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OBJECTIVE CODING MANUAL

INDEX

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(1)   GENERAL CODING INSTRUCTIONS

The following fields are to be completed by those persons doing objective coding:

1) *Type*
2) *Main Date*
3) *Title*
4) *Features*
5) *People/Organization*
6) *Coder Name*
7) *Date Coded*

(2)   DESCRIPTION OF FIELDS

There are five types of fields:

1) Text - can contain up to 255 alphanumeric characters
2) Number - can contain integers and real numbers, i.e. 7 or 7.1224
3) Date - can contain only dates – must be in the format dd-mmm-yyyy, i.e. 26-SEP-2005
4) Boolean – can only contain a Yes or a No value
5) Memo - can contain long alphanumeric data, i.e. several pages of typed data

There are two field attributes:

1) 1:1 - One entry per field, i.e. Document Type is a 1:1 field. A document can only have one Document Type
2) 1:Many - Many entries per field, i.e. Features is a 1:Many field. A document may have many Features such as Date Stamp, Handwritten, Illegible, etc. Each of these items would be a separate entry and a document may have one or more entered.

(3) SYSTEM GENERATED FIELDS

Field Label	Type and Attribute	Description and Instructions
Document ID	Text 1:1	This number is a unique document ID number for a Ringtail Casebook document – this number remains constant for the life of the file
Creation Date	Date 1:1	Automatically Generated - Date which the record /document was added to the collection
Levels	Text 1:1	Describes both the location of the digital file and document's source
Source File	Text 1:1	The file label as captured on the physical file for the documents. It is captured at scan time or during coding for all documents in that file or bundle.

(4) OBJECTIVELY CODED FIELDS

Field Label	Type and Attribute	Description and Instructions
Document Type	Pick List 1:1	Is the document a letter, memo, fax, telex, etc.? A standardized document type list has been created and is rolled out with each Ringtail file. See attached Document Type list at Appendix A.
Main Date / Estimated Date	Date 1:1	Main date field for a Ringtail record is formatted dd-mmm-yyyy, i.e. 26-Sep-2000. The date field also contains a tick box indicating whether or not date is estimated. This field utilizes a pop-up calendar for the coding of the date ensuring uniformity and accuracy. Documents that contain a date or partial date should be coded. "January" is the default month when no month exists and the "01" is the default day when no day exists. If there is no year with the month and/or day then the main date field should be left blank. i.e. If there is a year but no month or day - 01-Jan-2000 with the estimated date field coded.

3

Field Label	Type and Attribute	Description and Instructions
		If there is a year and day but no month - 01-Jan-1999 with the estimated date field coded. If there is no date - the field is left blank. Look for the date the document was written, created or signed. Always code a blank Form as undated. If a date has been crossed out and another one written in, use the original date. If there is an undated fax cover, fax message or fax confirmation/transmittal sheet, use the fax trailer date. The trailer date can only be used as the date if the Type is a Fax. Newspaper and Journal articles often have a handwritten date on them – you can use this for the date if there is no other date. Use the following priority for coding dates: • latest revised/updated date – the document must state that it has been revised or updated • latest date of creation (top, bottom of page, or end of document), • latest approved date • latest published date • latest copyright date • latest date from title – If the latest date is a future date then code the latest non-future date • latest stamp date • latest print date When coding agreements/contracts use the following priority: • latest date next to actual signature - the signing date • execution/in effect date – usually in the first paragraph of the document When coding court documents and legal documents use the following priority: • latest date next to actual signature - the signing date • filing date • execution/in effect date When coding documents printed from the internet/web use the following priority • Date of the article/report or summary • Last Updated date at the end of the webpage

