

TABLE A: RECOMMENDED PARTICIPANT BIBLIOGRAPHIC HEADER FIELD STRUCTURE

- The following table contains a model bibliographic data field set as would be implemented in a classic Relational Database Management (RDBMS) system implementation. This is a shortened version of the original LSS bibliographic header structure as recommended in 1994.
- Participants who have unusual ways of treating data (such as putting multiple document or publication identification numbers into a single text field) should coordinate those approaches with the LSN Administrator.
- Some fields, such as “QA Record” and “Traceability Code and Number” are unique to DOE.

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

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
3	Addressee Organization	R	M	90	<ul style="list-style-type: none"> Alphanumeric Max. # of entries is 500
4	Author Name	R	M	56	<ul style="list-style-type: none"> Alphanumeric Max. # of entries is 200 Standard format is: LAST NAME [space] FIRST INITIAL MIDDLE INITIAL (ex: GRASER DJ) Must have entry for Author Name or Author Organization or both
5	Author Organization	R	M	90	<ul style="list-style-type: none"> Alphanumeric Max. # of entries is 200 Must have entry for Author Name or Author Organization or both
6	Comments	O	S	1000	<ul style="list-style-type: none"> Alphanumeric
7	Descriptors	O	S	5000	<ul style="list-style-type: none"> Alphanumeric
8	Document Date	M	S	8	<ul style="list-style-type: none"> Numeric Format is YYYYMMDD
9	Document Number(s)	R	M	64	<ul style="list-style-type: none"> Alphanumeric Max. # of entries is 5
10	Document Type	M	M	90	<ul style="list-style-type: none"> Alphabetic Max. # of entries is 10

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

	Field Name	M = Mandatory R = Reqd if Avail. O = Optional	S = Single Value M = Multi-Valued	Field Length (Characters)	Comments
21	Title [Created Title]	M	S	1000	<ul style="list-style-type: none"> • Alphanumeric • No required format
22	Traceability Code and Number	R **	M	50	<ul style="list-style-type: none"> • Default value is DOE assigned code value • Max. # of entries is 200
23	Version	R	M	50	<ul style="list-style-type: none"> • Alphanumeric • Max. # of entries is 5 • Example: Draft Release 3.2 • Suggested Values: Preliminary Draft Final Draft Concurrence Draft Ver. 1.3 Rel. 1.0 [software]

** Indicates required of DOE if applicable to document

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

HEADER FIELD DESCRIPTIONS

Access Control Information

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

Addressee Name

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

Addressee Organization

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

Author Name

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

Author Organization

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

Comments

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

Descriptors

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

Document Date

The date on which the document was completed, issued, effective or published. If the date is unknown, information in the document will be used to estimate a date.

Document Number

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

Document Type

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

Image URL

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

LSN Accession Number

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

Non-Digital Media

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

Number of Images

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

Package Identifier

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

Participant Accession Number

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

QA Record Indicator

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

Related Record Code

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

Related Record Number

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

Text URL

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

Title

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

Traceability Code and Number

An identifier that has been assigned to a document in order to link it to a specific activity. These identifiers will enable searchers to easily retrieve all documents associated with any given activity by providing a special linkage not available through other fields. Examples of traceability numbers include WBS numbers, Data Tracking Number, and configuration item identifiers. This number may include a code that indicates the type of traceability number. Examples of this code include: DTN (technical data link), DI (Document Identifier), and WBS (Work Breakdown Structure).

Version

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