to update the completion date for minor modifications (e.g. typo corrections).

Examples: 2007-04-30 [Use for 30 April 2007.]
2007-11-07 [Use for 7 November 2007.]

4.1.18 Copyright

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	rights	(none)	(none)	yes	no

Definition: Information about the rights held over the resource.

Guidelines: Enter text as listed in example below.

Example: Documents in this collection that were prepared by officials of the United States as part of their official duties are in the public domain. Some of the archival materials in this collection may be subject to copyright or other intellectual property restrictions. Users of these materials are advised to determine the copyright status of any document from which they wish to publish.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excesses of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. The copyright law extends its protection to unpublished works from the moment of creation in a tangible form.

4.1.19 Alternative Title

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	title	alternative	(none)	yes	no

Definition: The formal name given to a resource, including contextual file path information.

Guidelines: At the file unit level, **Alternative Title** includes all collection, subcollection, series, subseries and folder information. A file unit is an intellectual group of materials, which may consist of one or more file folders.

Using the information on the physical file folder, locate the collection, series and folder names for the file unit in the finding aid for the collection. Record the **Alternative Title** as it appears in the finding aid exactly with respect to wording, order and spelling. Do not include information regarding series numbers or physical extent (e.g. 1 of 5, Folder 4 of 6). Dates should be formatted according to the instructions in the **Date(s) of Material** element (Section 4.1.6.).

If the information in the finding aid differs from the information on the file folder, use the information in the finding aid. If what constitutes the **Alternative Title** is unclear from the physical materials or the finding aid, consult with an archivist.

Capitalization and punctuation:

- Use headline-style capitalization for collection and series level information (e.g. President's Office Files).
- Use sentence-style capitalization for folder level information. Capitalize only the first word of each hierarchical level and proper names (e.g. Autographs pending at time of President Kennedy's death).
- Use periods between elements to show collection and series level hierarchy.
- Within folder titles, use colons to indicate folder level subordination and commas before locations and date.
- Use only single spaces after punctuation marks, except within date ranges.
- Periods should not be used at the end of the alternative title element.
- The titles of published materials included in folder titles should be transcribed exactly as they appear on the original source, including capitalization and punctuation, and placed in quotation marks.
- Brackets around any text should be transcribed exactly as they appear. These brackets indicate archivist-supplied information.

Examples: Papers of John F. Kennedy. Presidential Papers. President's Office Files. Speech Files. 20 January 1961 Inaugural address

Papers of John F. Kennedy. Presidential Papers. President's Office Files. General Correspondence. 1961: AB-AN

Papers of John F. Kennedy. Presidential Papers. President's Office Files. Countries. Brazil: General, 1961: January-June

4.1.20 Start Date

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	date	start	ISO 8601	no	no

Definition: The beginning of the date range captured in the **Date(s) of Material** element.

Guidelines: **Start Date**, along with **End Date**, translates the information from **Date(s) of Material** into a machine readable format. This element and **End Date** are dependent upon each other. If **Start Date** is used, then **End Date** must be created. Both elements are mandatory except when the entry in **Date(s) of Material** is “*undated*.”

General Date Style:

- Enter **Start Date** in the form “YYYY-MM-DD” in accordance with the ISO 8601 Date Format (where YYYY is the year, MM is the month of the year, and DD is the day of the month).
- Do not use 00 as a month or day.

When the Date(s) of Material is only one specific date:

- Enter the specific date in **Start Date** and then repeat the same date in **End Date**.
- If the date is a specific month or year, enter the first calendar day of that month or year in **Start Date** and the last in **End Date**. For example, if a file unit has 1960 as the **Date(s) of Material**, enter 1960-01-01 as the **Start Date** and 1960-12-31 as the **End Date**. For a file unit with June 1961 as the **Date(s) of Material**, enter 1961-06-01 as the **Start Date** and 1961-06-30 as the **End Date**.

