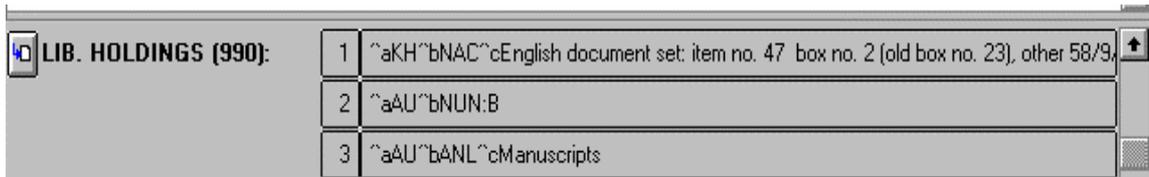


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CBIB in WINISIS



LIB. HOLDINGS (990):	
1	^aKH^bNAC^cEnglish document set: item no. 47 box no. 2 (old box no. 23), other 58/9
2	^aAU^bNUN:B
3	^aAU^bANL^cManuscripts

< > Definite and indefinite articles occurring as the first word in CBIB fields 200 and 500 fields should be enclosed in triangular brackets.

Examples: 200 ^a<The> destruction of Islam in former Democratic Kampuchea
200 ^a<Le> legs de Pol Pot

6xx means all fields starting with 6 (eg 600, 610 etc)

m = mandatory (always required)

*** = usually/often required for DC-CAM documents**

For extra information please consult:

UNIMARC Manual : Bibliographic Format. -- 2nd ed., 1994.

Mini-micro CDS/ISIS reference manual (Version 2.3). -- March 1989

BISA CDS/ISIS training manuals

HURIDOCS Standard Formats : Supporting Documents. -- 1993.

CGDB SPECIAL FIELDS FOR IMAGE FILES

Example 1:
DOS CDS/ISIS

925 b0002%k10%l50%m15%n20

or CDS/ISIS for Windows

 IMAGE FILENAME KHMER DOCUMENT (925)	1	b0002
	2	k10
	3	l50
	4	m15
	5	n20

b0002 = record id B00002

Due to the DOS-based limit on file names this is restricted to five characters, therefore drop the first digit of the record ID number for scanned documents.

Repeat field occurrence for each copy, or set of 100 pages.

k = first copy in Khmer or first set of pages 1-99

l = second copy in Khmer, or second set of pages beginning with p.100

and so on, using m and n for third or fourth copies of sets of 100 pages

10 / 50 / 15 / 20 = the number of pages for that copy or set of pages

Record ID number B00002 has four linked Khmer documents. The first copy has 10 pages, the second copy has 50 pages, the third copy has 15 pages, and the fourth copy has 20 pages

Example 2:

925 b0060%k99%l50

 IMAGE FILENAME KHMER DOCUMENT (925)	1	b0060
	2	k99
	3	l50

Khmer document B00060 has 149 pages

Name of English language document (920)

Name of document imaged in field 921. Only include if there are different versions with different names.

Image filename for English documents (921)

e = first copy in English or pages 1-99 a = second copy in English or pages 100-199

b = third copy in English or pages 200-299- c = fourth copy in English or pages 300-399

Example:

 IMAGE FILENAME ENGLISH DOCUMENT (921)	1	b0002
	2	e10

INSTRUCTIONS FOR DATA ENTRY IN WINISIS

1. Open WINISIS
2. Select **D**atabase from top menu bar and then select **O**pen.
3. Then select the database from the File Selection.

or

Select the open folder icon from second top line. Select database from File Selection.

or

Select **D**atabase from the top menu bar. If the database has been opened recently it will be listed in the bottom section of files. Select the database or type the number listed next to it.

The database you want to work on must be open before data entry can be performed in it.

4. From the top menu bar select **E**dit then **D**ata entry.
5. The first record of the database is displayed or the record viewed in browse, change this by typing in the masterfile number in the **MFN** box, or use the arrows. The outside arrows with the straight lines move to the first and last records, the inside arrows move one record at a time
6. To edit a record select it, then select the field to edit. The selected field is grey. The contents of the field is displayed in the notepad (the field edit box) above the first field displayed. Edit the text or type in new data in the field edit box.

To input Khmer script, type Khmer in the document using the Anlongvill font. To select the font click the **O**ptions button and select **C**hoose font. Select **A**nlongvill from the list. The whole record is now displayed in the selected font. To change back the font repeat the steps and select the desired font eg **A**rial.

To copy English or Khmer text from a Text or Word document (eg DOCLIST.doc) use copy and paste. Open the document in Word, **H**IGHLIGHT the desired data and **C**OPY to the clipboard (Ctrl Insert). Go back to WINISIS and **P**ASTE (Ctrl V) the text from the clipboard to the field edit box. Press **E**nter to add it to the highlighted field.

NOTE:

- * **The Khmer only shows correctly as Khmer in the Winisis Data Entry mode when the Anlongvill font is selected.**
- * **Use ^6 and ^7 as outlined in the Input Manual, otherwise the Khmer will not display in the Winisis Browse and Display Search modes.**

7. To add a field while editing a record (for a new field not previously used in the record) click the **A**dd Field button and select it from the list. Or click on the magnifying glass in the bottom right hand corner of the data entry worksheet and all empty fields are displayed.

8. It is recommended to update the record before closing, by clicking the **U**ppdate button.

9. To leave **D**ata Entry click the marker in the top left corner and select **C**lose and/or select **D**atabase from the top menu bar and select **E**xit to leave WINISIS.

NOTE:

* **To view the Khmer input you must use the appropriate display format, eg cgkh, bikh or ctsk in Browse and Display Search. Select these from the Format box.**

RECORD IDENTIFIERS / RECORD NUMBERS

CBIB

- A bbkk series (treated as documents – I in CBIO) entered at DC-CAM
- B bibliographic records entered at BISA (except B10001 – B16634 used in CBIO)
- BCB downloaded from the Cambodian bibliography project database - sources ABN & HJ
- BCH downloaded from Charny database
- D DC-CAM collection of assorted documents not from other sets
- DB records entered at DC-CAM from bibliographies (item may not be held at DC-Cam)
- H handwritten KR notebooks entered at DC-Cam
- J bbkkh series (C in CBIO) entered at DC-CAM
- L Lon Nol dossiers entered at DC-Cam
- N bibliographic records entered at Yale (New Haven)

CBIO

- B TS confessions microfilmed by Cornell and TS entry list 1976 (erroneous prefix assignment in early days). Records converted at BISA
- C from bbkkh series (J used in CBIB) entered at DC-CAM
- I bbkk series (A used in CBIB) entered at DC-CAM
- K KR biographies from Tuol Sleng (not bbkk or bbkkh)
- U other CBIO records entered at DC-Cam
- S biographical records entered at BISA (SISTM UNSW)
- Y biographical records entered at Yale

CGEO – SITE

- G site reports hotlinked in ArcView Internet Map Server

CTS

no alpha prefix

GIF files

use the prefix corresponding to the record prefixes given above, plus the following:

- M Renakse petitions (million documents)
- P site photos -- public access
- R site photos -- restricted (informants)
- T Tuol Sleng photos



Cambodian Genocide Program

CGDB

Cambodian Genocide Data Bases

INPUT MANUAL for CBIB

CGP Bibliographic Database

Nereida Cross and Helen Jarvis

*** CATALOGUING AGENCY - ORIGINATING SOURCE (801)**

801 ^aCountry^bAgency^cDate of input

- Indicators: 0 Original cataloguing agency
 1 Agency that converted data into computerised form
 2 Agency that has modified the record
 3 Agency that issued the record

Example: 801 0^aKH^bDC-CAM^c19951111
 801 1^aKH^bDC-CAM^c19960603

*** HOLDINGS (990) ^aCountry code^bLibrary code^cCall no. and Holdings information**

Example: 990 ^aKH^bDC-CAM^cDocument Number: D00002

**Note: For documents retained in DC-CAM or returned to other locations
Use Institution codes from Appendix 2.**

m TITLE (200) ^aTitle proper^dParallel title^eOther title information eg subtitle
 ^fFirst statement of responsibility^gsubsequent statement of responsibility

Give the title as it appears in the item, do not supplement with extra information that is not part of the title, unless enclosed in square brackets. Include extra information in the Summary (330) note.

English Example: 200 ^aPol Pot plans the future^econidential leadership documents
from Democratic Kampuchea, 1976-1977^ftranslated and edited by David P. Chandler, Ben
Kiernan and Chanthou Boua^gwith a preface by David P. Chandler and Ben Kiernan

Khmer/English Example:

200 ^601^aMinutes of the meeting on information affairs, 1 June 1976
200 ^6a01^7kh^aកំណត់ហេតុទម្រង់ប្រជុំការងារយោសនាការទូទៅទី១-៦-១៩៧៦

Note: Make sure you do not have subfield ^7 for the field that is to display in English or French.

EDITION (205) ^aEdition statement^fStatement of responsibility relating to edition

Example: 205 ^a2nd ed.

PUBLICATION DETAILS (210) ^aPlace of publication^cPublisher's name^dDate

Example: 210 ^aPhnom Penh^cMinistry of Information and Culture^d1981

Note: Do NOT use this field for unpublished material (use 305 instead).

*** PHYSICAL DESCRIPTION (215)** ^aPageination^cIllustrations^dSize^eAccompanying material

Example: 215 ^axix, 218 p.^ccol. ill., maps, plans^d30 cm

Note: Use only English in this field.

SERIES (225) ^aSeries title^fStatement of responsibility relating to series title^xISSN of Series^vVolume and/or number

Example: 225 ^aMonograph series^fYale University Southeast Asia Studies

IDENTIFICATION NUMBERS NOTE (301)

Example: 301 ^aPRT Document no.: 2.1.1.07
LANGUAGE NOTE (302)

Examples: 302 ^aIn English, French and Khmer
302 ^aTranslated from Khmer

*** EDITION AND BIBLIOGRAPHIC HISTORY NOTE (305)**

Example: 305 ^aPrevious ed.: 1978

Use for unpublished material: 305 ^6a02^7kh^aPlace issued^cIssuing body^dDate
Give place and publisher in Khmer, date in English numbers in the form given in the document itself.

Example: 305 ^aភ្នំពេញ^cមជ្ឈិមស្ថាប័ន^d6-5-75

NOTE ON PHYSICAL DESCRIPTION (307)

Example: 307 ^aExercise book
307 ^aLooseleaf sheets in folder

TERMS OF USE, AVAILABILITY AND REPRODUCTION (310)

Examples: 310 ^aClassified
310 ^aAvailable to subscribers only
310 ^aRestricted access according to regulations and archival condition

INTELLECTUAL RESPONSIBILITY NOTE (314). Use also for biographical & historical information.

Examples: 314 ^aIntellectual responsibility note
314 ^a"Signed and Sealed Hem Bo"

*** NOTE RELATING TO COPY BEING CATALOGUED (316)**

316 ^aNote relating to copy in hand^bcode for type of ^5Institution to which field applies: call no./shelf mark if more than one copy. Use codes as in field 990 below.

Subfield	^b	t	typescript
		h	handwritten
		tx	typescript - photocopy
		hx	handwritten - photocopy
		d	duplicated
		p	print

Examples: 316 ^aMissing all after p.312^bp^5US NIC: Wason DS557/C29U58+
316 ^aManuscript notes by author^bh^5KH NAC

*** SOURCE/PROVENANCE NOTE (317).** Used to record information on the source of the item, former/current owner(s).

317 ^aProvenance note^5Institution to which field applies: call no./shelf mark if more than one copy. **Use Institution codes from Appendix 2.**

Examples:

317 ^5KH TSL: Box number 2

317 ^aInscription on inside of front cover: Ros Sokha, December 1980^5KH NLC

PERSONAL NAME SUBJECT (600)

Khmer names 600 ^aName direct order^cRank, Title^fDates^xTopical
subdivision^yGeographical subdivision^zChronological subdivision^2Subject heading
system^9Relator, function, occupation
Example: 600 ^aPol Pot

Western names 600 ^aName entered under surname^bRemainder of the name^cRank,
Title^fDates^xTopical subdivision^yGeographical subdivision^zChronological
subdivision^2Subject heading system^9Relator, function, occupation

List of Cambodian titles used in ^c is given in **Appendix 5 : Personal Titles**

CORPORATE NAME SUBJECT (601) ^aName place or jurisdiction^bSubdivision^dNumber of
place or meeting^fDate of meeting^eLocation of meeting^xTopical
subdivision^yGeographical subdivision ^zChronological subdivision^2Subject heading
system

601 ^aName direct order^bSubdivision^dNumber of place or
meeting^fDate of meeting^eLocation of meeting^xTopical subdivision^yGeographical
subdivision^zChronological subdivision^2Subject heading system

MEETING / CONFERENCE SUBJECT (601) ^aMeeting or Conference
name^bSubdivision^dNumber of place or meeting^fDate of meeting^eLocation of
meeting^xTopical subdivision^yGeographical subdivision^zChronological
subdivision^2Subject heading system

SUBJECT TOPICAL NAME (606) ^aTopic^xTopical subdivision^yGeographical
subdivision^zChronological subdivision^2Subject heading system
Example: ^aGenerals^yCambodia^xPolitical activity

SUBJECT GEOGRAPHICAL NAME (607) ^aGeographic name^xTopical
subdivision^yGeographical subdivision^zChronological subdivision^2Subject heading system
If not Library of Congress Subject Heading please record source of heading in ^2
Example: ^aCambodia^xHistory^z1975-

NOTE:

Use **field 940** for current Codes/Names for Province, District, Subdistrict, Village.

