

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 verbatim title of the document. If the document does not have a title, a brief description in square brackets shall be provided.
3. **“Party’s Unique Identification Number”** - This number is created by the disclosing party for each document. The number shall be limited to ten alpha-numeric characters.
4. **“Date of Document”** - Enter the date of the document’s publication or preparation, in the format: YYYY/MM/DD (example: December 25, 2005 is entered as 2005/12/25).

If the document does not identify a date, the format shall be YYYY/MM/00 (example: December 2005 is entered 2005/12/00). If the document does not identify either a date or month, the format shall be YYYY/00/00 (example: 2005 is entered 2005/00/00).
5. **“Document Type”** - Enter the type of document from the following categories: letter, report, map, article, memorandum or other.
6. **“Author”** - Enter the name of the author of the document in the format Last Name, First Name (example: John Doe is entered Doe, John).
7. **“Recipient”** - Enter the name of the recipient of the document, if any, in the format Last Name, First Name (example: John Doe is entered Doe, John).
8. **“Recipient Title Position”** - Enter information about the position title of the recipient in the format: Position Title, Employee Entity.
9. **“Pages”** - Enter the number of pages to the document in numeric form.
10. **“Disclosing Party”** - Enter the full name of the disclosing party.
11. **“Date Submitted”**- Enter the disclosure date of the document in the format YYYY/MM/DD (example: December 25, 2005 is entered as 2005/12/25).
12. **“Subject 1”, “Subject 2” and “Subject 3”** - Enter a description of the subject of each document (up to three categories, if needed). To the extent a party wishes to use the subject matter field, information already entered in any other field shall not be repeated in the subject matter field.
13. **Comments** - Enter any additional comments if desired.

IMPORTANT - Please return the spreadsheet to the Department in Microsoft Excel format (not as a PDF file).