

Document Types: Meta data to be collected

Try to minimize document types: all documents with the same set of metadata should be a type

Note

Encompassing Article, Report, Preprint, Paper, etc.

Title

Author-Institutions(s)

Ideally a) Select individuals-institution pairs from trees organized by institution or role, b)select groups from tree c)free text

Abstract

Original Creation Date

Keywords

Created from Title and Abstract by looking for words and phrases in a published lexicon

Author's Comments

Other reference numbers

File (xls, ppt)

Short Descriptive title

File Type or Program used to produce

Longer description/documentation to allow interpretation of file

Author-Institution(s)

Original Creation date

Keywords

Letter

Also Memos, Contracts, MOUs, etc.

Short Descriptive title

Author's comments

Sender: Author-Institution(s)

Addressee

Original Creation date

Keywords

Photo

also Drawings, Movies, Posters, etc.

Minutes

Ideally, minutes and presentations should all be input through INDICO

Document Classes and Numbering Schemes

ILC-INT (ILC Internal)

Visible to anyone with an account on the ILC document server

Meant to be an ILC common directory (scrapbook) for information exchange but can handle versioning, etc.

Can be "promoted" to another class=public after review

No attempt to form into a series except through auto-generated keywords which are then mapped onto the ILC organizational structure

ILC-INT-DOC_TYPE-YEAR-nnnn

Examples

ILC-INT-XLS-2006-nnnn

ILC-INT-NOTE-2006-nnnn

ILC-PVT (ILC-Private)

Meant to handle Barish, Exec Committee, Cost Engineers, MAC, etc
Growth of this class assumed to be “organic” in that it is assumed that someone will request a series and define the group with submit and read privileges

ILC-PVT-DOC_TYPE-Person or Group-Year-nnn

Examples

ILC-PVT-Letter-Barish-Year-nnn

ILC-PVT-XLS-RDR_Management-Year-nnn

ILC-PVT-Note-SiD_Advisory-Year-nnn

ILC-PUB (ILC Public)

All items in this category pass some level of review
Growth of this class assumed to be “organic” in that it is assumed that someone will request a series and define the group that can authorize submission
Series numbering not automatic
Visible to all on www, whether logged on or not

ILC-PUB-DOC_Type-Topic-Year-nnn

Examples

ILC-PUB-Note-SiD_Tracking-Year-nnn

ILC-PUB-Report-(null)-2007-001

ILC Organizational Structure

General

Management

Exec Committee

Detectors

General

SiD

General

NOTE

SID-NOTE-2006-nnn

FILE

SID-FILE-2006-nnn

ExecComm

VXD

Tracker

**Calorimeter
Muon
Coil
Installation**

**LCD
GLC**

Collaborating Institution

**SLAC
DESY
FNAL**

Area

**e- Source
e+ Source
DR
RTML
Linac
BDS**

Global System

**CF&S
Operations
Controls
Installation**

Technical Systems

**Magnets & Power Supplies
Dumps & Collimators
Vacuum**

Boards

**CCB
RDB
DCB
S0
S1
S2**