Use **field 942** for DK Codes/Names for Zone, Region, Province, District, Subdistrict, Village

INTELLECTUAL RESPONSIBILITY

List of Cambodian Titles used in ^c in the Personal Name fields is given in **Appendix 5 : Personal Titles**

* PERSONAL NAME MAIN ENTRY(700)

700 ^aName direct order^cRank, Title^fDates^4Relator code eg for interviewer,
interviewee - see code list Appendix C UNIMARC Manual

Example: 700 ^6a02^7kh^aត្រី ម៉ងហុង
700 ^6a02^aKry Beng Hong

700 ^aName entered under surname^bRemainder of the name^cRank,
Title^fDates^4Relator code eg for interviewer, interviewee - see code list Appendix C
UNIMARC Manual
Example: ^aKiernan^bBen^f1953-

PERSONAL NAMES OTHER ENTRIES (701)

701 ^aName direct order^cRank, Title^fDates
701 ^aName entered under surname^bRemainder of the name^cRank, Title^fDates

Examples:

701 ^aChandler^bDavid Porter^g1933-

***CORPORATE NAME, MEETING, CONFERENCE MAIN ENTRY (710)**

710 ^aName place or jurisdiction^bSubdivision^dNumber of place or
meeting^fDate of meeting^eLocation of meeting

Example: ^aCambodia^bMinistry of Culture and Fine Arts

710 ^aName direct order^bSubdivision^dNumber of place or meeting^fDate of
meeting^eLocation of meeting

Example: ^aYale Center for International and Area Studies

710 ^aMeeting or Conference name^bSubdivision^dNumber of place or
meeting^fDate of meeting^eLocation of meeting

Example: ^aWorld Peace Conference^d1st^f1949^eParis, France

CORPORATE NAME, MEETING, CONFERENCE OTHER ENTRIES (711)

711 ^aName place or jurisdiction^bSubdivision^dNumber of place or
meeting^fDate of meeting^eLocation of meeting

711 ^aName direct order^bSubdivision^dNumber of place or meeting^fDate of
meeting^eLocation of meeting

711 ^aMeeting or Conference name^bSubdivision^dNumber of place or
meeting^fDate of meeting^eLocation of meeting

**** CURRENT PLACE (940)**

Codes/Names for Province, District, Subdistrict, Village as used in the current period. Follow the code used in the *Gazetteer of Cambodia*. Always give the Gazetteer code. Give the Province, District, Subdistrict, and Village names when these have not been entered in the title or contents.

940 ^aGazetteer number^bProvince^cDistrict^dSubDistrict^eVillage

Example: 940 ^a8021002^bKandal^cKien Svay^dPrek Thmey^eKoh Kra Bey

**** DK ZONE (942)**

Codes/names for zone, region, province, district, subdistrict, village AS GIVEN IN THE DOCUMENT BEING CATALOGUED. Use both names and numbers where available.

942 ^aZone name or Compass point^bZone no.^cRegion name^dRegion no.^eProvince
name^fDistrict name^gDistrict no.^hSubdistrict name^iVillage name

Example: 942 ^aE^b203^d22^eKandal^fKien Svay^hPrek Thmey^iKoh Kra Bey

DATE & PLACE OF CAPTURE/FINDING NOTE (945)

945 ^a Date & place document came into CGP/DC-Cam possession, or interview was held.

SPARE FIELD - NOT YET ASSIGNED (950)

**** ALLEGED VICTIM (960)**

^aName^pHuridocs persecution code^qEnglish description of persecution^tdate

^p persecution code taken from **APPENDIX 8 : HURIDOCS TYPE OF EVENT**

Example: 960 ^6a03^7kh^aត្រី ម៉ែងហុង
 960 ^6a03^aKry Beng Hong
 960 ^aUng Bunheang^p01.53 ^qtortured to death

**** ALLEGED PERPETRATOR (965)**

Example: 960 ^6a04^7kh^aធី
 960 ^6a04^aThy

NOTE: CODES 940, 942, 960 AND 965 ARE EXTREMELY IMPORTANT. PLEASE TRY TO INCLUDE THESE AND 660 FOR EVERY DOCUMENT CATALOGUED.

IMAGE FILE FIELDS

Name of English language document (920). Only include if there are different versions with different names.

Image file name for English documents (921)

Example: 921 b0002
 921 e10
 921 a50
 921 b15
 921 c20

Name of French language document (922). Only include if there are different versions with different names.

Image file name for French documents (923)

Example: 923 b0002
 923 f12
 923 g50
 923 h15

Name of Khmer language document (924). Only include if there are different versions with different names.

Image file name for Khmer documents (925)

Example: 925 b0002
 925 k10
 925 l50
 925 m10



Cambodian Genocide Program

CGDB

Cambodian Genocide Data Bases

INPUT MANUAL for CBIO

CGP Biographic Database

Nereida Cross and Helen Jarvis

with

Jens Iverson

Cambodian Genocide Program

Yale University

and

Im Sothearith

Documentation Center of Cambodia

CBIO General Notes

Common Subfields

- ^6** English/Khmer counterpart field
- ^7** Khmer indicator
- ^t** Date
- ^n** Note
- ^z** Source
- ^x** CBIO record number

- 1) The Source of information for each occurrence of each field is recorded in **^z**.
- 2) For fields containing names (except 020 and 040), include the record number in **^x** if a record in CBIO exists for that person.
- 3) The data in all fields (except fields 010 and 9XX) is preceded by a subfield code e.g. **^a**.
Examples: 020 **^a**Ung Bunheang
 060 **^a**m

If Khmer script is being used in that field **^6** and **^7** will also precede the data [see sections **General Notes** and **Instructions for Data Entry in WINISIS**].

- 4) Every field (except fields 010 and 9XX) includes an optional notes subfield **^n**. Many fields also have the subfield **^t** available for date.

Categories of People who Require a Worksheet

Fill out a worksheet on:

1. Anyone who was ever a member of a Khmer Rouge district (*srok*) committee or of higher rank.
2. Leaders of large labor units (*chalats*) or other important institutions (e.g. prisons).
3. Anyone who at any time led an important Khmer Rouge military unit, i.e., a company (*kong anousena thom*) or a higher level unit.
4. Anyone who is reported to have killed, raped, maimed or tortured anyone or likewise been killed, raped, maimed or tortured in specific incidents for which we have the individual's name and either the place or date of the incident.

Other categories of people to be included in our database:

1. All individuals named in the book of documents, Pol Pot Plans the Future.
2. Individuals named in the forced "confessions" of Khmer Rouge leaders Vorn Vet and Chou Chet.
3. All individuals named in the Cornell Catalogue of Confessions (approximately 4000 victims) or in the Tuol Sleng List of Prisoners Arrested in 1976 (approximately 1500 victims).
4. The top individuals who are named in Tables 1 and 2 (following) and their bodyguards.
5. All individuals who are the "main entry-person" in the DC-CAM archives of Santebal biographies, confessions and communications (I and J)

Additional notes

- A. Using quotation marks (“ ”) indicates a direct quote from the material, which is not necessary for numbers, names, places and other ordinary and unconfusing data.
- B. There is a notes section within almost every field (020-500) which can include relevant information which does not fit well into the existing data structure. Be careful, however, not to let the existence of this field waste your time. Most desired information should be able to fit into normal categories.
- C. In the CBIO manual subfields that will be frequently used will be in bold.
- D. It is possible to record information in an “anonymous atrocities” file for incidents where we do not know the names of the individuals involved. This information will only be usable if it can be matched with a name at some later date, so only record it if a specific place or date are known. Keep these worksheets in a separate folder labeled “anonymous atrocities”.
- E. Please print using black ink to fill out worksheets.
- F. Please use a separate worksheet for every source.
- G. Use a repeat field for every transliteration or misspelling of a name present in a document.
- H. If you are recording the name of a victim that is still alive and was never a Khmer Rouge member, please keep their name on a separate list. This is for their protection.

RECORD IDENTIFIER (010) □□□□□□

Mandatory six characters. Starts with I if first entered from the DC-CAM/Santebal Biographies, C if first entered from the DC-CAM/Santebal Confessions and Communications, otherwise U (first entered at DCCAM), Y (first entered at Yale), or S (first entered at BISA) then 5 numbers.

Example: 010 I00001

NAME (020) ^6^7^a^b^c^n^z

Use the name each person is most commonly known by

For example: Pol Pot, not Pol (nom de guerre before 1976) or Saloth Sar (real or birth name).

Follow the DC-Cam Transliteration Table except in special cases where the person has their own preferred transliteration.

For example: Thiounn Prasith ; Norodom Sihanouk

List of Cambodian titles used in ^c is given in **Appendix 4 : Personal Titles**

Cambodian names. Give family name first.

^6English/Khmer counterpart field^7Khmer indicator ^aName direct order^cRank, Title (note KR rank is entered in fields 320-330)^nNote^zSource

Example: 020 ^aUng Bunheang^zI 5, p. 2

Western names. Family name only in ^a.

^6English/Khmer counterpart field^7Khmer indicator^aName entered under surname^bRemainder of the name^cRank, Title(note KR rank is entered in fields 320-330)^nNote^zSource

Example: 020 ^aJenkins^bDavid ^zI 5, p. 2

SOURCES (500) ^6^7^a^n

^aSource code including number and page number

Material referred to on worksheet including page range relevant to the person. Repeat for each source.

Use code list provided in Appendix 1.

Example: 500 ^aI 5, p. 2% ^aJC-BD, pp. 503-515

OTHER NAMES (040) ^6^7^a^b^c^n^z

For other names used and for different versions of the name given in field 020, for example real or birth name, aliases, nom de guerre, etc. or different transliterations.

Example: 020 ^aDuch^zJC-BD, pp. 503-515

040 ^aDeuch^zJC-BD, pp. 503-515

List of Cambodian titles used in ^c is given in **Appendix 4 : Personal Titles**

Cambodian names. Give family name first.

^aName direct order^cRank, Title (note KR rank is entered in fields 320-330)

Example: 040 ^aUng Bunheang ^zI 5, p. 2

Western names. Family name only in ^a.

^aName entered under surname^bRemainder of the name^cRank, Title (note KR rank is entered in fields 320-330)

Example: 040 ^aJenkins^bDavid^zI 5, p. 2

GENDER (060) ^6^7^a^n^z

^aGender

Do not assume gender unless clearly indicated.

Codes: m male ; f female

Example: 060 ^am ^zI 5, p. 2**ETHNICITY / NATIONALITY (065)** ^6^7^a^n^z

^aEthnicity or Nationality

Do not assume ethnicity unless clearly indicated.

Example: 065 ^aVietnamese ^zI 5, p. 2**DK SOCIAL STATUS (067)** ^6^7^a^n^z

^aDK Social Status

Social status as designated by the Democratic Kampuchea regime. Only enter the following type of designation in this field: “new person”, “base person”, “old person”, “deportee”, “depositee”, “candidate” and “full rights”. Include all official sub-categorizations.

Examples: 067 ^anew person ^zI 5, p. 2

067 ^afull rights category 2^zI 5, p. 2

PHYSICAL CHARACTERISTICS (070) ^6^7^a^n^z

^aPhysical Characteristics

Any relevant descriptions of the person

Example: 070 ^abald ^zI 5, p. 2**BIRTH DATE (080)** ^6^7^a^o^n^z

^aBirth date^oAge category during DK period (child, youth, adult, elderly person)

Enter YYYYMMDD. If only year or year and month known fill remaining positions with question marks. Repeatable if two possible dates. If it indicates that they were a child, youth, adult, or an elderly person record that in ^o.

Examples: 080 ^a19680612 ^zI 5, p. 2

Born 12th of June 1924

080 ^a196809??^ochild ^zI 5, p. 2

Born in September 1912

but

080 ^a192????^zI 5, p. 2

exact date not known

Born in the 1920s, but exact date not known

BIRTH PLACE (100) ^6^7^a^b^c^d^e^n^z

^aGeocode^bProvince^cDistrict^dSub-District^eVillage (^iLocation - no longer used)^nNotes including Names for Province, District, Subdistrict, Village as used in the document, if different from those in the current time

Codes/Names for Province, District, Subdistrict, Village as used in the current period. Follow the code used in the Gazetteer of Cambodia (1994 edition) or in the program Gazetteer. [Same as field 940 in CBIB]. Always give as much information as you can find regardless of whether you know the code as well.

Follow the UNTAC Map for the transliteration of Province and District names. Follow the DC-Cam Transliteration Table for Subdistrict and Village names.

Names for Province, District, Subdistrict, Village as used in the document at the time, if different from those of the current time, are recorded in ^n.

Example: 100 ^a17040103^bSiem Reap^cAngkor Chum^dChi Kreng^eAnlong Pring Leu^zI 5, p. 2

For Anlong Pring Leu Village, Chi Kreng Subdistrict, Angkor Chum District, Siem Reap Province.