Field Label	Type and Attribute	Description and Instructions
		• Printed date
Document Title	Text 1:1	The verbatim title, subject and/or reference line of the document. Do not add a title where one does not exist. Has a maximum of 255 characters. • For correspondence, the Re or Subject line is the title. DO NOT include the words "Re" or "regarding" or "subject" if they begin the title. You may only include Re or re if it is in the middle of the title. • Example: "Re: Coding Manual Revisions" is coded as "Coding Manual Revisions" • If there is no clear title, leave the field blank. Do not make up a title. • Title is not a description of the document or a summary of the document's contents • Spelling errors are not corrected but when obvious the correct spelling will be coded in square bracket after the word. For example, "tody's report? Is coded as "Tody's [Today's] report". • If there is an illegible word in the title enter the word illegible in square brackets: Report on [illegible] statistics • A space hyphen space (-) is used to represent a new line. Example: "Report on Coding" "Weekly breakdown of batch statistics" Is coded as "Report on Coding – Weekly breakdown of batch statistics" • DO NOT use a hyphen if the text is a continuation from the previous line. • If an email has "FW" in re. line, include it in the title verbatim: • "FW Coding Report" or "FW FW Coding Report" • If there is a title at the top of the page and a Re line, please code both separating them with a space hyphen space. Exception: DO NOT include the re line on cheques.

Field Label	Type and Attribute	Description and Instructions
		CAPITALIZATION: • Capital letters are coded as they appear – Exception: If the title contains FULL CAPS, code as follows: • "REPORT ON HEALTH CARE IN ONTARIO" is coded as "Report on Health Care in Ontario". • EVEN IF part of the title appears as UPPER CASE and Part of the title is Initial Caps, code as follows: "Report on HEALTH CARE IN ONTARIO" is coded as "Report on Health Care in Ontario". • Apply the standard rules in English for capitalizing words, i.e. DO NOT capitalize words like "in" or "the" unless they begin the title. NON-ENGLISH LANGUAGE • If the title contains a Non-English language, code as follows: • If the title is entirely or partially in a Non-English language and it is NOT in a Non-English script like Chinese, enter it without accents on the letters. Example: "Ecole Français" is coded as "Ecole Francais" • If the title contains Non-English script like Chinese, Enter [Non-English Script] to represent the string of characters that we cannot code. • If there is both an English title and a Non-English language title, enter BOTH the English and the Non-English titles. • DO NOT translate non-English language titles. PUNCTUATION: General rules for coding punctuation in title: Leave only one space after colons, periods and other punctuation. • Include all punctuation, e.g. ?, !, etc. at the end of titles. • If the double quote (") represents inches then code the double quote as "in". Example: 5in • Code all semi-colons (;) as commas and double quotes (" ") as single

Field Label	Type and Attribute	Description and Instructions
		quotes.

Features	Pick List 1:Many	Used to describe any attributes of the document that is important to point out.
		• Color
		• Copy, Revised, Draft: for these selections, the words Copy, Revised or Draft must be clearly indicated on the document
		• Damaged and/or Fragile
		• Date Stamp
		• Excerpt: indicates that the document contains only parts of the entire document (for example the document may say Excerpt, or there may only be pages 5, 6 and 7).
		• Handwritten: indicates that the entire document was written by hand – this does not include marginalia that may appear on a document.
		• Illegible: this is entered ONLY when the text of the document is unreadable and as a result the coders are unable to code the pertinent information.
		• Marginalia: includes
		    Handwriting that is additional to the original document.
		    A stamp that has been added to the document.
		    Marginalia includes checkmarks, circles, or underlining (non-textual information). Documents filled in by hand are not Marginalia.
		• Physical Object: Scan of a CD or Diskette
		• Poor Quality Image
		• Sticky Note: Post-its
		More than one feature can be chosen for a document. To complete this field use the drop down menu and select the applicable feature(s).
		Please note that in some cases this
		Field may already have been completed by the persons doing the Subjective Coding

People /Organizations	Pick List 1:Many	Data for this field must be pulled from a pick list thereby ensuring few typographical errors. **Surname, First Name Middle Names or Initials**

Field Label	Type and Attribute	Description and Instructions
		[Company Name] People & affiliated organization(s) and Organizations and the correspondence type (From, To, CC, BC). Names of People are to be coded surname, first name. i.e. Alfred, Richard G. Do not include titles for People. Organizations /Affiliations are to be verbatim except for Governmental departments which must be spelled out - no abbreviations (i.e. Dept is Department). If in a company name 'Incorporated' is spelled, it is not to be abbreviated. Department of Construction and Land Use, City of San Francisco For Government Departments include the directorate, division etc. with the Departmental name. I.e. Health Canada - Health Products and Food Branch DO NOT include Barristers and Solicitors as part of the name or affiliation for law firms. Do include LLP or P.C. If a name has more than one affiliation (i.e., this is not when there is both a department and a subdivision listed), chose the first affiliation. E.g., John Smith, Department of the Environment and John Smith, Sierra Club – enter the first one only. Example of signature line in document: Bob Smith President Research and Development Jones and Smith Candy Company Suite 123 123 Somewhere, Overhill 123abc

