

## Project Progress Log Data Dictionary (4/1/2013)

<b>Progress Log Element</b>	<b>Required *1</b>	<b>Data Formatting/Use</b>
Repository <i>Use for: Institution and Department owning the original resource</i>	R	Name of specific repository/curatorial division (e.g. RBML)
Project Name <i>Use for: digital projects/archival collections that the resource described is part of</i>	R	Official project name or title from Archival Collection Portal. The name/title should be complete, do not abbreviate (e.g. "International Fellowship Program of the Ford Foundation", not "IFP")
Clio ID	R	Transcribe from corresponding MARC record for Project/Archival Collection if available (MARC element 001 in staff view) or obtain from Curatorial Division if no CLIO record available (new Project/Collection)
Series *2	R	Series number as indicated in project/collection records arrangement (e.g. Series 4 for International Partners in Ford-IFP Project). If no series available, enter 0
Series Description	R/A	Transcribe from Project/Archival Collection documentation
Subseries *3	R	Transcribe from project/collection documentation (e.g. 1 for "Russian Office" in Ford-IFP Project). If no subseries available, enter 0
Subseries Description	R/A	Transcribe from Project/Archival Collection documentation (e.g. "Philippine Office")
Media/Transfer No	R	Assign sequential number to the media or transfer (if digital content is received via FTP) for specific series/subseries
Media Name	R	Generate value: concatenate values from "Repository", "Clio ID", "Series", "Subseries", and "Media/Transfer No" fields separated by underscores (e.g. RBML_5267854_04_01_0000001)
Media Format	R	Value: format (e.g. Hard Drive, CD, DVD, Floppy Disk, Flash Drive, etc.). For cloud services/FTP transfers enter "FTP"
Media Barcode	R/A	Transcribe from the label attached to the media. In case of FTP transfer, leave blank
Creator/Donor <i>Use for: individual, group, or organization that created or received the items in a collection</i>	O	Transcribe from documentation received from the Curatorial Division
Date Received at Curatorial Division	R/Av.	Transcribe from documentation received from the Curatorial Division
Date Received at LDPD	R	Value: date media was received from Curatorial Division
Processing Start Date	R	Value: date processing started
Disk Imaging/Archiving Date	R	Value: date disk image/archive was created
Disk Image/Archive Format	R/A	Value: format (e.g. dd, ISO, E01, TAR). If disk

		imaging/archiving failed, leave blank
Disk Image/Archive MD5 Fixity Value	R/A	Transcribe from FTK Imager/TAR output
Disk Imaging/Archiving Outcome	R	Value: success or failed
AIP Created Date	R/A	Value: Date AIP was created
AIP Uploaded Date	R/A	Value: Date AIP was uploaded to preservation storage
DIP Created Date	R/A	Value: Date AIP was created
DIP Uploaded Date	R/A	Value: Date AIP was uploaded to Fedora
Media Return Notes <i>Use for: free text and other info</i>	O	Record media return details (e.g. Curatorial Division, return date)
Notes <i>Use for: free text and other info</i>	O	Record any abnormalities discovered during media processing

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R = Required

R/A = Required if applicable

Rd. = Recommended

R/Av. = Required if available

O = Optional

- 2

International Partners – 4

- 3

Russian Office – 1

Philippine Office – 2

Egyptian Office – 3

Palestinian Office – 4

Mozambican Office – 5

Vietnamese Office – 6

Indian Office – 7

Brazilian Office – 8

Mexican Office – 9

Office of Chile and Peru – 10

Kenyan Office – 11

Secretariat – 12

Nigerian Office – 13

Ugandan Office – 14

Tanzanian Office – 15

Senegalese Office – 16

Guatemalan Office – 17

Chinese Office – 18

Ghanaian Office – 19

South African Office – 20

Indonesian Office – 21

Thai Office – 22