When the Date(s) of Material is a range of dates:

- Enter the first calendar date in **Start Date** and the second in **End Date**.
- When the range is comprised of months or years, enter the first calendar day of the first month or year as the **Start Date** and the last calendar day of the second month or year as the **End Date**.

When the Date(s) of Material is an approximate date:

- Use a range of dates on either side of the approximate date to cover the concept of a circa date. Five years on either side of the circa date is the preferred form; however, date ranges can be longer or shorter than five years on each side, if appropriate.
- Enter the first date of the cataloger-created range in **Start Date** and the second in **End Date**. (For example, for a file unit with *circa 1955* as the **Date(s) of Material**, enter 1950-01-01 as the **Start Date** and 1960-12-31 as the **End Date**.)
- If you are unsure about an appropriate date range, consult with an archivist.

When the Date(s) of Material includes the word “undated”:

- If the **Date(s) of Material** element includes a date span followed by the word “undated” (e.g. *1928-1990, undated*), use only the span of dates for **Start Date** and **End Date**.
- Enter the first calendar date in the range as **Start Date** and the second as **End Date**.

- If the **Date(s) of Material** element includes only the word “undated,” leave **Start Date** and **End Date** elements blank.

When the Date(s) of Material includes a bracketed date:

- If the **Date(s) of Material** element includes both a bracketed date and a non-bracketed date, this indicates that the original materials were misdated.
- Use the earliest chronological date as the **Start Date** and the latest chronological date as the **End Date**.

Examples: 1961-01-15 [Use for 15 January 1961.]
1960-03-01 [Use for 1 March 1960.]
1960-06-31 [Use for 31 June 1960.]

4.1.21 End Date

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	date	end	ISO 8601	no	no

Definition: The end of the date range captured in the **Date(s) of Material** element.

Guidelines: **End Date**, along with **Start Date**, translates the information from **Date(s) of Material** into a machine readable format. This element and **Start Date** are dependent upon each other. If **Start Date** is used, then **End Date** must be created. Both elements are mandatory except when the entry in **Date(s) of Material** is “*undated*.”

General Date Style:

- Enter **Start Date** in the form “YYYY-MM-DD” in accordance with the ISO 8601 Date Format (where YYYY is the year, MM is the month of the year, and DD is the day of the month).
- Do not use 00 as a month or day.

When the Date(s) of Material is only one specific date:

- Enter the date in **Start Date** and then repeat the same specific date in **End Date**.
- If the date is a specific month or year, enter the first calendar day of that month or year in **Start Date** and the last in **End Date**. For example, if a file unit has 1960 as the **Date(s) of Material**, enter 1960-01-01 as the **Start Date** and 1960-12-31 as the **End Date**. For a file unit with June 1961 as the **Date(s) of Material**, enter 1961-06-01 as the **Start Date** and 1961-06-30 as the **End Date**.

When the Date(s) of Material is a range of dates:

- Enter the first calendar date in **Start Date** and the second in **End Date**.
- When the range is comprised of months or years, enter the first calendar day of the first month or year as the **Start Date** and the last calendar day of the second month or year as the **End Date**.

When the Date(s) of Material is an approximate date:

- Use a range of dates on either side of the approximate date to cover the concept of a circa date. Five years on either side of the circa date is the preferred form; however, date ranges can be longer or shorter than five years on each side, if appropriate.
- Enter the first date of the cataloger-created range in **Start Date** and the second in **End Date**. (For example, for a file unit with *circa 1955* as the **Date(s) of Material**, enter 1950-01-01 as the **Start Date** and 1960-12-31 as the **End Date**.)
- If you are unsure about an appropriate date range, consult with an archivist.

When the Date(s) of Material includes the word “undated”:

- If the **Date(s) of Material** element includes a date span followed by the word “undated” (e.g. *1928-1990, undated*), use only the span of dates for **Start Date** and **End Date**.
- Enter the first calendar date in the range as **Start Date** and the second as **End Date**.

