

	FIELD NAME	Field Description	Electronic Documents	E-mail	Hardcopy Documents	Notes
1	SOURCE	Custodian or other source of document	X (index)	X (index)	X (index)	
2	BEGDOC	Bates Number of first page in document	X (index)	X (index)	X (index)	
3	ENDDOC	Bates Number of last page in document	X (index)	X (index)	X (index)	
4	BEGATTACH	BegDoc# of parent record	X (index)	X (index)	X (index)	
5	ENDATTACH	EndDoc# of last attached document in family	X (index)	X (index)	X (index)	
6	APPLICANAMED	Metadata collected from MS office files and PDFs.	X (metadata)			
7	DATE/TIMELASTMOD	Last modified date and time of native file (e.g. Month dd yyyy, hh:mm:ss)	X (metadata)			
8	DATESENT	Sent date of email message (e.g. Month dd yyyy)		X (metadata)		
9	TITLE (this is same as File Name)	Metadata collected from MS office files and PDFs.	X (metadata)			
10	From	Author or sender of e-mail message or email string		X (metadata)		
11	To	Recipient(s) of e-mail message		X (metadata)		
12	CC	Recipient(s) of "Carbon Copies" of e-mail message		X (metadata)		
13	BCC	Recipient(s) of "Blind Carbon Copies" of e-mail message		X (metadata)		
14	DtLastAccessed	Last access date of document (mm/dd/yyyy)	X (metadata)			
15	AUTHOR	Author as extracted from metadata of the native file	X (metadata)			
16	DateLastSaved	Date the document was last saved (mm/dd/yyyy)	X (metadata)			
17	EDFOLDER/EDSOURCE	Full path to source files (if e-docs or loose email) or folder path contained with a mail store (if NSF or PST)	X (metadata)	X (metadata)		
18	EMAIL_SUBJECT	Subject field of email, as extracted from the header		X (metadata)		
19	EmbeddedDoc	3 embedded doc, 2 no embedded doc, 1 doc type not processable	X (metadata)			Boolean value will be provided indicating the document has embedded objects.
20	HasNotes	Lists whether a document has notes or not	X (metadata)			Boolean value will be provided indicating the document has notes.
21	TrackedChanges	Lists whether a document has tracked changes or not	X (metadata)			Boolean value will be provided indicating the document has track changes enabled.
22	OLEComments	Document internal property of 'Comments' where available	X (metadata)			
23	DATECREATED	Created date of native file (e.g. Month dd yyyy)	X (metadata)			
24	DOCEXT	File extension of native file	X (metadata)			
25	FileSize	File size of native file measured in kilobytes	X (metadata)			
26	EmailDateCreate	Created date of native file (e.g. Month dd yyyy)		X (metadata)		
27	DATERCVD	Received date of email message (e.g. Month dd yyyy)		X (metadata)		
28	TIMESENT	Sent time of email message (e.g. hh:mm:ss)		X (metadata)		
29	CONFIDENTIALITY	Document has been designated Confidential or Highly Confidential	X (index)	X (index)	X (index)	
30	REDACTION	Reflects if redaction has been made on document and reasons(s)	X (index)	X (index)	X (index)	
31	FOREIGN LANGUAGE	Contains foreign language content	X (index)	X (index)		Boolean value will be provided indicating the document has foreign language content
32	MESSAGE-ID	MS Exchange email family identifying number		X (metadata)		
33	DUPLICATE CUSTODIAN	Custodian(s) of de-duplicated electronic documents	X (index)	X (index)		Parties will not de-duplicate hardcopy documents.