DEATH DATE (120) ^6^7^a^n^z

^aDeath date

Same format as for BIRTH DATE (080) except no ^o

DEATH PLACE (140) ^6^7^a^b^c^d^e^n^z

^aGeocode^bProvince^cDistrict^dSub-District^eVillage (^lLocation - no longer used)^nNotes including Names for Province, District, Subdistrict, Village as used in the document, if different from those in the current time

Same format as for BIRTH PLACE (100)

FATHER (160) ^6^7^a^b^c^n^z^x

List of Cambodian titles used in ^c is given in **Appendix 4 : Personal Titles**

Cambodian names. Give family name first.

^aName direct order^cRank, Title

Example: 040 ^aUng Bunheang^zI 5, p. 2

Western names. Family name only in ^a.

^aName entered under surname^bRemainder of the name^cRank, Title

Example: 040 ^aJenkins^bDavid^zI 5, p. 2

MOTHER (170) ^6^7^a^b^c^n^z^x

^aName of mother. Follow same format as in 160 above

OTHER RELATIVES (180) ^6^7^a^b^c^n^r^s^z^x

^aName of other relatives^bRemainder of the name^cRank, Title ^rType of relative code/written out^sCode for step, foster or adopted

Repeat for each occurrence. Follow same format as in 160 above, but with two extra subfield codes ^r and ^s. Give code for type of relative in ^r.

Codes for ^r: see **APPENDIX 7. CBIO CODES FOR OTHER RELATIVES**

If the relationship is not found in **Appendix 7**, state the relationship in ^r.

In the case of an older or younger brother or sister use the appropriate B or S code not Bg or P.

If adopted or fostered then use the following codes in ^s.

s step f foster, adopted

Example: 180 ^aChy Kylin^rBO^zI 5, p. 2
 180 ^aAn Kim^rSL^zI 5, p. 2
 180 ^aUng Polay^rsecond cousin^zI 5, p. 2

The person's older brother is Chy Klyin, sister-in-law is An Kim, and second cousin is Ung Polay

NON- OR PRE- DK EDUCATION (200) ^6^7^a^t^n^z

^aPlace or Degree of Education^tdate

Only include education received outside the DK regime.

Example: 200 ^aPhnom Penh High School^t1965^zI 5, p. 2
 200 ^aBachelors degree in Biology ^zI 5, p. 2

Repeat for each occurrence. Earliest education comes first.

NON- OR PRE- DK OCCUPATION / SOCIAL STATUS (220) ^6^7^a^t^n^z

^aHuridocs occupation code^nEnglish or Khmer description of occupation/former social status^tdate

Only enter occupations which are non- or pre-DK in this field. Only record occupation code if certain. Codes from **APPENDIX 8 : HURIDOCs LIST OF OCCUPATIONS**. Repeat for each occurrence. Earliest occupation comes first. Repeat for family origin/social status.

Example: 070 ^a.72^nblacksmith^t1974^zI 5, p. 2
 070 ^a.62^n“middle class farmer”^zI 5, p. 2

POLIT. PARTY/ORGANIZATION (240) ^6^7^a^t^y^n^z

^aPolitical party or Communist Party of Kampuchea related organization^tdate^yListed reason for joining the Party (added for Santebal documents)

This field is only for formal (candidate or full rights) membership in a political party or Communist Party of Kampuchea Organization. This field does not include simply “joining the revolution”, political leanings or opinions (see Activities pre 79 (380)). Relevant parties/organizations include: The Workers Party of Kampuchea, the Communist Party of Kampuchea, The Indochina Communist Party, Sangkum, the Cambodian People’s Representative Assembly, the Women’s Association of Democratic Kampuchea, the Socio-Republican party, and Yuvakok. Enter abbreviation for Communist Party of Kampuchea (CPK). This will be a field where the notes subfield may often be used to record the location and other details.

Repeat for each occurrence. Earliest first.

Example: 240 ^aIndochina Communist Party^nbecame a candidate with his brother outside of Prey Veng^t196^zI 5, p. 2

DK ZONE (260) 75-79 ^6^7^a^b^c^d^e^f^g^h^i^j^t^n^z

^aZone^bZone no.^cRegion name^dRegion no.^eProvince name^fDistrict name^gDistrict no.^hSubdistrict name^iVillage name^jgeocode^tdate

KR codes for zones, regions, district, subdistrict, village. Use compass points (or Zone no. if not available) for Zone; and numbers for Region. Give district number and name if available. This field indicates that the individual resided in this location for six or more months during the DK regime or visited there a minimum of once per year. Use compass directions for Zone. Only record geocode if certain. Repeat for each occurrence.

Example: 260 ^aSW^b405^d13^eTakeo^fTram Kak^g105
 For Tram Kak district (105) in Region 13, SW Zone

DK ORGANIZATION TYPE 75-79 (280) ^6^7^a^t^n^z

^aDK Organization Type^tDate

General category of Democratic Kampuchea organization to which they belonged during the Democratic Kampuchea regime. Categories include: Military, Political, Administrative, Work Group, Cooperatives, and Factory. Running a prison is administrative.

Repeat for each occurrence. Earliest first

Example: 280 ^amilitary^t1977????^zI 5, p. 2

DK ORGANIZATIONAL UNIT 75-79 (300) ^6^7^a^t^n^z

^aOrganizational Unit^tDate

Specific and unique name of the organization to which they belonged.

Repeat for each occurrence. Earliest first

Example: 300 ^a54th Battalion, Brigade 170, Eastern Zone^t1977????^zI 5, p. 2

KR RANK OR POSITION pre 75 (320) ^6^7^a^t^n^z

^aRank or Position^tDate

Specific title of the rank or position held in the Khmer Rouge movement before the Democratic Kampuchea regime. The Khmer Rouge movement includes: the Communist Party of Kampuchea, the Cambodian People's National Liberation Armed Forces (70-75), the National United Front of Kampuchea (70-75), the Democratic Kampuchea regime (75-79), the Revolutionary Army of Kampuchea (75-79), the National Army of Democratic Kampuchea (79-96), the Party of Democratic Kampuchea (81-96). Record the details of the rank or position in order of size going from smallest to largest. Repeat for each occurrence. Earliest first.

Example: ^aCommander, 55th Company, 11th Regiment, Region 35^t1973????^zI 5, p. 2

KR RANK OR POSITION 75-79 (325) ^6^7^a^t^n^z

Same as field 320.

KR RANK OR POSITION post 79 (330) ^6^7^a^t^n^z

Same as field 320.

SUPERIORS (340) ^6^7^a^b^c^g^t^n^z^x

Include every relevant superior. Use the name each person is most commonly known by.

Cambodian names. Give family name first.

^aName direct order^cRank, Title^gExpansion of initials^tdate

Example: 040 ^aUng Bunheang^cHead of Prison^t1977????-1978????^zI 5, p. 2

Western names. Family name only in ^a.

^aName entered under surname^bRemainder of the name^cRank, Title^gExpansion of initials^tdate

Example: 040 ^aJenkins^bD.^gDavid ^zI 5, p. 2

SUBORDINATES (350) ^6^7^a^b^c^g^t^n^z^x Follow same format for name as in SUPERIORS (340) above**ALLEGED PERSECUTOR OF (360)** ^6^7^a^b^c^g^i^p^q^t^n^z^x

^aName direct order^gExpansion of initials^cTitle, rank^iDescription of persecuted^pHuridocs Type of persecution code^qEnglish description of persecution^tdate

Use the name each person is most commonly known by. Only record type of event code if certain.

Always include description of type of event regardless of whether you record the code as well.

^p HURIDOCS TYPE OF EVENT code (see Appendix). Repeat for each occurrence

Example: 360 ^aUng Bunheang^p01.53 ^qtortured to death^zBKI 150, p. 301% ^aAn Kim^p01.591^qstarved to death ^zI 5, p. 2% ^i100 families^zI 5, p. 2
Killed Ung Bunheang by torture and An Kim by denial of food

If type of persecution used is known but not the names or descriptions of the victims provide ^p on its own.

Example: 360 ^p01.53^qtortured to death^zI 5, p. 2% ^p01.591^qstarved to death^zI 5, p.2
Killed people using torture and denial of food

ALLEGEDLY PERSECUTED BY (370) ^6^7^a^b^c^g^i^p^q^t^n^z^x

Same format for names as in PERSECUTOR OF (360) above

Example: 365 ^p04.05^qhheld in a prisoner of war camp^zI 5, p. 2% ^p01.53 ^qtortured to death^zI 5, p. 2

Held in a Prisoner of War camp and killed by torture, persecutors unknown.

ACTIVITIES pre 1979 (380) ^6^7^a^t^y^n^z

^aEvent and place^tDate^yListed reason for joining the Khmer Rouge (added for Santebal documents)

Include the following categories:

1. Simple recruitment or just “joining the revolution” (unless it is a formal membership, see Polit. Party/Organization (240))
2. Political inclination (not mere accusations or confessional admissions).
3. Notably harsh (without specific HURIDOCS violations) or lenient administration.
4. Speeches given, meetings directed. (Meetings should only be recorded if important information is divulged)
5. Speeches Heard, meetings attended

Example: 380 ^aCorresponded with Pol Pot in Phnom Penh^t1974????^zI 5, p. 2

Repeat for each occurrence

ACTIVITIES post 1979 (385) ^6^7^a^t^n^z

^aEvent and place^tDate

Repeat for each occurrence

RESISTANCE (390) ^6^7^a^t^n^z

^aEvent (an activity that resisted the Khmer Rouge) and place^tdate

Includes delayed orders and surrendering.

Example: 400 ^aOrdered to make Cham people eat pork but delayed order for one year, in Siem Reap, Angkor Chum, Chi Kreng, Anlong Pring Leu^t19770809^zI 5, p. 2% ^aSmuggled refugees to Vietnam^t1978????^zI 5, p. 2

Repeat for each occurrence

ASSOCIATES (400) ^6^7^a^b^c^g^t^n^z^x

Use for persons who introduce or approve party membership if they are not already included as relatives or superiors.

Same format for names as in SUPERIORS (340) above

Cambodian names. Give family name first.

^aName direct order^cRank, Title^gExpansion of initials^tdate

Example: 040 ^aUng Bunheang^cHead of Prison^ncorresponded with^t1977????-1978????^zI 5, p. 2

Western names. Family name only in ^a.

^aName entered under surname^bRemainder of the name^cRank, Title^gExpansion of initials^tdate

Example: 040 ^aJenkins^bD.^gDavid ^zI 5, p. 2

ARREST HISTORY (440) ^6^7^a^b^c^y^n^z

^aholding place^bplace of arrest^cdate of arrest^yreason arrested

Example: 450 ^aFactory D 4^bPhnom Penh^c19761020^zI 5, p. 2

PRISON HISTORY (450) ^6^7^a^b^c^d^e^f^n^z

^aname of prison^bplace^cdate entered prison^ddate of torture sessions^edate of confessions^fdate left prison

Example: 450 ^aS-21^bPhnom Penh^c1977????^zI 5, p. 2

DATE OF EXECUTION (460) ^a^n^z

^adate of execution

Example: 460 ^a1976????^zI 5, p. 2

Make sure that if an entry is made here that one is also made in death date.

INTERNATIONAL INSTRUMENTS (510) ^a^n^z

Codes from *HURIDOCS Supporting Documents. Appendix L: LIST OF INSTRUMENTS* (p.123-127). Indicates the international instrument with which the information in this record may be used. Repeat for each occurrence.

Example: 510 ^aD1 ^zI 5, p. 2

Convention on the Prevention and Punishment of the Crime of Genocide (1948).

INDEX TERMS (520) ^a^n^z

Codes from *HURIDOCS Supporting Documents. Appendix B: LIST OF INDEX TERMS* (p.25-31). Repeat for each occurrence.

Example: 520 ^aForced labour ^zI 5, p. 2% ^aForced relocation ^zI 5, p. 2

RECORD NUMBER OF CONTINUATION RECORD (995)

If the record became too large, previously another record was created (repeating the Name (020) field). The Record Identifier (010) of the new continuation record was recorded here in the old record. In the new record the Record Identifier of the old record was recorded here.

Note: No longer needed as CDS/ISIS for Windows allows for larger records

Example: 995 Y01002

Record Y00233 became too large and continuation record Y01002 was started. Record Y01002 will have Y00233 recorded in its 995 field. The two records now refer to each other.

INCLUDES FORMER RECORD (997)

If combining records for the **same** person use this field to store the Record Identifier of the deleted record.

CODED, ENTERED (999) ^a^b^c

^adate & initials worksheet completed^bdate & initials record created^cdate & initials record amended / updated

IMAGE FILE FIELDS

Name of English language document (920). Only include if there are different versions with different names.

Image file name for English documents (921)

Name of French language document (922). Only include if there are different versions with different names.

Image file name for French documents (923)

Name of Khmer language document (924). Only include if there are different versions with different names.

Image file name for Khmer documents (925)

Image file name for non-text documents (927).



Cambodian Genocide Program

CGDB

Cambodian Genocide Data Bases

INPUT MANUAL for CTS

CGP Image Database - Tuol Sleng Photographs

Prepared by

Robyn K. Murray

and

Nereida Cross and Helen Jarvis

Manual for CTS Database Data Entry

RECORD IDENTIFIER (810)

Corresponds to the photograph's inventory number, and also corresponds to the photograph's mfn in the CTS Database.