Field Label	Type and Attribute	Description and Instructions

		People: Smith, Bob
		Organization: Jones and Smith Candy Company – Research and Development
		Enter the name exactly as it appears on each document, including punctuation.
		EXCEPTIONS:
		• DO NOT enter the name all in upper case.
		• DO NOT enter letters with accents.
		• DO NOT leave spaces after initials.
		• DO NOT include personal titles that appear at the beginning of a name such as Mr, Mrs, Ms, Dr, Rev, Sir, Honourable/Hon, or Esq/Esquire at the end of a name.
		• Enter titles such as Jr., Sr., or II, III, IV that appear in the name: Format is: "Smith Jr., John" or "Smith III, John"
		• If the author is a Judge, Justice or Master, enter the last name (do not code their first name or initials) and their title:
		  ◆ Examples: "Smith, Judge" or "Smith, Justice" or "Smith, Master"
		  ◆ If the judge's name(s) on the court document is listed as Smith, J. or Smith, JJ.A. or Smith, C.J.A. - the "J" is not a personal initial - it stands for Judge or Justice. The default is Justice, so enter Smith, Justice.
		  ◆ If there is a list of 11 or more authors, recipients, copyees, BCCs, etc, enter the first 10 names and add an 11th entry "And Others" to indicate there were more names on the document. If the list is 10 names or less, all names are entered.
		  ◆ If more than one version of a person's name appears on the document, enter the most complete name. For example, if there are initials at the top of the page but there is a signature at the bottom, enter the full name from the signature.

Field Label	Type and Attribute	Description and Instructions
		◆ If the original name has been crossed out and another name written in, enter both names. ◆ If part of the name is illegible, enter "Illegible" for that part ◆ Examples: ◆ White, Illegible ◆ Illegible, John • Misspelled names are not corrected – each name is entered as it appears on the document.
		EMAILS • For e-mails that contain more than one message code the names from the top message on the first page, including the address and signature areas. • If the personal name is clear enter it as you would any other name: "john.smith@yahoo.ca" is coded as "Smith, John" • If the personal name is unclear, enter the entire email address verbatim including upper and lower case, even at the beginning of the address: • "jsmith@yahoo.ca" or JSMITH@yahoo.ca • "abcdef@hotmail.com" is coded as abcdef@hotmail.com • If the affiliation is clear include it: "johnsmith@CIBC.com" is coded as "Smith, John [CIBC]" • If the affiliation is unclear or obviously an internet provider name, ignore it: "johnsmith@yahoo.com" or "johnsmith@ut.com" is coded as "Smith, John"
Coder Name	Pick List 1:Many	Once the coder has completed all of the objective coding fields, he or she will select their name from a pick list to insert their name on the document as being coded by them.

Field Label	Type and Attribute	Description and Instructions
Date Coded	Date 1:Many	Once the coder has completed all of the objective coding fields, he or she will click on the today button in this field to insert the date the document was coded.

(5)   Appendix A – Document Types

Document types relate to the type of document you are coding, i.e. letter, memorandum, report, etc. Below are the types of documents that have been compiled for the purposes of the TRC file and a description of the same. In the event that there is a document type missing from the pick list, please advise Robin Nicol or Shana Power so that it can be added. Notification will then be sent to all coding teams advising of the addition.

	Type	Description
1.	Abstract	Précis of a scientific study that is usually a page or less in length. For the purpose of most litigation involving scientific issues, the term can also be applied to summaries of papers presented at peer conferences.
2.	Action Plan	Will be titled as such.
3.	Action Request	Is almost always titled as such. It is a standard government form that is ¼ the size of standard letter paper (telephone message pad size).

4.	Agenda	Is an outline of events which are scheduled to take place – should be kept separate from minutes/record of decisions as an agenda is no guarantee items were actually discussed.
		       BC - Outline of meeting, business, seminar, or conference events scheduled to take place. They may be handwritten.
		       • **DO NOT** use for corporate Closing Agenda – it is Corporate Document, or for Schedule – it is Appendix.

