Appendix 1: Metadata and Coding Fields

The Parties agree to produce a metadata database load file with following fields in the order displayed below. The Parties agree that all fields with an asterisk* will not be required to be produced if the files require redaction.

Field Name	Field Description
BEGBATES	Beginning Bates number as stamped on the production image
ENDBATES	Ending Bates number as stamped on the production image
BEGATTACH	First production Bates number of the first document in a family
ENDATTACH	Last production Bates number of the last document in a family
CUSTODIAN	Individual from whom the documents originated
OTHER_CUSTODIAN	Individual(s) that had electronic files that were removed due to de-duplication
DOCTYPE	Description of document (Email, Attachment, Edoc, Hard Copy)
EXTENSION	Characters of the filename indicating the relevant program used to open the file (file extension)
FULLPATH*	The directory structure of the original file(s). Any container name is included in the path.
HASHVALUE	The MD5 or SHA-1 hash value.
NATIVELINK	Native File Link for agreed upon native files, if applicable (for example Excel files)
SUBJECT*	Subject line of email
DATESENT	Date email was sent (format: MM/DD/YYYY)
TIMESENT	Time email was sent
PARENT_DATE	The date of the parent email should be applied to the parent email and all of the email attachments
TO	All recipients that were included on the "To" line of the email
FROM	The name and email address of the sender of the email
CC	All recipients that were included on the "CC" line of the email

BCC	All recipients that were included on the "BCC" line of the email
AUTHOR	Any value populated in the Author field of the document properties
FILENAME*	Filename of an electronic document, loose files and attachments to email
DATEMOD	Date an electronic document was last modified (format: MM/DD/YYYY)
DATECREATED	Date the document was created (format: MM/DD/YYYY)
REDACTED	Yes should be populated if a document contains a redaction.
CONFIDENTIALITY	The confidential designation should be populated.
CDVOL	The Production CD volume name.
TIMEZONE	Three letter reference to reflect time zone that data was processed in, as agreed between parties