NAME (820) ^6^7^a^b^c^f^n^x^z

^a Name

^f Used here for when there's a number on the person in the photo
Enter U here when number is unclear on photograph.

^z source: ip = in photo on placard ; ipc = in photo written directly on chest or clothes;
op = written on photo ; s=from Santebal Biography Sheets ; i followed by name
or registration code if received from the Internet ; Name or registration code only
if received direct from informant

^x Used when there's a link to information about this person in CBIO

^aName direct order or Name entered under surname^bRemainder of name if given^gExpansion of initials
if given^cRank, Title

Example: 820 ^aRun Bunthal^xCBIO No. (Cambodian name)
 820 ^aTrinh Van Thanh ^xCBIO No. (Vietnamese name)
 820 ^aKiernan^bBen^xCBIO No. (Western name)

In the preliminary stage, when entering information just put ^a with either Y for yes there is a name on the photograph or N for no there is not. The actual name will be filled in later.

Example: 820 ^aN^f51

PHOTO DESCRIPTION (830) ^6^7^a^b^c^d^n

Used to describe the actual photo

^a Photo filename

^b Codes for category of collection (subcategory for photos not in T, ie extra
information about the photo not included in photo name - further notes on collection).
This subfield not needed here whilst all photos are T.

^c Code for picture colour type
 B= Black & white
 C= Multicoloured

^d Date of photo if provided on photo. Dates are to be entered as with dates under
CBIO, that is YYYYMMDD, with question marks in any unknown position.

^n Notes

Example: 830 ^at2389z01^cB^d197?0513^nDamaged

PHOTO CONTENTS (840) ^6^7^a^b^c^d^e^f^n^o^p

Used to describe the actual picture in the photo

^a View, enter appropriate code.

F= Front view of head and shoulders of person
B= Front view of whole person
P= Profile view of person
G= Group

S= Site
M= grave pit
E= equipment
T= town/city
V= village
L= landscape
H= property or building structure

- ^b** Gender, enter code
M= male
F= female
U= unclear
- ^c** Others, enter Y if others in photo, eg ^cY, followed by the name of that person if given.
- ^d** Clothing, enter code for dress type.
C= clothed
U= unclothed
D= draped with krama
M= wearing uniform with military insignia
O= other
- ^e** Ethnic characteristics, enter any obvious.
- ^f** Physical characteristics, enter appropriate codes, found in HURIDOCs Supporting Documents. Appendix K: PERSONAL DESCRIPTORS p.113-122
- ^n** Notes
- ^o** Age, enter code.
B= baby
C= child
Y= youth
A= adult
E= elderly
- ^p** Photograph caption
Example 840 ^aF^bM^dC^oA

SOURCE / PROVENANCE (817) ^6^7^a^5

^a Provenance note
^5 Institution to which field applies

Example: 817 ^aPhotographed by S-21 (1975-1979), Restored by Photo Archive Group (1994), & Scanned by DC-Cam (1995-1996)^5KH TSL

HOLDINGS (890) ^6^7^a^b^c

Enter here appropriate codes for holdings of the photographs.

^a Country code
^b Library code
^c Call No. and holdings information if applicable.

Example: 890 ^aKH^bDC-CAM
890 ^aUS^bCtY-CGP
890 ^aAU^bNUN:B

IMAGE OF NON TEXT DOCUMENT (927)

Enter here the filename of the photograph's scanned image, to link the image to the record.

Example: 927 t3127
927 z01

Cambodian Genocide Program

CGDB

Cambodian Genocide Data Bases

INPUT MANUAL

APPENDICES

Appendix 1: LIST OF GEOGRAPHIC AREA CODES FOR CAMBODIA

[for use in CBIB field 660]

Note: each code must have 7 characters, spaces to be filled with hyphens (dashes)

Developed from the list prepared by Mrs Mang Tula while attending the BISA Library Workshop on Cataloguing to National and International Standards, Phnom Penh Cambodia, Dec 1994 - Jan 1995

Geocode	Province Name	Geographic Area Code
01	Banteay Meanchey	a-cb-bm
02	Battambang	a-cb-bb
03	Kampong Cham	a-cb-kc
04	Kampong Chhnang	a-cb-kh
05	Kampong Speu	a-cb-ks
06	Kampong Thom	a-cb-kt
07	Kampot	a-cb-kp
08	Kandal	a-cb-kd
23	<i>Kep Municipality</i>	a-cb-ke
09	Koh Kong	a-cb-kk
10	Kratie	a-cb-kr
11	Mondul Kiri	a-cb-mk
24	Pailin	a-cb-pl
12	Phnom Penh <i>Municipality</i>	a-cb-pp
13	Preah Vihear	a-cb-ph
14	Prey Veng	a-cb-pv
15	Pursat	a-cb-ps
22	Oddar Meanchey	a-cb-om
16	Ratanak Kiri	a-cb-rk
17	Siem Reap	a-cb-sr
18	Sihanoukville <i>Municipality</i> (not Kampong Som)	a-cb-si
19	Stung Treng	a-cb-st
20	Svay Rieng	a-cb-sv
21	Takeo	a-cb-tk
Asia, Southeastern		as-----
Indochina		ai-----
Mekong River & Basin		ag-----
Cambodia		a-cb---
China		a-cc---
Laos		a-ls---
Thailand		a-th---
<i>Regions (from the codes adopted in the APINMAP Project 1989)</i>		
Central Thailand		a-thc--
Eastern Thailand		a-the--
Northern Thailand		a-thn--
Northeastern Thailand		a-thr--
Southern Thailand		a-ths--
Vietnam		a-vt---
United States of America		n-us---

Appendix 2: CODES FOR HOLDING AND SOURCE LIBRARIES

[for use in CBIB field 990 and CTS 890]

In Cambodia

Documentation Centre Cambodia, PP	^aKH^bDC-CAM^cDocument Number:
Renakse	^aKH^bREN
Ministry of Interior	^aKH^bMOI
Tuol Sleng Museum	^aKH^bTS
National Archives of Cambodia	^aKH^bNAC
University of Phnom Penh	^aKH^bUPP
National Library of Cambodia	^aKH^bNLC

In Australia

BISA	^aAU^bNUN:B
Australian National University	^aAU^bANU
National Library of Australia	^aAU^bANL
UNSW Social Sciences and Humanities Library	^a AU^bNUN:S

In USA

For CGP, Yale University	^aUS^bCtY-CGP
For Cornell holdings	^aUS^bNIC
For Yale	^aUS^bCtY

Appendix 3: CBIO SOURCE CODES

BOOKS

- BK, CB *Peasants and politics in Kampuchea, 1942-1981* / edited by Ben Kiernan and Chanthou Boua. London : Zed Books, 1982.
- BK, EZM *Cambodia: Eastern Zone massacres : a report on social conditions and human rights violations in the Eastern Zone of Democratic Kampuchea under the rule of Pol Pot's (Khmer Rouge) Communist Party of Kampuchea* / Ben Kiernan. New York : Columbia University Center for the Study of Human Rights, 1986.
- BK, GD *Genocide and democracy in Cambodia : the Khmer Rouge, the United Nations and the international community* / edited with an introduction by Ben Kiernan. New Haven, Yale Council on Southeast Asia Studies, 1993.
- BK, HPP *How Pol Pot Came to power: a history of Communism in Kampuchea, 1930-1975* / Ben Kiernan. London, Verso, 1985.
- BK, PPR *The Pol Pot Regime : race, power, and genocide in Cambodia under the Khmer Rouge, 1975-79* / Ben Kiernan. New Haven : Yale University Press, 1996.
- CE, RDD *The rise and demise of Democratic Kampuchea* / Craig Etcheson. Boulder, Colo. : Westview, 1984.
- DC, BK *Revolution and its aftermath in Kampuchea : eight essays* / edited by David P. Chandler and Ben Kiernan. New Haven : Yale Council on Southeast Asia Studies, 1983.
- DC, BNO *Brother Number One : a political biography of Pol Pot* / David P. Chandler. Boulder, Colo. Westview, 1992.
- DC, TCH *The Tragedy of Cambodian history : politics, war and revolution since 1945* / David P. Chandler. New Haven : Yale University Press, 1991.
- EB, WWO *When the war was over : the voices of Cambodia's revolution and its people* / Elizabeth Becker. New York : Simon and Schuster, 1986.
- KJ, CRD *Cambodia 1975-1978 : rendezvous with death* / edited by Karl Jackson. Princeton : Princeton University Press, 1989.
- MV, CAM *Cambodia, 1975-1982* / Michael Vickery. Boston : South End, 1984.
- MV, KAM *Kampuchea : politics, economics and society* / Michael Vickery. London : Frances Pinter, 1986.
- NC, BE *Brother enemy* / Nayan Chanda. New York : Harcourt Brace Jovanovich, 1986.

- PPP *Pol Pot plans the future : confidential leadership documents from Democratic Kampuchea, 1976-1977* / translated and edited by David P. Chandler, Ben Kiernan and Chanthou Boua. New Haven : Yale Council on Southeast Asia Studies, 1988.
- RJ, CDC *Les Clés du Cambodge* / Raoul M. Jennar. Paris : Maisonneuve & Larose, 1995.
- SH, KOR *Kampuchean occupation and resistance* / Stephen R. Heder. Bangkok : Institute of Asian Studies, 1980.
- SH, PPKS *Pol Pot and Khieu Samphan* / Stephen R. Heder. Clayton, Victoria : Monash University, Centre of Southeast Asia Studies, 1991.
- SH, RCP *Reflections on Cambodian political history : backgrounder to recent developments* / Stephen R. Heder. Canberra, ACT : Strategic and Defence Studies Centre, 1991.
- TC, CPP *Communist party power in Kampuchea (Cambodia) : documents and discussion* / Timothy Michael Carney. Ithaca : Cornell Southeast Asia Program, 1977.
- UPL *'Ung Pech List' : a list of Tuol Sleng prisoners of various categories* / compiled by former prisoner Ung Pech from the files of S-21 prison. in 1979.

DATABASES

- BK-CF Ben Kiernan Card File on KR (in alpha order)
- BK-TS-76 Toul Sleng Entry List 1976 (translation)
- BKI Ben Kiernan Interviews (no. + transcript translation page no.)
- CU-TS Tuol Sleng Catalogue of Confessions (Cornell University)

OTHER

- SH, JAP Stephen Heder, 1980 Japanese Interviews

ARCHIVES

- I DC-CAM/Santebal Biographies (document #, page #) *Example I 5, p. 2*
- J DC-CAM/Santebal Confessions and Communications (document #, page #) *Example J 192, p. 1*
- S-21P S-21 Personnel Files (folder #, document #)
- TSP Tuol Sleng Personnel Files (folder#, document #)

PERSONAL COMMUNICATION

BK Ben Kiernan

CGP RESEARCH MONOGRAPHS

CGPRM -E Eastern Zone
-N Northern Zone
-NE Northeast Zone
-NW Northwest Zone
-SW Southwest Zone
-W Western Zone

CGP MAPPING REPORTS

CGPMR

Appendix 4: NAMES FOR GIF FILES

In order for CDS/ISIS software to be able to display GIF image files, these files must be named according to the rules outlined here.

1. Files must have extension "GIF".
2. All files must have 8 characters before the extension:
 - A. 1st character: This is a code indicating the collection. For example, "B" is from the collection at Bisa, "M" the "million petitions", "T" photographs from Tuol Sleng.
 - B. Characters 2-5 are the document name. This is determined in different ways for different collections: it may be a geographical code, an accession number, or some other name appropriate to the collection.
 - C. Character 6 is a "language" code that also distinguishes between different versions of documents. "E" is the first English version of a document, followed by A-D for the second to fifth English versions. F-J indicate the first to fifth French versions. The first version of a Khmer document is K, the second L, the third M and so on. "Z" as the "language" indicates a photograph.
 - D. Characters 7 and 8 are page numbers within a document, or may have some other meaning defined for that collection (for example, in the Tuol Sleng photographs, there might be two photographs of a prisoner, which would be given the designations "01" and "02").

Note: Letters of file names may be either upper case or lower case.

Codes in use as of June 1, 1996

Collection	First character	Characters 2-5	Characters 7-8
Bisa	B	Document number	Page number
DC-CAM	D	Document number	Page number
Ministry of Interior BBKK series បឋគគ	I	File number	Page number
Ministry of Interior BBKKh series បឋគខ	J	File number	Page number
Million documents	M	Geographic code	Page number
Site photos	P	Geographic code	Photo number
Tuol Sleng photos	T	Inventory number	Photo number

Geographical code in GIF file names

For some collections, positions 2-5 of the GIF file name are a code indicating the gazetteer number for the location from which the document comes. The gazetteer number is 8 digits; we convert the numbers to letters so that we need only 4 characters: 01 becomes A, 02 becomes B ... 26 becomes Z.

For example, Kouk Chrey is located in Siem Reap province (17), srok Puok (07), khum Sasar Sdamp (01) and is village 08; its gazetteer number is therefore 17070108. In our code, this becomes QGAH.

If a document comes from a higher level than a village, the character for the missing lower level or levels is replaced by a hyphen. For example, a document referring to

all of Siem Reap province is Q---
all of srok Puok is QG--
all of khum Sasar Sdamp is QGA-.

