

Field Input Parameters

1. **“Document Number”** – For a single page document, enter a single alpha-numeric identifier (example: DOJ1). For a multiple page document, enter an alpha-numeric range (example: DOJ1 – DOJ25).
2. **“Title”** – Enter the title of the document.
3. **“Date of Document”** – Enter the date the document was created in the format xx/xx/xxxx (example: December 25, 2005 is entered as 12/25/2005).
4. **“Document Type”** – Enter the type of document from the following categories: letter, report, map, article, memorandum, or other.
5. **“Author”** – Enter the name of the author of the document in the format Last, First (example: John Doe is entered Doe, John).
6. **“Recipient”** – Enter the name of the recipient of the document, if any, in the format Last, First (example: John Doe is entered Doe, John).
7. **“Pages”** – Enter the number of pages to the document in numeric form.
8. **“Disclosing Party”** – Enter the full name of the disclosing party.
9. **“Date Submitted”** – Enter the disclosure date of the document in the format xx/xx/xxxx (example: December 25, 2005 is entered as 12/25/2005).
10. **“Subject 1,” “Subject 2,” and “Subject 3”** – Enter a description of the subject of each document (up to three categories if needed).
11. **“Comments”** – Enter any additional comments if desired.

IMPORTANT – Please return this document to the Department in Microsoft Excel format (not PDF!).