- If the **Date(s) of Material** element includes only the word “undated,” leave **Start Date** and **End Date** elements blank.

When the Date(s) of Material includes a bracketed date:

- If the **Date(s) of Material** element includes both a bracketed date and a non-bracketed date, this indicates that the original materials were misdated.
- Use the earliest chronological date as the **Start Date** and the latest chronological date as the **End Date**.

Examples: 1961-01-15 [Use for 15 January 1961.]
1960-03-01 [Use for 1 March 1960.]
1960-06-31 [Use for 31 June 1960.]

4.1.22 Language(s)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	language	(none)	ISO 639-2	no	yes

Definition: The primary language(s) of the archival materials.

Guidelines: The **Language(s)** element should reflect only the primary language(s) of the archival materials in a file unit. In most cases, the default language at the file unit level will be English. In cases where more than half of the materials in a file unit are in a foreign language, then that language should also be entered in the language field. Languages should be recorded in the ISO 639-2 format (available on the Library of Congress website at: <http://www.loc.gov/standards/iso639-2/langhome.html>)

General Entry Guidelines:

- Using the ISO-639-2 list, select the appropriate 3 letter code for each primary language represented in the archival materials.
- Use a separate field for each language.

Examples: eng [English]
ger [German]
pol [Polish]

4.1.23 Digitization Specifications

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	digSpecs	(none)	(none)	yes	yes

Definition: Technical information about the hardware, software, and processes used to create the digitized resource. This field captures information about the master copy of the image file (TIFF) and is intended for use at the local level only.

Guidelines: Digitization specifications should be included only as needed for each type of material found in a file unit. File units containing multiple types of materials should have separate digitization specifications corresponding to each type of material. For example, a file unit containing both textual and oversized items should include the digitization information for Textual Materials and Photographed Special Materials, but not the digitization information for Photographic Materials. Use a separate field for each specification.

The appropriate specifications for each material type are shown in the examples below. When several versions of digitization specifications exist for one material type, ensure that you are using the correct version for the scanned resource. Before entering the specifications into the digital record, be sure to fill in the first and last name of the person creating the digitized resource and the date it was created. Names should be recorded in direct entry order (First Name, Last Name) and dates in the ISO 8601 format (YYYY-MM-DD). If the resource was created by multiple people over several days, include both names and dates, separated by commas. Information about who created the digital file can be found in several places:

Textual Materials:

- Digitization Information form (see Section 2.1.3.1.)
- Workflow Log (see Section 2.1.2.4.)
- Application Xtender batch list (Un-indexed batches only)

Photographic Materials:

- Embedded in the metadata for the scanned image (View properties)

Photographed special materials:

- Oversized Log (see Section 2.1.4.1.3)
- Embedded in the metadata for the photograph (View properties)

Examples: **Textual Materials (including valuables):**

1st version (Use for JFKPOF-001-001 thru JFKPOF-027-005):

Textual materials; Master file: image/tiff; 24 bits, uncompressed, 600 ppi; Computer hardware: Dell Optiplex GX620 with Intel Pentium 4 CPU 2.80 GHz/2.00 GB RAM; Operating system: Microsoft Windows XP Professional Version, 2002 (Service Pack 2); Scanner hardware: Fujitsu Image Scanner fi-5750C using a USB 2.0 port connection; Software: Application Xtender v.5.30.068; Scanned by: **First Last**; Scanned on: **YYYY-MM-DD**

2nd version (Use for JFKPOF-027-006 on):

Textual materials; Master file: image/tiff; 24 bits, uncompressed, 600 ppi; Computer hardware: Dell Optiplex GX620 with Intel Pentium 4 CPU 2.80 GHz/2.00 GB RAM; Operating system: Microsoft Windows XP Professional Version, 2002 (Service Pack 2); Scanner hardware: Fujitsu Image Scanner fi-5750C using a SCSI 3 connection to a Kofax Adrenaline 650i PCI image processing board; Software: Application Xtender v.5.30.068; Scanned by: *First Last*; Scanned on: *YYYY-MM-DD*

