

**This template is archived – due to the changed format of the DAMS and possible new archival management systems, this sheet is no longer applicable. Please see the [DAMS 1 > DAMS 2 page](#) for more guidance.**

**What Is This Template:**

This metadata template is for the creation of descriptive metadata for various collections.

The template consists of current metadata fields, field names, and specifications for each field.

Extra fields for multilingual metadata are also added. These are highlighted in yellow; they are not required, but recommended to expand access/reach of the collections. Contact Devon Murphy for possible terms.

The template also contains an example record and an example of a tracking sheet to record progress on multiple collections/batches.

Metadata standards are always subject to change; this template may have updates. Current standards are based from [DAMS standards, located here](#).

For more information/questions, contact [devon.murphy@austin.utexas.edu](mailto:devon.murphy@austin.utexas.edu)

**How To Use This Template:**

Make a copy of the template and create descriptive metadata according to the template's structure.

One spreadsheet can be used for an entire collection, with tabs denoting different "batches" or particular projects.

If creating a new batch or adding new records to a series that has already been processed, **please put them on a separate tab or spreadsheet.**

When complete, share with the archivist(s) or parties responsible for the collection/batch. For questions about the template itself, please direct these to Devon Murphy.

The image shows a sheet of graph paper with a grid of small squares. Five vertical yellow lines are drawn across the page, dividing it into six columns of varying widths. The lines are positioned approximately at the 1/5, 2/5, 3/5, 4/5, and 5/5 marks of the page's width. The top edge of the page contains some faint, illegible text and markings, likely from a header or a previous page.

The image shows a sheet of graph paper with a grid of small squares. Five vertical yellow bars are drawn across the grid, extending from the top edge to the bottom edge. The bars are positioned at regular intervals across the width of the page. The top edge of the grid contains some faint, illegible text and markings, possibly from a header or a list of items, but they are too small to read.





