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| --- | --- | --- | --- |
| **Optional or Compulsory?** | **Norfolk Spreadsheet field** | **TNA ‘Manage Your Collections’  Equivalent field** | **Comments** |
| **Compulsory** | **Reference Number** | **Reference Code** |  |
| **Compulsory** | **Level** | **Level Of Description** | Collection, series, file, item etc. The National Archives may refer to ‘Collection’ as ‘Fonds’ but it is essentially the same thing. |
| **Compulsory** | **Title** | **Title** |  |
| **Compulsory** | **Creator(s)** | **Name Of Creator(s)** | You can add more than one creator. |
| **Optional** | **Description** | **Scope And Content** |  |
| **Compulsory** | **Dates** | **Covering Dates/**  **Start Date/End Date** | For simplicity, use only the ‘Covering Dates’ field for any dates |
| **Compulsory** | **Extent** | **Extent** |  |
| **Optional** | **Original/Copy** | **Physical Characteristics** |  |
| **Optional** |  | **Dimensions** | Optional; only in MYC |
| **Optional** | **Physical Storage Location** |  | This should not be made public on Manage Your Collections |
| **Optional** | **Accession Number** | **Former Reference** | This give another option for searching for a particular collection item i.e. searching by accession. |
| **Optional** | **File/Folder Name and Path (Preservation Copy)** |  | This should not be made public on Manage Your Collections |
| **Optional** | **Digital Storage Location (Preservation Copy)** |  |
| **Optional** | **File/Folder Name and Path (Access Copy)** |  |
| **Optional** | **Digital Storage Location (Access Copy)** |  |
| **Optional** | **Access Conditions** | **Conditions Governing Access** |  |
| **Optional** | **Copyright** | ? | This information could be put in the MYC ‘Note’ field. |
| **Optional** | **Language** | **Language** |  |
| **Optional** | **Subject** | **Subjects** | You can add in any of your index terms into MYC’s ‘Subjects’ field, separated by semi-colons. |
| **Optional** | **Place** | **Subjects** |
| **Optional** | **Name** | **Subjects** |
| **Optional** | **Genre** | **Subjects** |
| **Optional** |  | **Legal Status** | Optional; this could be a place to put whether a collection I a ‘gift’ or a ‘loan’ in the collection-level catalogue entry. |
| **Optional** |  | **Accrual** | Optional; this states whether the item is a new addition to an existing collection |
| **Optional** |  | **Administrative/Biographical History** | Optional; this is where you add context/background information about the person or organisation that created the archive; in the collection-level catalogue entry. |
| **Optional** |  | **Finding Aids** | Optional; you can link to your website gallery, for example. |
| **Optional** |  | **Related unit of description** | Optional; use this to record other entries that are related, eg items from the same provenance. |
| **Optional** |  | **Immediate Source Of Acquisition** | Optional; the donor or depositor of the collection |
| **Optional** |  | **Arrangement** | Optional; tells the researcher how the information is arranged, for example, in a hierarchy or chronologically. |
| **Optional** | **Public Notes** | **Note** |  |
| **Optional** | **Private Notes** |  | This should not be made public on Manage Your Collections |