Examples of specific collection GIF file names:

B -- BISA collection

used so far for PRT documents and for NLA refugee interviews
B0002E01.GIF is page 1 of the first English version of cgdb record b00002

b)DC-CAM collection -- D

D0179K04.GIF is page 4 of the Khmer version of document 179

c)Ministry of Interior collection -- I and J

I0363K99.GIF is page 99 of the Khmer version of file 363 in the ប៊ុប៊ុក្កិ series (BBKK)

J0363K99.GIF is page 99 of the Khmer version of file 363 in the ប៊ុប៊ុក្កខ series (BBKKh)

d)Million documents -- M

MQGAHM12.GIF is page 12 of the third document (M) from Kouk Chrey (QGAH).

MOBIMK02.GIF is page 2 of the first document (K) from Kab Kou village in Pursat province (gazetteer number 15020913).

MNB--K01.GIF is page 1 of the first document from srok Kamchay Mear (02) in Prey Veng province (14).

d)Uncatalogued photographs, maps, drawings of sites etc (except for Tuol Sleng photos)

PQGAHZ05.GIF would be the fifth site photo from Kouk Chrey village.

POBIMZ01.GIF would be the first site photo from Kab Kou village.

e)Tuol Sleng photos

T0123Z02.GIF would be the second photo of Tuol Sleng victim given the inventory number 0123

Appendix 5: PERSONAL TITLES

Documentation Center of Cambodia, updated on September 8, 1999 by Im Sothearith
[for use in the Title/Rank subfield (^c) in all name fields CBIB, CBIO and CTS]

The following titles are not considered parts of the personal name ^a, but should be inserted into ^c:

Khmer	Transliteration	English
អា	A	The contemptible (man)
អាចារ្យ	Achar	Learned layman accompanying monks in chanting
អាណ្យង	Albang	The contemptible (man)
អាម៉ាសៀ	Amasie	Monsieur/ the contemptible (man)
អធិត	Antit	word used to address to a younger person who used to be a monk
បណ្ឌិត	Bandit	Dr.
បង	Bang	Brother/ Sister
ឯកឧត្តម	Ek Uddam	His Excellency
លោក	Lok	Mr./ Sir
លោកជំទាវ	Lok Chumteav	Her Excellency
លោកស្រី	Lok Srei	Ms
លោកបង	Lokbang	word used to address to a older person who used to be a monk
មីង	Ming	Younger Aunt
មី	My	The contemptible (woman)
នាង	Neang	Younger (female)
នារី	Neary	Woman
ឧកញ៉ា	Ok Nha	Honorary title bestowed by the king
អ៊ី	Om	Older respected person
ពូ	Pou	Younger Uncle
សមមិត្ត, មិត្ត	Samakmitt/Mitt	Comrade
សែប	Sep	Chief
តា	Ta	Grandfather
ថៅកែ	Thaoke	Boss, Business person, Proprietor (Towkay)
យាយ	Yeay	Grandmother

Appendix 6: INDEX OF CBIO SUBFIELD DELIMITERS

- ^a** generally the most important entry for the field, the basic field info
- ^b** the remainder of the name for western names, used in "name" fields 020, 040, 160, 170,180,340,350,360,370,400
also: Zone no. for DK Zone (260) and place for Prison History (450)
- ^c** title, rank for "name" fields 020,040,160,170,180,340,350,360,370,400
note - this is not asked for in fields 020, 040. If necessary this field can be added in 020 and 040 individually after data entry seems complete.
also: Region name for DK Zone (260) and date entered prison/arrested for Prison History (450)
- ^d** Region no. for DK Zone (260) and date of torture sessions for Prison History (450)
- ^e** Province name for DK Zone (260) and date of confessions for Prison History (450)
- ^f** District name for DK Zone (260)
- ^g** Expansion of initials for "name" fields 020, 040, 160, 170, 180, 340, 350, 360, 370, 400
also: District no. for DK Zone (260)
- ^h** Subdistrict name for DK Zone (260)
- ^i** Description of those persecuted for whom we have no name recorded (e.g. 100 families) for Persecutor of (360) and Persecuted by (370).
also: Village name for DK Zone (260)
- ^j** Geocode for DK Zone (260)
- ^l** Location for Birth Place (100), Death Place (140) - No longer used
This information will come in the form: Names for Village, Subdistrict, District, Province as used in the current period. This is to insure that information on location can be recorded on the database when the geocode is not known.
- ^n** Notes subfield for 020-520. This will catch anything which is considered necessary but is currently impossible to stick into the form of the data structure. Hopefully there will be little in this subfield, but we are dealing with pretty complex information that doesn't always fit neatly as we want it.
- ^o** Age for Birth Date (080). If a document indicates only that they were a child, youth, adult, or elderly during the DK regime that should be recorded here. (o is for old)
- ^p** Type of Persecution code for Persecutor of (360) and Persecuted by (370). Codes from Huridocs supporting documents appendix J: Type of Event (p.97-112).
- ^q** English (or Khmer) description of the persecution for Persecutor of (360) and Persecuted by (370). Hopefully all information in this field will be duplicated in code in ^p.

- ^r Code or English (or Khmer) description of the relationship of the relative for Other Relatives (180).
- ^s Code for indicating step, foster or adopted relationship for Other Relatives (180).
- ^t Date subfield for (as of 5/2/96)
200,220,240,260,280,300,320,325,330,340,350,370,380,390,400
- ^x CBIO record number for person mentioned in many "names" fields:
160,170,180,340,350,360,370,400
- ^y Listed reason for joining the Khmer Rouge in Activities (380)
Listed reason for joining the Party in Polit. Party/Organization (240)
- ^z Source subfield for 020-520 excepting 500. record source code and page #.
- ^6 "--"here indicates English text for 020-520. Can be left out when only English is entered in the field. Should be written when both Khmer and English are present.
- ^7 "kh" here indicates Khmer text for 020-520. Must be written whenever Khmer text is entered in the field, whether alone or combined with English.

Appendix 7. CBIO CODES FOR OTHER RELATIVES

Documentation Center of Cambodia

Updated on September 8, 1999 by Im Sothearith

[for use in CBIO field 180]

CODE	ENGLISH LANGUAGE	KHMER LANGUAGE
A	Aunt	មីង, អុំស្រី
AL	Aunt in law	មីង, អុំភ្នែកស្រី
AO	Older Aunt	អុំស្រី
AY	Younger Aunt	មីង
B	Brother	បងប្អូនប្រុស
Bg	Older sibling (Unknown gender)	បង
BL	Brother in law	បងប្អូនថ្លៃប្រុស
BO	Older brother	បងប្រុស
BOL	Older brother in law	បងថ្លៃប្រុស
BY	Younger brother	ប្អូនប្រុស
BYL	Younger brother in law	ប្អូនថ្លៃប្រុស
C	Cousin	បងប្អូនជីដូនមួយ
CF	Female cousin	ជីដូនមួយស្រី
Ch	Child (Unknown gender)	កូន
ChL	Child in law	កូនប្រសាវ
CL	Cousin in law	បងប្អូនជីដូនមួយថ្លៃ
CM	Male cousin	ជីដូនមួយប្រុស
CO	Older Cousin	បងជីដូនមួយ
CY	Younger Cousin	ប្អូនជីដូនមួយ
D	Daughter	កូនស្រី
DL	Daughter in law	កូនប្រសាវស្រី
GA	Great Aunt	មាយាម«បងឬ ប្អូនមាយាមតា»
GD	Grand daughter	ចៅស្រី
Gf	Grandfather	ជីតា

Gm	Grandmother	ជីដូន
GSn	Grand son	ចៅប្រុស
GU	Great Uncle	តា «បង ឬ ប្អូនយាយតា»
H	Husband	ប្តី
N	Nephew	ក្មួយប្រុស
Ni	Niece	ក្មួយស្រី
NiL	Niece in law	ក្មួយប្រសាវស្រី
NL	Nephew in law	ក្មួយប្រសាវប្រុស
P	Younger sibling (Unknown gender)	ប្អូន
S	Sister	បងប្អូនស្រី
SB	Sibling (Unknown gender)	បងប្អូន
SBL	Sibling in law (Unknown gender)	បងប្អូនសាច់ថ្លៃ
SL	Sister in law	បងប្អូនថ្លៃស្រី
Sn	Son	កូនប្រុស
SnL	Son in law	កូនប្រសាវប្រុស
SO	Older sister	បងស្រី
SOL	Older sister in law	បងថ្លៃស្រី
Sp	Spouse	គ្រួសារ, «ប្តី ឬប្រពន្ធ»
SY	Younger sister	ប្អូនស្រី
SYL	Younger sister in law	ប្អូនថ្លៃស្រី
U	Uncle	ពូ, អុំប្រុស
UL	Uncle in law	ពូ, អុំភ្នែកប្រុស
UO	Older Uncle	អីប្រុស
UY	Younger Uncle	ពូ
W	Wife	ប្រពន្ធ

Other in-laws just add 'L' after the code (e.g. BgL for Older sibling in law = បងថ្លៃ, ML for Mother in law = ម្តាយភ្នែក, FL for Father in law = ឪពុកភ្នែក)

Appendix 8: LIST OF OCCUPATIONS

from HURIDOCs standard formats supporting documents.

Appendix H: List of occupations (p.87-93).

<http://home.iprolink.ch/~huridocs/hsdhoccu.htm>

[for use in CBIO field 220]

.1 Legislators, Senior Officials and Managers

- .11 Legislators and administrators (people who carry major responsibilities in an organisation)
 - .111 Legislators (e.g., parliamentarians)
 - .112 Senior government officials
 - .1121 State; national
 - .1122 Regional; provincial
 - .1123 Municipal; city; town; village
 - .1124 Military civilian administration
 - .113 Traditional chiefs and heads of villages
 - .114 Senior officials of special-interest organisations
 - .1141 Senior officials of political party organisations
 - .1142 Senior officials of employers', workers' and other economic-interest organisations - e.g., labour unions
 - .1143 Senior officials of humanitarian and other special-interest organisations - e.g., Red Cross
- .12 Corporate managers (manage large enterprises including the management of at least three executives)
- .13 General managers (manage their own enterprise or an enterprise with the assistance of maximum one executive)
 - .131 Manager of an agricultural enterprise

.2 Professionals and Academics (holding a university degree)

- .21 Physical, mathematical and engineering science professionals e.g., physicists, chemists, mathematicians, computing professionals, architects, engineers, etc.)
- .22 Life science and health professionals
 - .221 Life science professionals (e.g., biologists, zoologists, pharmacologists, agronomists, etc.)
 - .222 Health professionals (except nursing) (e.g., medical doctors, dentists, pharmacists, psychiatrists, etc.)
 - .223 Nursing and midwifery professionals (university trained)
- .23 Teaching professionals
 - .231 College, university and higher education teaching professionals
 - .232 Secondary education teaching professionals
 - .233 Primary and pre-primary education teaching professionals (university trained)
- .24 Other professionals
 - .241 Business professionals (e.g., accountants, personnel professionals, middle management, etc.)
 - .242 Legal professionals
 - .2421 Lawyers
 - .2422 Judges
 - .243 Archivists, librarians and related information professionals

- .244 Social and related science professionals (e.g., sociologists, historians, psychologists, academics, translators, interpreters, etc.)
 - .2446 Social workers
- .245 Writers, creative and performing artists
 - .2451 Authors, journalists, poets, editors and other writers
 - .2452 Sculptors, painters and related artists
 - .2453 Composers, musicians, and singers
 - .2454 Choreographers and dancers
 - .2455 Film, stage and related actors and directors
 - .2456 Publishers of books, newspapers, magazines and other materials
- .246 Religion professionals (e.g., ministers, priests, nuns, monks, etc.)

.3 Technicians and Associate Professionals (generally have post high school training)

- .31 Physical science and engineering associate professionals (including chemical, engineering, electronics technicians)
 - .311 Computer assistants and computer equipment controllers
 - .312 Optical and electronic equipment controllers (including medical equipment controllers)
 - .3121 Photographers and audio-visual recording equipment controllers
 - .3122 Broadcasting and telecommunications equipment controllers
 - .314 Ship and aircraft controllers and technicians (including pilots, ships' engineers, etc.)
 - .315 Building, safety, health and quality inspectors
- .32 Life science and health associate professionals (e.g., agronomy, forestry, and farming advisors, etc.)
 - .321 Modern health associate professionals (except nursing) e.g., dieticians, optometrists, opticians, dental assistants, physiotherapists, etc.
 - .322 Nursing and midwifery associate professionals (practical nurses, orderlies, etc.)
 - .323 Traditional medicine practitioners and faith healers
- .33 Teaching associate professionals (e.g., teaching aids, teachers without a university degree)
- .34 Other associate professionals (e.g., securities and finance dealers and brokers, insurance representatives, sales representatives, buyers, appraisers, auctioneers, trade brokers, bookkeepers, etc.)
 - .341 Government workers (except clerical workers)
 - .3411 Customs and border inspectors
 - .3412 Tax and excise officials
 - .3413 Welfare and pension officials
 - .3414 Licensing officials

If desired, add the following numbers in the fifth decimal place to subdivide:

- 1 State; national
- 2 Regional; provincial
- 3 Municipal; city; town; village
- 4 Military civilian administration

Examples:

- .34144 Licensing official in the military civilian administration
- .34103 City government worker
- .343 Artistic, entertainment and sports associate professionals, e.g, radio, television and other announcers; athletes; entertainers, musicians, singers and dancers etc.
- .35 Paid workers in special interest organisations
 - .351 Political

- .352 Disarmament
- .353 Environmental
- .354 Human rights
- .355 Peace
- .356 Union
- .357 Women's issues
- .358 Non-ordained religion associate professionals and church workers
- .359 Social
- .360 Community

- .4 Clerks**
- .41 Office clerks and secretaries
 - .411 Government clerks
 - .4111 State; national
 - .4112 Regional; provincial
 - .4113 Municipal; city; town; village
 - .4114 Military civilian administration
- .42 Customer services clerks (including cashiers, tellers, bet bookmakers, pawn brokers, moneylenders, debt collectors, travel agency clerks, receptionists, etc.)

