

APPENDIX 1: REQUIRED METADATA FIELDS

Field	Description	Email	Non- Email ESI	Hard Copy	Depo Transcript
Bates Number Begin	Beginning page Bates number	X	X	X	X
Bates Number End	Ending page Bates number	X	X	X	X
Attachment Begin	Beginning page of attachment range	X	X		
Attachment End	Ending page of attachment range	X	X		
Attachment Count	Number of attachments to an email	X			
All Custodians	Source(s) from which document or data was extracted, whether the electronic or hard copy files of an individual custodian or shared storage system including names of individual custodians and sources of documents of de-duplicated items for a single record.	X	X	X	X
File Path	Original File Path / Original Location Path		X		
File Name	File name of document	X	X		
File Extension	File extension of document	X	X		
Email Outlook Type	Type of Outlook item, <i>e.g.</i> , email, calendar item, note, task	X			
File Size	File size in bytes	X	X	X	X
Page Count	For documents produced in TIFF form, number of pages in the document. For documents produced in native, page count will be 1 (for placeholder).	X	X	X	X
Email Folder	Email folder path	X			
Email Subject	Subject of email	X			
Author	Document author		X		
From	Email author	X			

Field	Description	Email	Non- Email ESI	Hard Copy	Depo Transcript
To	Email recipients	X			
CC	Email copyees	X			
BCC	Email blind copyees	X			
Date Sent	Date sent in Universal Time Coordinated (UTC)	X			
Time Sent	Time sent in UTC	X			
Date Received	Date received in UTC	X			
Time Received	Time received in UTC	X			
Date Created	Date created UTC		X		
Date Last Modified	Date modified in UTC		X		
Time Last Modified	Most recent time in UTC that document last modified		X		
Hash Value	Unique electronic signature of email or electronic file	X	X		
Message ID	Unique identifier assigned to a message and all attachments	X			
Text Link	Relative file path to the text file for each document	X	X	X	X
Native Link	Relative file path to each native file on the production media (only when natives are produced)	X	X		
Confidentiality	Confidentiality designation pursuant to the Protective Order	X	X	X	X
Has Redactions	Descriptor for documents that have been redacted (<yes> or <no>)	X	X	X	X
Witness					X
Date of Deposition					X
Short form title of Case or Matter in which taken					X