

*Exhibit "A"*

<b>Field Name</b>	<b>Field Description</b>	<b>Populated For (Email, E- documents, E-attachments, Physicals)</b>	<b>Example Values</b>
BatesBeg	Unique control number for the first page of the document.	All	ABC-0000000001
BatesEnd	Unique control number for the last page of the document.	All	ABC-0000000002
AttachBeg	Unique control number of the first production Bates number of the first document of the attachment.	All	Prefix-0000000003
AttachEnd	Unique control number of the last production Bates number of the last document of the attachments.	All	Prefix-0000000005
Custodian /Source	Custodian name that for individuals is produced in format: <b>Lastname, Firstname</b> . Where redundant names occur, individuals should be distinguished by an initial which is kept constant throughout productions. For instance: Smith, Fred A. and Smith, Fred B.	All	Smith, Fred; Taylor, Michael; Marketing Fileshare;
DocumentType	Descriptor for the type of document: " <b>E-document</b> " for electronic documents not attached to emails; " <b>Email</b> " for all emails; " <b>E-attachment</b> " for files that were attachments to emails; and " <b>Paper</b> " for hard copy physical documents that have been scanned and converted to an electronic image.	All	Email
Confidentiality	The highest designation for information contained in the document per the Confidentiality Agreement	All	None/ Confidential/ Highly Confidential
Redacted	Descriptor for documents that have been redacted. "Yes" for redacted documents.	All	Yes / None
FileName	File name of the E-document, Email, or E-attachment including the native file extension.	Email, E-documents, E-attachments	Re: Dinner Meeting; Alpha Contract.docx

<b>Field Name</b>	<b>Field Description</b>	<b>Populated For (Email, E- documents, E-attachments, Physicals)</b>	<b>Example Values</b>
FileExt	The file extension of the document is defined as the substring of the file name which follows but does not include the last occurrence of the dot character.	E-documents, E-attachments	.docx, .xlsx
NativeFile	Represents that this file is produced in its native file format.	E-documents, E-attachments	Yes / None
Author	Any value populated in the Author field of the document properties.	E-documents, E-attachments	Author
DateLastMod	Date and time the document was last modified to the file system of the original media from which it was collected.	Email, E-documents, E-attachments	mm/dd/yyyy hh:mm:ss AM
EmailSubject	Subject line of an email.	Email	Re: Dinner Meeting
To	All SMTP addresses of all recipients that were included on the "To" line of the email. Multiple recipients should be delimited by the semicolon character.	Email	<a href="mailto:Fred.smith@gmail.com">Fred.smith@gmail.com</a>
From	The name and email address of the sender of the email.	Email	<a href="mailto:Fred.smith@gmail.com">Fred.smith@gmail.com</a>
CC	All recipients that were included on the "CC" line of the email.	Email	<a href="mailto:Fred.smith@gmail.com">Fred.smith@gmail.com</a>
BCC	All recipients that were included on the "BCC" line of the email.	Email	<a href="mailto:Fred.smith@gmail.com">Fred.smith@gmail.com</a>
DateSent	Date and time an email was sent.	Email	mm/dd/yyyy hh:mm:ss AM
DateRcvd	Date and time an email was received.	Email	mm/dd/yyyy hh:mm:ss AM
Importance	Priority.	Email	Flag
MD5Hash	Checksum for a file, a 128-bit value.	All Native Productions	e4d909c290d0fb1ca068ffad df22cbd0
NativeLink	The path to the native file on the production media.	All Native Productions	D:\Natives\001\ABC- 000000001.xlsx