- .5 Service Workers and Shop and Market Sales Workers**
- .51 Personal and protective services workers and guards (e.g. barbers)
 - .511 Travel attendants and guides (e.g., flight attendants and transport conductors, travel guides, etc.)
 - .512 Housekeeping and restaurant services workers, housekeepers, cooks, waiters, bartenders)

 - .513 Personal care workers (e.g., child care workers, institutional personal care workers, etc.)
 - .514 Astrologers, fortune-tellers and related workers
 - .515 Protective services workers
 - .5151 Fire-fighters
 - .5152 Policemen; policewomen
 - .5153 Prison guards
 - .5154 Detectives
- .52 Salespersons, demonstrators and models
 - .522 Stall and market salespersons
 - .523 Fashion and other models
 - .524 Prostitutes; call girls

- .6 Skilled Agricultural and Fishery Workers**
- .61 Market-oriented skilled agricultural and fishery producers
 - .611 Market gardeners and crop growers
 - .612 Market-oriented animal producers, e.g., dairy, poultry, sheep etc.
 - .613 Forestry and related workers
 - .614 Fishery workers, hunters and trappers
- .62 Subsistence agricultural and fishery workers (for personal, not commercial use)

- .7 Craft and Related Workers**

- .71 Extraction and building workers (e.g., painters, roofers, plumbers, miners and blasters, stone cutters, builders, bricklayers, stone masons, etc.)
 - .72 Metal and machinery trades workers (e.g., blacksmiths, toolmakers, car mechanics, radio and television servicers, telegraph and telephone installers, etc.)
 - .73 Precision, handicraft and related trades workers (artisans who work with metal, clay, glass, wood, textile, leather etc.)
 - .731 Printing and related trades workers
 - .74 Other craft and related trades workers (including food and related products processing trades workers (e.g., meat and fish butchers, bakers); cabinet makers, wood treaters, etc; textile and garment trades workers; pelt, leather and shoemaking trades workers.)
- .8 Plant and Machine Operators and Assemblers**
- .81 Industrial plant operators (including machine operators and assemblers e.g., in mining and mineral-processing plants, glass and ceramics kiln plants, woodprocessing and paper-making plants, chemical processing plants, power generating plants, automated assembly-lines, rubber and plastics products machines, printing, binding and paper products machines, textile products machines, etc.)
 - .83 Drivers and mobile machinery operators
 - .831 Railway engine drivers and related workers (including breakers, signallers, etc.)
 - .832 Motor vehicle drivers
 - .8321 Motorcycle drivers
 - .8322 Car, taxi and light van drivers
 - .8323 Bus and tram drivers
 - .8324 Heavy truck drivers
 - .833 Agricultural, earthmoving, lifting and other mobile materials-handling equipment operators
 - .834 Ships' deck crews and related workers
- .9 Elementary Occupations**
- .91 Sales and services elementary occupations
 - .911 Street vendors and related workers
 - .9111 Street food vendors
 - .9112 Street vendors, other products
 - .9113 Door-to-door and telephone salespersons
 - .912 Shoe cleaning and other street services
 - .913 Domestic helpers and cleaners, including domestic cooks
 - .9131 Domestic helpers and cleaners
 - .9132 Helpers and cleaners in offices and hotels and related workers
 - .9133 Hand launderers and pressers
 - .914 Building caretakers and window cleaners
 - .915 Messengers, watchers and security workers
 - .916 Garbage collectors and related labourers
 - .92 Agricultural, fishery and related labourers
 - .921 Agricultural and fishery labourers
 - .9212 Forestry labourers
 - .9213 Fishery, hunting and trapping labourers
 - .93 Labourers in mining, construction, manufacturing and transport
 - .931 Mining and construction labourers

- .9311 Mining and related labourers
- .9312 Construction and maintenance labourers (roads, dams and similar constructions)
- .9313 Building construction labourers
- .932 Manufacturing labourers
- .933 Transport labourers
 - .9331 Freight handlers
 - .9332 Hand and pedal vehicle drivers (bicycle and rickshaw drivers)
 - .9333 Drivers and operators of animal drawn vehicles and machinery
- .99 Temporary day labourer

.0 Armed Forces

- .01 Army
- .02 Navy
- .03 Air forces
- .04 Reserve forces
- .05 Guerrilla

Other

- 1.1 Unemployed
- 1.2 Student
 - 1.21 University; post-secondary
- 1.3 Beggar; street dweller
- 1.4 Volunteer workers in special interest organisations
 - 1.41 Political
 - 1.42 Disarmament
 - 1.43 Environmental
 - 1.44 Human rights
 - 1.45 Peace
 - 1.46 Union
 - 1.47 Volunteer worker in a co-operative
 - 1.48 Non-ordained religious and church volunteer worker
 - 1.49 Social
 - 1.51 Community
 - 1.53 Women's issues

9.1 Unknown

9.9 Other

9.91 Other specific.

Organisations may use this category to specify particular occupations or situations not covered above but required for documentation. Decoding information must be included in information intended for communications.

Appendix 9: PERSECUTION CODES

from HURIDOCS standard formats supporting documents

Appendix J: Type of event (p.97-112).

<http://home.iprolink.ch/~huridocs/hsdjtype.htm>]

[for use in CBIB fields 960 & 965 and CBIO fields 360 & 370]

The following codes are the result of an attempt to classify the type of events that might be documented. As with Supporting Document B: "**Index Terms**", it is impossible to create a comprehensive list. However, it does cover a broad range of events and HURIDOCS regards it as a starting point for further development.

The list reflects the concepts which were thought to be useful by those who participated in the development of *HURIDOCS Standard Formats - a Tool for Documenting Human Rights Violations*. HURIDOCS, 1993.

Categories

- 01 Deaths and killings
- 02 Attempted killing, physical assault or wounding
- 03 Death threats
- 04 Arrest, detention and incarceration
- 05 Torture
- 06 Domestic violence involving a spouse
- 07 Violence involving children or dependents
- 08 Domestic hardship
- 09 Disappearances and kidnapping
- 10 Control of movement of individuals
- 11 Control of movement of groups
- 12 Restrictions on personal expression and assembly
- 13 Destruction, impairment, closure and/or confiscation of personal property or
institutions
- 14 Labour-related event
- 15 Failure to enforce, prosecute and punish violators
- 16 Electoral fraud and intimidation
- 17 Actions involving land and environment
- 18 Denial of education or admission to a particular school
- 19 Collective punishments
- 20 Discrimination other types listed above

01	<i>Deaths and killings</i>		Examples:
01.51	Summary execution including judicial execution of prisoners of conscience		Death in a political party office Entry: 01.6643
01.52	Killing in armed conflict between government and opposition forces	01.97	Death in a mosque Entry: 01.66472
01.53	Killing by torture	01.98	Death due to unknown causes
01.54	Killing by abuse of power in a legal process through the excess use of force by public officials	01.99	Death due to natural causes Other (specify)
01.55	Killing in demonstrations, crowd control, attacks on buildings, bombs etc.	02	<i>Attempted killing, physical assault or wounding</i> Use headings under 05 if the assaults occur while in detention.
01.56	Extrajudicial execution outside any legal proceedings including murder, shooting, assassination and death squads	02.1	Shooting Use 12.92 for indiscriminate shooting into a crowd
01.561	By authorities or those acting on their behalf	02.2	Beating
01.562	By underground organisations, opposition groups, guerrillas	02.21	Slapping, kicking or punching
01.563	By civilians unidentified with particular groups	02.22	Flogging, blows with rifles, straps, whips, sticks etc.
01.57	Genocide	02.23	Attacks with knives and/or other sharp instruments
01.58	Suicide	02.24	Maiming or breaking bones
01.59	Killing by negligence	02.3	Staged accidents
01.591	Denial of food	02.4	Burns
01.592	Denial of medical attention or treatment	02.5	Sexual molestation and rape
01.60	Massacre or mass killing	02.51	Physical harassment and touching
01.61	Killing in a conflict between communities, ethnic groups, villages etc.	02.52	Forced performance of sexual acts other than rape
01.62	Legal execution; Capital punishment	02.53	Rape by someone of the opposite sex
01.63	Death while in detention or police custody (Use code 01.53 if torture was the main cause of death)	02.54	Rape by someone of the same sex
01.631	Death in extermination, concentration or labour camps	02.6	Asphyxiation
01.64	Death in transport e.g., deportations, forced marches	02.7	Bombing Bombing in a particular place can be indicated by adding code numbers from Supporting Document M: "Locations" to the end of code 02.7. Ignore the decimal point in the code numbers from Supporting Document M.
01.641	Death in a refugee or evacuation centre		Examples: Bombing at the victim's home Entry: 02.7011
01.65	Death in a real or supposed accident		Bombing at the victim's workplace Entry: 02.702
01.651	"Staged" accident		Bombing a car Entry: 02.7637
01.66	Death in a particularly relevant place other than as listed above. If desired, code numbers from Supporting Document M: "Locations" may be added to the end of codes 01.66 to indicate the place of death. Ignore the decimal point in the code numbers from Supporting Document M.	02.9	Bombing a human rights office Entry: 02.744
		02.91	Other
		02.92	Slight or temporary physical effects Permanent or severe physical

	effects		For codes 04.06 to 04.13, if desired and relevant, add the following supplementary numbers in the third and fourth decimal place to create a more specific entry.
02.93	Intent to kill		
02.94	Post-traumatic stress syndrome		
03	<i>Death threats</i>		<i>Supplementary numbers</i>
	Use 05.73 if these threats occur while in detention.	01	No charge laid and no defence possible
03.1	Against the targeted person	02	Charge laid but no defence presented
03.2	Against a family member of the targeted person	03	Charge laid and defence presented by the accused without legal counsel
03.3	Against a colleague or work associate of the targeted person	04	Charge laid and defence presented by legal counsel
03.4	Against a friend of the targeted person	05	Collective group trial with legal representation
03.5	Against someone working on behalf of the targeted person	06	Collective group trial without legal representation
03.51	Lawyer		
03.52	Human rights worker		
04	<i>Arrest, detention and incarceration</i>	10	No legal counsel permitted
04.01	Held in a psychiatric institution as reprisal for action or beliefs	11	No legal counsel requested
04.02	Held in labour, concentration or extermination camps	12	Legal counsel provided before indictment
04.03	Held in special camps or barracks other than government or military facilities	13	Legal counsel provided after the indictment but before the trial
04.04	Held in forced, involuntary service eg. Slavery, forced prostitution	14	Legal counsel provided during interrogation
04.05	Held in a Prisoner of War camp	15	Legal counsel provided before signing a statement
04.06	Held in a government or military facility without any legal authorisation, no charge, no trial	16	Legal counsel provided after signing a statement
04.07	Held under administrative detention	17	Legal counsel present at trial, but not permitted to defend the victim
04.08	Held under emergency, state of siege or special law suspending individual rights	18	Private consultation with legal counsel permitted
04.09	Held and charged for free speech or nonviolent political crimes	19	Consultation with legal counsel permitted with others present
04.10	Held and charged under ordinary law for non-lethal violations where sentence is disproportionate (eg. Maiming as a punishment for disorderly assembly)	20	No consultation with legal counsel permitted
04.11	Held and charged with a specific crime against persons or property	21	Accused not present during trial
04.12	Held and charged with non-violent crimes against the state	22	Accused not kept informed
04.13	Held and charged with violent crimes against the state	23	Accused compelled to testify against her/himself
		24	Examination of witnesses not permitted
		31	Counsel appointed by the state
		32	Counsel provided by voluntary or human rights organisation
		33	Counsel chosen by client
		34	Counsel paid for by client
		41	Captors deny that victim is being held
		42	Location is unknown
		43	Family is not notified