Photographic Materials:

Photographic materials; Master file: image/tiff; 24 bit color (color photos) or 8-bit grayscale (black and white photos), uncompressed, 600 dpi; Computer hardware: Dell Optiplex GX620 with Intel Pentium 4 Dual Core CPU 3.00 GHz/4.00 GB RAM; Operating system: Microsoft Windows XP Professional Version, 2002 (Service Pack 2); Scanner hardware: Umax PowerLook 2100XL; Scanning software: SilverFast SE Version 6.4.19c; Image editing software: Adobe Photoshop CS2, Version 9.0.2; Scanned by: *First Last*; Scanned on: *YYYY-MM-DD*

Photographed special materials (including oversized):

Photographed special materials (including oversized); Master file: image/tiff; 24 bit color (color photos) or 8-bit grayscale (black and white photos), uncompressed, 600 dpi; converted from uncompressed RAW file; Camera: Canon EOS-1 Ds Mark II; Digital Single Lens Reflex; large single-plate CMOS sensor; +/- 16.70 megapixels effective pixels; Recording system: Design Rule for Camera System 2.0: JPEG and RAW; Recording medium: Type I or II CF card and/or SD memory card; Image editing software: Adobe Photoshop CS2, Version 9.0.2; Photographed by: *First Last*; Photographed on: *YYYY-MM-DD*

4.1.24 Associated Record(s) [higher level] (Not currently used)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
yes	yes	relation	isPartOf	(none)	no	no

Definition: A resource, either physically or intellectually related to the described materials, at the next higher hierarchical level.

Guidelines: Leave this element blank. It is not currently being used at the file unit level.

4.1.25 Link to Finding Aid (Not currently used)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	relation	isReferencedBy	(none)	no	no

Definition: Contains the URL pertaining to the collection from the JFK Library website.

Guidelines: Leave this element blank. It is not currently being used at the file unit level.

When a description of a collection is available online, enter the complete URL for that webpage. The URL selected should be the most specific description of the collection available.

If a specific description of the collection is not available online, use the URL of the webpage providing the most specific description of the Library's holdings for that material type.

Example: http://www.jfklibrary.org/Historical+Resources/Archives/Archives+and+Manuscripts/Kennedy.John+F/jfk_prez/POF/fa_pof.htm

<http://www.jfklibrary.org/Historical+Resources/Archives/Audiovisual/Motion+Picture+Film.htm>

4.1.26 Time Period (Not currently used)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	coverage	temporal	(none)	no	yes

Definition: The general time interval during which the original archival materials were created.

Guidelines: Leave this element blank. It is not currently being used at the file unit level.

The **Time Period** element expresses the specific dates in the **Date(s) of Material** field as a general range. The **Time Period** element is mandatory except when the entry in **Date(s) of Material** is “undated.”

Using the **Date(s) of Material** element, locate the appropriate date range for the materials on the list below. Enter range exactly as it appears on the list, using the four-digit year format (YYYY). Do not include spaces before or after hyphens (-).

If the **Date(s) of Material** field includes dates that span multiple time periods, use multiple entries. Do not combine date ranges. Use a separate field for each entry.

All documents created by the Kennedy Administration should be given a time period of “1960-1969.” If the **Date(s) of Material** element includes only the word “undated,” and the materials were not created by the Kennedy Administration, leave the **Time Period** element blank.

Time Period List

1500-1850

1850-1899

1900-1919

1920-1939

1940-1949

1950-1959

1960-1969

1970-1979

1980-1989

1990-present

4.1.27 Geographic Region (Not currently used)

HTML	XML	DC Element	Modifier	Scheme	Mandatory	Repeatable
no	yes	coverage	spatial	(none)	no	yes

Definition: The general geographic area represented in the archival materials.

Guidelines: Leave this element blank. It is not currently being used at the file unit level.