5.	Alert/Safety Alert	All alerts such as medical alerts, safety alerts, and important alerts. – Often posted to webpage of government departments for public access
6.	Anticipated Oral Question	These briefings for the Minister on topics which may be raised in the House of Commons.
7.	Appendix	May appear separately from core document – will usually be titled as such. BC - <u>Includes</u> appendices, schedules, annexes that were original part of a larger document, usually a report or contract, but have become separated from the body of the larger document.
8.	ATI Request	Will be titled as such.
9.	Audiotape	Audio recordings will be represented in a collection by paper inserts that contain the cassette details. Alternatively, MP3 or digital recordings can be added to the database for reference.
10.	Audit	
11.	Bibliography	Should be titled as such (is a list of referenced materials).
12.	Briefing	Any prepared information for the purposes of briefing an

	Type	Description
		individual or department on a specific topic – this category of briefing may or may not be labelled as such and can include a series of questions and answers, a précis of facts or reporting of an event. Briefings are prepared for the use of someone other than the author. This category includes: Advice to the Minister (Briefing Note); Discussion Documents; Issues Document; and Background Paper. These are internal government documents.
13.	Briefing Note	Will always be titled as such.
14.	Budget	Document giving financial details or breakdowns of projects, staffing, statement of resources, allocation of resources, etc.
15.	Certificate	Use for actual certificates such as **birth or marriage certificates**. • **DO NOT** use for Share Certificates – they are Corporate Documents. **DO NOT** use for Notarial Certificates – they are Legal Documents.
16.	Chart (organizational)	Can be very important in litigation and should therefore be separated from above designation. Describes the hierarchy of an organization – usually in "tree" form.
17.	Chart/Table	Any document in chart form – can include excerpts from reports, presentations, briefings, tables or diagrams.
18.	Chronology	Any document outlining a time-line or describes historically important dates.
19.	Communications	Internal documents regarding communications on an issue. I.e. Communications Plans and other documents titled in whole or part communications.
20.	Communiqué	Will be titled as such.
21.	Court Documents	Includes Statements of Agreed Facts, Affidavits of parties admitting liability. Litigation pleadings, affidavits, etc. Includes all documents filed in court or that have a case name on them. **DO NOT** include legislation.
22.	Contract	Any legal contract – will probably be titled as such.
23.	Curriculum Vitae	Resume or CV – usually describes a person's work experience or professional accomplishments.
24.	Dear Doctor Letter	Document will be titled as such (should be at Health Canada only).
25.	Debate/Hansard	Excerpts or the full transcript from House of Commons debates.
26.	Diagram	A picture (not a photograph), sign or drawing.
27.	Diary/Calendar	Whole or excerpted day-timer, calendar, schedule, or black book.

	Type	Description
28.	Discussion Document	Will be titled as such – not used by all departments.
29.	Diskette/CD/ DVD	Floppy disk, CD or DVD. An inserted sheet will contain details of the content.
30.	Email	Email communication. Code from the first message at the top of the page when there is a chain of emails. / Email attachments are coded to the appropriate doctype (letter, report, etc.)
31.	Electronic Document	Documents culled from an electronic source such as backup files, hard-drives, etc. Usually will be a computer directory list and may have a path name: c:\my documents\work file
32.	Employment Record	
33.	Envelope, Packing slip, waybill, manifest	
34.	Exhibit	Useful if evidence collection contains previously produced materials.
35.	Facsimile cover sheet	The cover sheet for a fax transmission. This document type includes the transmittal confirmation sheet.
36.	Fact Sheet/Info Capsule	Health Canada publication – will be titled as such.
37.	File Cover	File folder cover.
38.	Financial Document	Use for individual reports containing financial information – the information must be financial and not simply a list of numbers such as 234, 456, 147. • Examples: balance sheets, operating costs, A/P, A/R, reconciliation records, income statements, all banking documents, exchange rates, consolidated statements. • This doctype may also be used for single page documents that primarily contain financial information.
39.	Form	Any fill in the blanks type of form.
40.	Form Letter	Any departmental/organizational letter sent to multiple recipients in its current form.
41.	Graphics	Documents that are primarily visual, not textual. Includes illustrations, photographs and diagrams. DO NOT include engineer plans (doctype Plan), charts or tables.
42.	Information Letter	Health Canada document – will always be titled as such – should always be described using letter #.