44	Communication is not permitted with family		Violations" in: <i>Human Rights Quarterly</i> , v. 8(4) of November 1986. p. 648-649 and input from other experts. For symptoms and signs of torture, see "Medical Aspects of Torture" by Ole Vedel Rasmussen in <i>SOS Torture</i> , November 1990, p. 24-26.
45	Communication is not permitted with Red Cross		The following codes refer to occurrences while in detention.
46	Communication is not permitted with human rights monitors		Physical assault
47	Communication is not permitted with other NGO's		Beating
48	Observers requested but not permitted		Slapping, kicking or punching
49	Observers requested and permitted	05.2	Blows with rifle butts, whips, straps, heavy sticks, wet towels etc.
		05.21	Attacks with knives or other sharp instrument
61	Complete translation into appropriate language provided	05.211	Maiming or breaking bones
62	Partial or incomplete translation provided	05.212	Particular beating techniques:
63	Translation required but not provided	05.213	"Telefono" - clapping on ears with the mouth shut
		05.214	"Falanga" - beating of soles of the feet.
		05.219	"Operating table" - the victim is forced to lie on a table with the upper half of the body unsupported and the abdomen is beaten
		05.2191	Forced jumping or being thrown from heights
		05.2192	Burns - indicate the part of the body burned
		05.2193	Boiling water
			Cigarettes
			Chemicals
			Burning sticks or live fire
		05.25	Sexual molestation and rape while in detention
		05.251	Physical assault and touching
		05.252	Forced performance of particular sexual acts excluding actual rape
04.97	Held in a particularly relevant place other than those listed above. If desired, code numbers from Supporting Document M may be added to the end of codes 04.97 to indicate the place of detention. Ignore the decimal point in the code numbers from Supporting Document M. Example: Held in a mine or mining site Entry: 04.9715	05.22	Rape by someone of the opposite sex
		05.24	Rape by someone of the same sex
		05.241	Introduction of inanimate objects into the vagina or rectum
		05.242	Introduction of animate objects into the vagina or rectum (spiders, mice etc.)
		05.243	Electric shock of genital areas
		05.244	"Black slave" - an electric apparatus which inserts a heated metal skewer into the victim's anus
		05.25	Asphyxiation
04.98	Held for unknown reasons		
04.99	Other (specify)		
05	Torture These torture methods were classified using the Allodi's "Self Reporting Questionnaire" from "Medical Aspects of Torture", by Ole Vedel Rasmussen in: <i>Danish Medical Bulletin</i> , v. 37, January 1990, p. 72; Randy B. Reiter; M.V. Zunzunegui, M.V. and Jos-Quiroga - "Guidelines for Field Reporting of Human Rights		

05.261	Strangling	05.48	Overcrowding with minimal food and comfort for more than 48 hours
05.262	"Submarino seco" (putting the head in a plastic bag)		
05.263	Submarine - includes the use of water	05.6	Stress to the senses
05.2631	"Submarino mojado" (immersion in filthy fluid such as water with urine and excrements).	05.61	Loud noises or music
		05.62	Screams and voices
		05.63	Powerful lights
05.27	Forced postures	05.64	Blindfolding
		05.65	Bound or tied up
05.271	Suspension: hanging the victim by thumbs, arms or legs	05.651	Immobilised completely
05.2711	"Pau de arara" (parrot's perch) or hanging the victim from a stick between knees and arms bound tightly together.	05.66	Exposure to extreme heat or cold
		05.7	Psychological torture and ill-treatment
		05.71	Verbal abuse
05.272	"Planton" or forced standing, often under the elements, for many hours	05.72	Threats (not including death threats)
		05.721	Against self
05.273	Stretching or "potro": stretching of limbs and trunk	05.722	Against family
		05.723	Against friends or colleagues
05.274	Forced sitting or kneeling	05.73	Death threat
05.2741	"Saw horse" - victim is forced to sit straddling a metal or wooden bar	05.731	Against victim
		05.7311	Simulated execution
05.28	Nail removal	05.732	Against family
		05.733	Against colleagues
05.281	Fingernails	05.734	Against friends
05.282	Toe nails	05.735	Against people reporting or working on behalf of the victim (eg. lawyer, human rights activist or NGO)
05.31	Use of animals (rats, mice, spiders, dogs). Use 05.256 if these were used as part of sexual molestation	05.74	False accusations
		05.75	Hypnosis
05.32	Electrical shock See also 05.257	05.76	Degradation
		05.761	Deprivation of personal hygiene (lack of access to toilets, showers, sanitary supplies)
05.321	"Picana" or "parrilla" - use of heavy metal bed frame.		
05.33	Medical experimentation	05.762	Nakedness
05.34	Amputation	05.763	Abuse with excrement
05.4	Deprivation	05.764	Being forced to act in a degrading way (bark like a dog, dance etc.)
05.41	Deprived of food (more than 48 hours)	05.77	Torture as a witness
		05.771	Victim is forced to watch or listen to the torture of others
05.411	Forced feeding		
05.412	Hunger strike	05.7711	Family
05.42	Deprived of water (more than 48 hours)	05.7712	Friends or colleagues
		05.7713	Other prisoners
05.43	Deprived of regular sleep (less than four hours per night for five days or longer or more than 24 hours continuously)	05.772	Family or friends are present during victim's torture
		05.78	Psychological games
05.44	Deprived of needed medical care for more than 48 hours	05.781	Change of repressor role to that of ally in order to disorient the victim
05.45	Deprived of needed medication for more than 48 hours		
05.46	Immobilised and placed in total darkness for more than 48 hours	05.8	Pharmacological manipulation - use of oral, intramuscular or intravenous drugs to break the victim's will or harm him/her.
05.47	Placed in isolation for more than 72 hours		Indicate the name of the drug if

	known.		
05.81	The effect of the drug is mainly physiological	07.2531	sex
		07.254	Incest
05.82	The effect of the drug is mainly psychological	07.2541	Rape by someone of the same sex
			Incest
		07.26	Asphyxiation
		07.4	Deprivation
		07.41	Deprived of food
06	<i>Domestic violence involving a spouse</i>	07.42	Deprived of clean water supply
		07.44	Deprived of medical care
06.2	Physical assault	07.45	Deprived of needed medication
06.21	Beating	07.7	Psychological abuse
06.211	Slapping, kicking or punching	07.71	Verbal abuse
06.212	Flogging, blows with whips, sticks etc.	07.711	Sexual verbal abuse without violence
06.213	Attacks with knives and sharp instruments	07.72	Threats (not including death threats)
06.214	Maiming or breaking bones	07.73	False accusations
06.23	"Supposed" accidents	07.74	Death threats
06.24	Burns		
06.25	Sexual molestation and rape	08	<i>Domestic hardship</i>
06.251	Unwanted physical sexual harassment and touching	08.1	Separation of spouses
06.252	Forced performance of particular sexual acts excluding actual rape	08.2	Separation of parents and children
06.253	Rape	08.3	Homelessness
06.26	Asphyxiation	08.4	Reproductive control
06.7	Psychological abuse	08.41	Enforced sterilisation
06.71	Verbal abuse	08.42	Enforced abortion
06.711	Sexual verbal abuse without violence	08.43	Enforced pregnancy
		08.5	Denial of food and food aid
06.72	Threats (not including death threats)	09	<i>Disappearances and kidnapping</i>
06.73	False accusations	09.1	Possible disappearance
06.74	Death threats	09.2	Attempted kidnapping
		09.9	Disappeared from a particular place.
			If desired, code numbers from Supporting Document M may be added to the end of code 09.9 to indicate the place of disappearance. Ignore the decimal point in the code numbers from Supporting Document M.
07	<i>Violence involving children or dependents</i>		Examples:
07.2	Physical assault		Disappeared from Military administration offices
07.21	Beating		Entry: 09.922
07.211	Slapping, kicking or punching		Disappeared from a newspaper office
07.212	Flogging, blows with whips, sticks etc.		Entry: 09.946
07.213	Attacks with knives and sharp instruments		
07.214	Maiming and breaking of bones		
07.23	"Supposed" accidents		
07.24	Burns		
07.25	Sexual molestation, incest and rape		
07.251	Unwanted physical sexual harassment and touching	10	<i>Control of movement of individuals</i>
07.252	Forced performance of particular sexual acts excluding rape or incest	10.1	Curfew
07.253	Rape by someone of the opposite	10.2	House arrest
		10.3	Travel restrictions within the country

10.4	Internal exile. Exit permit not granted		12.22	Disarmament
			12.23	Environmental concerns
10.5	Deportations outside the country or occupied territory. External exile, banishment.		12.24	Human rights
			12.25	Peace
10.6	Right of return denied		12.26	Labour issues
10.7	Individuals denied asylum		12.28	Religion
10.8	Displacement of persons within the country		12.29	Social issues
			12.32	Community issues
10.9	Surveillance		12.33	Women's issues
			12.34	Literature
			12.35	The arts (artisans, artists, film-makers, dance troupes, musicians, actors etc.)
11	<i>Control of movement of groups</i>			
11.1	Curfew of villages, camps, towns, communities		12.36	Newspapers, news agencies, media offices
11.2	Pass laws restricting travel to certain areas by certain groups	12.4		Totally banning certain groups or membership of them
11.3	Group displacements and involuntary resettlement in hamlets, reserves, villages, camps etc. within the country		12.41	Political party or group
			12.42	Disarmament group
			12.43	Environmental concerns group
			12.44	Human rights group
11.4	Group displacements without resettlement		12.45	Peace group
			12.46	Union
11.5	Displacements of groups out of the country		12.47	Co-operative
			12.48	Religious group
11.6	Refugees denied asylum		12.49	Social group or club
11.61	Refugees returned to country of origin		12.51	Press; media
			12.52	Community group or club
11.62	Refugees deported to another country		12.53	Women's group
			12.56	Newspapers, news agencies, media offices
11.63	Refugees denied entry			Banning of particular meeting(s), disallowing freedom of assembly
11.7	Round ups of groups of people	12.6		Political party or group
			12.61	Disarmament group
12	<i>Restrictions on personal expression and assembly</i>		12.62	Environmental concerns group
12.1	Electronic surveillance. If desired, code numbers from Supporting Document M may be added to the end of code 12.1 to indicate the place of electronic surveillance. Ignore the decimal point in the code numbers from Supporting Document M.		12.63	Human rights group
	Examples:		12.64	Peace group
	Electronic surveillance of a political party office.	12.8	12.65	Union
	Entry: 12.143		12.66	Co-operative
	Electronic surveillance of a bank		12.67	Religious group
	Entry: 12.112		12.68	Social group or club
			12.69	Press; media
			12.71	Community group or club
			12.72	Women's group
			12.73	Banning of specific languages
			12.81	Arrest for use of such languages. If desired, add language letter codes from Supporting Document D
12.2	Censorship, press restrictions and prohibitions on speech, writings or work of specific individuals or publications concerned with:	12.9		Indiscriminate attacks on assemblies and crowds
			12.91	Use of tear gas
			12.911	Beyond dosage recommended by manufacturer
12.21	Politics		12.912	In small spaces

12.92	Indiscriminate shooting	14.27	Surveillance of union members
12.93	Indiscriminate beating	14.3	Restrictions on union activities
12.94	Indiscriminate police charges	14.31	Union dissolved or suspended
12.95	Government covert acts and agents provocateurs, staging incidents leading to violence	14.32	Refusal of recognition of union
13	<i>Destruction, impairment, closure and/or confiscation of personal property or institutions</i>		For banning of union meetings and prohibitions to meet use code 12.66. For banning of the union altogether, use code 12.46. For destruction, impairment, closure of offices and/or confiscation of union property use code subdivisions under 13.
13.1	Looted and vandalised		Example:
13.2	Burned, demolished or totally destroyed		Union offices burned
13.3	Raided or searched illegally		Entry: 13.242
13.4	Partially closed or sealed		
13.5	Totally closed or sealed and access is totally denied	14.4	Gender discrimination and harassment
13.6	Papers or records are confiscated or destroyed	14.41	Sexual harassment in the workplace
13.7	Property, land or buildings are confiscated	14.411	Verbal
13.8	Equipment and possessions are confiscated	14.412	Physical
		14.42	Denial of equal pay because of gender
	If desired, code numbers from Supporting Document M may be added to the end of codes 13.1 to 13.8 to create a more specific entry. Ignore the decimal point in the code numbers from Supporting Document M.	14.43	Denial of promotion because of gender
	Examples:	14.5	Non-payment of wages
	Victim's home is totally closed or sealed	14.51	Refusal to pay at all
	Entry: 13.5011	14.52	Refusal to pay minimum wage
	Records of a private business are confiscated or destroyed	14.53	Refusal to pay bonuses
	Entry: 13.6131	14.54	Refusal to pay full amount
	Human rights office illegally raided and searched	14.6	Discrimination in the workplace (other than gender)
	Entry: 13.344	14.61	Due to race, ethnic background or nationality
14	<i>Labour-related event</i>	14.62	Due to social or economic class
14.1	Involuntary labour	14.63	Due to religion
14.11	Bonded labour	14.64	Due to political activities or beliefs
14.12	Debt bondage	14.7	Denial, restrictions or revocation of licenses
14.13	Child labour	14.8	Strike-breaking
14.2	Restrictions on free labour union members	14.9	Improper working conditions
14.21	Members prevented from attending union meetings	14.91	Hazardous conditions
14.22	Physical attacks at union meetings	14.92	Deterioration of working conditions
14.23	Lay-off or dismissal due to union activity	15	<i>Failure to enforce, prosecute and punish violators</i>
14.24	Demotion due to union activity	15.1	Cover-up of police brutality, torture and other human rights violations
14.25	Transfer due to union activity	15.11	Press prohibitions and censorship concerning a specific violation or event
14.26	Lack of promotion due to union activity		

- 15.12 Measures to inhibit inquiries into an event or violation
- 15.2 Total denial of a violation or event
- 15.3 Failure of authorities to acknowledge or prosecute perpetrators
- 15.4 Failure of authorities to punish perpetrators
- 15.5 Minor punishment or sentence grossly inappropriate for seriousness of the violation

16 *Electoral fraud and intimidation*

- 16.1 National
- 16.2 District; Region; Province
- 16.3 City
- 16.4 Municipality
- 16.5 Town
- 16.6 Village
- 16.7 Community

17 *Actions involving land and environment*

- 17.1 Intentional poisoning or release of toxic material
- 17.2 Intentional pollution
- 17.3 Intentional flooding or rendering it untillable

18 *Denial of education or admission to a particular school*

- 18.1 Due to race, ethnic background or nationality
- 18.2 Due to social or economic class
- 18.3 Due to religion
- 18.4 Due to political activities or beliefs

19 *Collective punishments*

20 *Discrimination other than types listed above*

- 20.1 Due to race, ethnic background or nationality
- 20.2 Due to social or economic class
- 20.3 Due to religion
- 20.4 Due to political activities or beliefs

Appendix 10: SEARCH MANUAL FOR CTS DATABASE - TUOL SLENG PHOTOGRAPHS

When searching for photographs in the CTS Database, there are a few points we recommend you keep in mind:

Gender: when searching for a specific gender, you must enter “Sex= “ and then the appropriate code. (Codes being M = male, F = female, U = unclear)
eg. Sex= F

Tag Numbers: when searching for photographs with a specific tag number, you must enter the search term “Tag=“ and then the number.
eg. Tag= 255

Age Group: when searching for a photograph of a person in a specific age group, you must enter “Age=“ and then the appropriate code. (Codes being B = baby, C = child, Y = youth, A = adult, E = elderly).
eg. Age= A

It must also be remembered, that at the time of coding of these photographs, precise ages of individuals were not known, and had to be guessed at. Hence, when looking for someone who borders on the line between an adult and say youth, check both categories, if you do not find them in your first category.

