

Unique ID assigned to item. For example: year/period/fourdigit number (2018.0456). Use leading zeros.	If needed.	YYYY-MM-DD or YYYY-MM or YYYY	run time. hh: mm:ss	Clearly indicated title on label, or specified by collection stewards	If information regarding content: on audio or video info may be recorded on labels, on glass slides or film elements - visible at a glance, recorded on labels. If time code is used be consistent. For example: (hours: minutes: seconds) 00:00:00	EX: dusty, case cracked, case missing, evidence of mold, loose wind, stepped pack, slide cracked, etc.		more formats will be added to this list.		Brand: SONY, Fuji, etc		
Unique ID #	Box #	Date on Item	Duration of Content	Title on Item	Content	Condition Notes	Medium	Format	Media Carrier	Stock	Film Element Type	Film: Estimated Footage Length (ft)

Shapes visible; year	Identified during inventory or listed on label	Listed on tape label	Listed on tape label or visible whiel inspecting film or slide	Listed on label	All relevant info as it is recorded on item label(s)	Measured. For open reel audio and vido only. Film is measured in footage.	If known/provided by collection stewards	Any info deemed relevant that did not fit into other fields	YYYY-MM-DD 2018-10-09	Last Name, First Name
Film edge code	Base Substrate / Material Type	Playback Speed	Color/ B&W	Audio Info	Label Info	Reel Diameter (inches)	Access Restrictions	NOTES	Date inventoried	Inventoried By