

## **Document Unitization and Coding Services**

Document unitization is the process of establishing the beginning and ending pages (boundaries) of a document or record. Document unitization can be logically or physically executed.

### **Physical Unitization**

Staples, paper clips, physical barriers, etc. are used to determine document boundaries without regard to the internal page relationship within the physically bound document. When physically unitizing documents the attachment range is identical to the document boundaries because they are both based on the same physical barriers, i.e., staples, paper clips, etc.

### **Logical Unitization**

Document boundaries are established by logically identifying the beginning and ending pages of a document based on their relationship or lack of relationship to adjacent pages. The attachment range is based on physical barriers while the document boundaries are logically determined often resulting in multiple documents within the same attachment range.

## **Document Coding**

Document coding is the process of establishing the objective and subjective coding of a document or record.

The following document fields will be captured during the coding process:

**Beginning Document Number**

**Ending Document Number**

**Beginning Attachment Range (Logical)**

**Ending Attachment Range (Logical)**

**Beginning Bates Number**

**End Bates Number**

**Document Date**

**Date Characteristics**

**Document Type**

## Document Title

## Document Descriptors

## Author

## Recipient

## CC/BCC/Attendees of the meeting

## Database Fields and Standards of Data Entry

Our ability to adhere to strict standards allows us to provide our clients “CLEAN” data resulting in an advantage allowing them to effectively locate the key documents necessary to discuss, defend, litigate or mediate their clients’ position.

The tailor made conventions and definitions will be utilized throughout the coding process, as per the need of client.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Beginning Document Number	Ending Document Number	Beginning Attachment Range	Ending Attachment Range	Document Dates	Date Characteristics	Document Type	Document Title	Document Descriptors	Author	Recipient	CC	SOURCE	FOLDER					
2	H&P037647	H&P037647			00/00/1990	Estimated	File Folder	[Miller, Dennis W. 00/00/1990 Reading file.]					Box 2	Dir 1	082506001				
3	H&P037648	H&P037648			11/15/1990	Actual	Letter	Outside operated wells S.W.Mayfield	Unsigned	Miller, Dennis (Helmerich & Payne)	Montgomery, Bill		Box 2	Dir 1	082506001				
4	H&P037649	H&P037649			2/10/1990	Actual	Letter	S.W.Mayfield Outside operated wells	Marginalia	Montgomery, Bill (Helmerich & Payne)	Miller, Dennis		Box 2	Dir 1	082506001				
5	H&P037650	H&P037650			09/28/1990	Actual	Letter	Maguire oil / Maguire energy Special agency fee	Unsigned	Miller, Dennis (Helmerich & Payne)	Evans, Kay		Box 2	Dir 1	082506001				
6	H&P037651	H&P037652			10/15/1990	Actual	Shipping Document			Traub, Jim (Helmerich & Payne)	Vance, Craig (Maguire Oil)		Box 2	Dir 1	082506001				
								MOC/ME C gas sales nominatio		Cook, Susan									

The screenshot represents the same. The name of the companies have been changed to sanitize the data.