	Type	Description
43.	Invoice	Any bill or receipt. – BC - Any bill or receipt. <u>Includes</u> Purchase Orders, any record of goods or services sold or ordered. Doctitles: for true invoices, enter the invoice number in the title: 234. **DO NOT** include the word Number or No. or the #. If both Sold To: and Ship To: is indicated on the document, code the company it was sold to as the recipient.
44.	Job Description	Description of employee responsibilities and employment terms of responsibilities.
45.	Label	Packaging, insert or label for commercially available products.
46.	Legal Document	Litigation pleadings, affidavits, etc.
47.	Legislation	Any portion or complete copy of Acts, Regulations from Canada or other jurisdictions.
48.	Letter	
49.	Letter to Editor	To any publication other than scientific journals (see scientific study).
50.	License/permit	Should be titled as such – can be separated as distinct doc types.
51.	List	Any list of items, places, things, etc which does not easily fit into another category.
52.	Mailing List	Self-explanatory.
53.	Manual	Includes procedural manuals, service manuals, maintenance manuals, user guides and operating instructions.
54.	Map	BC _ <u>Includes</u> geographical directions, may be hand drawn
55.	Media	Will include media analysis, media backgrounder, media report, media call, media options, and media inquiry.
56.	Media Line	Will be titled as such – is a direction.
57.	Medical Report	Description of medical history, injury or condition.
58.	Memo to File	Can be combined with Memorandum or listed separately - will be titled as such.
59.	Memorandum	Any memo from one party to another. BC - • <u>Includes</u> Inter-office memos, Inter-department memo, handwritten forms with Send To, From, and Reply sections. Handwritten notes that are dated and indicate they are TO and FROM someone are coded as Memorandum.

	Type	Description
60.	Memorandum of Understanding	Will be titled as such.
61.	Memorandum to Cabinet	Will be titled as such.
62.	Minister's Statement	Any public pronouncement by the Minister that indicates the departmental or government position on any, given topic. **Very important documents**.
63.	Minutes/Record of Decisions	Will usually be titled as such – these record the decisions taken at a meeting, conference, etc.
64.	News/Press Release	Will be titled as such.
65.	Note	A note, usually to another individual that is formatted – can be typed or handwritten.
66.	Organizational Chart	Describes the hierarchy of an organization – usually in "tree" form.
67.	Photograph	
68.	Plan	Engineer's, architect's, or builder's drawings, plans, blueprints. Include aerial photographs of buildings or land
69.	Presentation	Includes speaking notes, speeches, PowerPoint deck.
70.	Press Clipping	Copies of articles from newspapers, magazines, etc.
71.	Project Outline	
72.	Proposal	
73.	Publication	For material such as newsletters, journals, pamphlets.
74.	Questionnaire	

75.	Report	Compilation of findings or events.
		
		Usually has a formal title and indicates who prepared it (the author) and when:
		
		Productivity of the Coding Department in 1998 and 1999. Prepared by PFA February 2000
		
		It may be a document that is not as formal in appearance, but it reports on certain findings or events, including project timelines. For example, a two-page report on the findings of a certain study: Recent scanning statistics.
		
		    • Note that financial reports of any length are coded to Financial Document.
		    • **DO NOT** use for corporate documents such as Closing Reports or Annual Reports.

	Type	Description
76.	Round Trip Memorandum	Standard government form – will be titled as such.
77.	Routing Slip	Standard government form – will be titled as such.
78.	Scientific Study	A study published by a recognized scientific or medical journal. Also includes Letters to the Editor in these publications only.
79.	Speaking Notes/Speech	Can be separated from presentation.
80.	Standard Operating Procedure	Will be labelled as such.
81.	Submission	Health Canada Document – relates to medical devices and drugs.
82.	Survey	Labelled as such.
83.	Table of Contents/bibliography	
84.	Talk Paper	Will be titled as such.
85.	Telephone Log	Any record of a telephone conversation.
86.	Telex	
87.	Transcript	Verbatim report of hearings or legal proceedings. Includes transcriptions of media programs, such as radio interviews.
88.	Video	Separator sheet will indicate contents if not digitized.
89.	Webpage	Web page Use primarily for website or www informational or marketing material. DO NOT include articles downloaded from the internet – see Abstract, Publication, and Scientific Study.