View: if searching for a particular angle of the photograph, enter search terms as “View=“ and the appropriate code. (Codes being F = front view of head and shoulders of person, B = front view of whole person, P = profile view of person, G = group, S = site, M = mass grave, E = equipment).
eg. View= F

Clothing: when searching for particular types of clothing on individuals in photographs, you must enter the search term “Clothing=“ and then appropriate code. (Codes being C = clothed, U = unclothed, D = draped with krama, M = wearing uniform with military insignia, O = other).
eg. Clothing= D

It must be remembered that, in frontal shots where only the top of a person is seen, if no clothing is apparent on them then they are classed as unclothed. Whereas, if the top of pants are visible and no shirt is worn, they are still classed as clothed. It must also be remembered that, whilst some people might be wearing items of military clothing, unless military insignia are clearly visible they have been entered as just being clothed.

Names: when searching for a name, it is enough to enter the surname for western names, and direct order for Khmer names. Hence, it is enough to enter just a surname, or any part of the Khmer name with truncation, for retrieval of items. Until names are entered into the database it must be remembered that the code "Y" is also used in field 840^c (Photo Contents clothing), and so when searching for photographs with names on them the search expression must be limited to field 820 (Name on Photo).
eg. Ung B\$

Date on Tag: when searching for a date you must enter the search term “Tag date=“ and then the appropriate date. Dates are entered Year then month then day, eg YYYYMMDD.

Appendix 11: FIELD DEFINITION TABLES

CBIB.FDT

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
1	Record Identifier	10	X		
10	ISBN	50	X	R	abdz
11	ISSN	30	X	R	abdyz
20	National Bibliography Number	50	X	R	abz
21	Legal Deposit Number	50	X	R	abz
22	Government Publication Number	50	X	R	abz
40	CODEN (Serials)	30	X	R	az
71	Publ.'s no. (sound rec & music	50	X	R	ab
100	General Processing Data	60	X		abcdefghijkl
101	Language	50	X	R	abcdefghijkl
102	Country of Publication	20	X		ab
105	Coded: Books	27	X		abcdefg
110	Coded: Serials	15	X		a
115	Coded: videos & film	40	X	R	ab
116	Coded: graphics	8	X	R	a
122	Coded: time period of item	15	X	R	a
125	Coded: sound rec. & print mus	10	X		ab
126	Coded: sound rec. - physical	24	X		ab
127	Coded: sound rec. - duration	30	X		a
128	Coded: musical perms & scores	50	X	R	abc
130	Coded: microforms	30	X	R	a
200	Title & Statement Responsib.	1000	X	R	abcdefghizv67
205	Edition statement	50	X	R	abdfg
207	Serials Numbering	120	X	R	az67
208	Printed music statement	50	X	R	ad
210	Publication, Distribution etc	200	X	R	acdefgh67
211	Projected publication date	10	X	R	a
215	Physical Description	100	X	R	acde
225	Series	200	X	R	abefhivxz67
300	General Note	300	X	R	a
301	Note (Identification numbers)	300	X	R	a
302	Note (Coded information)	300	X	R	a
303	Note (Descriptive Information)	300	X	R	a
304	Note (Title & Statement Resp.)	300	X	R	a
305	Note (Edition & Bib. History)	300	X	R	a
306	Note (Publication)	300	X	R	a
307	Note (Physical Description)	300	X	R	a
308	Note (Series)	300	X	R	a
310	Note (Binding & avail.)	300	X	R	a
311	Note (Linking fields)	300	X	R	a
312	Note (Related titles)	300	X	R	a
313	Note (Subject access)	300	X	R	a
314	Note (Intellectual respons.)	300	X	R	a
315	Note (Material specific info.)	300	X	R	a
316	Note (Copy in Hand)	300	X	R	a
317	Note (Provenance)	300	X	R	a

Field Definition Table (FDT)
Data Base: CBIB

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
318	Note (Copy in hand)	300	X	R	a
320	Note (Internal biblio./index)	300	X	R	a
321	Note (External biblio./index)	300	X	R	abx
322	Note (Credits)	300	X	R	a
323	Note (Caste)	300	X	R	a
324	Note (Facsimile)	300	X	R	a
326	Frequency statement	100	X	R	ab
327	Contents note	1000	X	R	a
328	Thesis note	300	X	R	a
330	Summary or abstract	1000	X	R	a
332	Preferred citation	300	X	R	a
333	Users/audience note	300	X	R	a
336	Type of computer file	300	X	R	a
345	Acquisition Information	300	X	R	abcd
410	Series	500	X	R	1a67
411	Subseries	200	X	R	1a67
421	Supplement	200	X	R	1a67
422	Parent of Supplement	200	X	R	1ab67
423	Issued with	200	X	R	1a67
430	Continues	200	X	R	1a67
431	Continues in Part	200	X	R	1a67
434	Absorbed	200	X	R	1a67
435	Absorbed in Part	200	X	R	1a67
436	Formed by Merger of	200	X	R	1a67
440	Continued By	200	X	R	1a67
441	Continued in Part By	200	X	R	1a67
444	Absorbed by	200	X	R	1a67
445	Absorbed in Part By	200	X	R	1a67
446	Split into	200	X	R	1a67
447	Merged With xxx to Form	200	X	R	1a67
448	Changed Back To	200	X	R	1a67
451	Other Edition in Same Medium	200	X	R	1ab
452	Edition in Different Medium	200	X	R	1ab67
453	Translated as	500	X	R	1a67
454	Translation of	500	X	R	1a67
461	Set	200	X	R	1a67
462	Subset	200	X	R	1a67
463	Piece	200	X	R	1a67
464	Piece-Analytic	200	X	R	1a67
488	Other Related Work	200	X	R	1a67
500	Uniform Title	500	X	R	abhiklmnqrsuvwxyz2367
501	Collective uniform title	500	X	R	abekmrsuvwxyz2367
503	Uniform conventional heading	500	X	R	abjdefhimnkl67
510	Parallel Title Proper	500	X	R	aeihjnz67
512	Cover Title	500	X	R	ae67
513	Added Title-Page Title	500	X	R	aehi67
514	Caption Title	500	X	R	ae67
515	Running Title	500	X	R	a67
516	Spine Title	200	X	R	ae67

Field Definition Table (FDT)
Data Base: CBIB

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
517	Other Variant Titles	200	X	R	ae67
520	Former Title	500	X	R	aehinjx67
530	Key Title	400	X	R	abj67
531	Abbreviated Title	200	X	R	ab67
532	Expanded Title	200	X	R	az67
540	Add. Title by Cataloguer	200		X	R a67
541	Trans. Title by Cataloguer	500	X	R	aehiz67
600	personal name subject	200	X	R	abcftxyz2367
601	Corporate Body Name as subject	200	X	R	abcdefghijklmnopqrstu2367
602	family name as subject	200	X	R	aftxyz2367
604	name and title as subject link	200	X	R	1a67
605	title used as subject	200	X	R	ahiklmnqxyz2367
606	Topical Name Used as Subject	1000	X	R	axyz23
607	Geographical Name as Subject	1000	X	R	axyz23
610	Uncontrolled Subject Terms	400	X	R	a67
660	Geographic Area Code	11	X	R	a
661	Time period code	30	X	R	a
670	Precis	100	X	R	bcez
675	UDC	20	X	R	avz
676	DDC	150	X	R	av
680	LCC	20	X	R	ab
686	Other Class Numbers	20	X	R	abcd
700	Personal Name (Primary)	200	X	R	abcdefg3467
701	Personal Name (Alternative)	500	X	R	abcdefg3467
702	Personal Name (Secondary)	500	X	R	abcdefg3467
710	Corporate Body Name (Primary)	200	X	R	abcdefgh3467
711	Corporate Body Name (Alt.)	500	X	R	abcdefgh3467
712	Corporate Body Name (Second.)	500	X	R	abcdefgh3467
720	Family Name (Primary)	100	X	R	af3467
721	Family Name (Alternative)	100	X	R	af3467
722	Family Name (Secondary)	100	X	R	af3467
801	Originating Source	100	X	R	abcg
802	ISDS Centre	6	X		a
900	Local Holdings	500	X	R	abc
920	Eng doc no./box no.	100	X	R	abc
921	Eng doc file name	100	X	R	ab
922	Fre doc no./box no.	100	X	R	abc
923	Fre doc file name	100	X	R	ab
924	Khmer doc no./box no.	100	X	R	abc
925	Khmer doc image file name	100	X	R	ab
940	current place - codes/names	1000	X	R	abcde67
942	KR zone - codes/names	500	X	R	abcdefg67
945	Date and place of capture	1000	X	R	a
950	Spare	1000	X	R	a
960	Subject name - Victims	200	X	R	abcgipqtx2367
965	Subject name - Perpetrators	200	X	R	abcgipqtx2367
990	Holdings	500	X	R	abc
999	Coded / Entered (999)	100	X	R	abc67

CBIO.FDT

Field Definition Table (FDT)

Data Base: CBIO

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
10	RECORD IDENTIFIER (010)	10	X		
20	NAME (020)	200	X	R	abcgn67z
40	OTHER NAMES (040)	1000	X	R	abcgn67z
60	GENDER (060)	100	X	R	67anz
65	ETHNICITY/NATIONALITY (065)	100	X	R	67anz
67	DK SOCIAL STATUS (067)	100	X	R	67anz
70	PHYSICAL CHARACTERISTICS (070)	100	X	R	67anz
80	BIRTH DATE (080)	100	X	R	67aonz
100	BIRTH PLACE (100)	100	X	R	67abcdelnz
120	DEATH DATE (120)	100	X	R	67anz
140	DEATH PLACE (140)	100	X	R	67abcdelnz
160	FATHER (160)	500	X	R	abcg67nxz
170	MOTHER (170)	500	X	R	abcg67nxz
180	RELATIVES (180)	1000	X	R	abcgnrs67xz
200	Non- or Pre-DK EDUCATION (200)	1000	X	R	antz67
220	Non or Pre-DK OCCUP/SOCIAL STAT(220)	1000	X	R	antz67
240	POLIT. PARTY/ORGANIZATION(240)	300	X	R	antyz67
260	DK ZONE 75-79 (260)	100	X	R	abcdefghijntz67
280	DK ORGANIZATION TYPE75-79(280)	200	X	R	antz67
300	ORGANIZATIONAL UNIT 75-79(300)	200	X	R	antz67
320	RANK OR POSITION pre 75 (320)	200	X	R	antz67
325	RANK OR POSITION 75-79 (325)	200	X	R	antz67
330	RANK OR POSITION post 79 (330)	200	X	R	antz67
340	SUPERIORS (340)	1000	X	R	abcgntxz67
350	SUBORDINATES (350)	1000	X	R	abcgntxz67
360	ALLEGED PERSECUTOR OF (360)	1000	X	R	abcginpqtxz67
370	ALLEGEDLY PERSECUTED BY (370)	1000	X	R	abcginpqtxz67
380	ACTIVITIES pre-1979(380)	1000	X	R	antyz67
385	ACTIVITIES post-1979(385)	1000	X	R	antz67
390	RESISTANCE (390)	1000	X	R	antz67
400	ASSOCIATES (400)	1000	X	R	abcgntxz67
440	ARREST HISTORY (440)	1000	X	R	abcynz67
450	PRISON HISTORY (450)	1000	X	R	abcdenz67
460	DATE OF EXECUTION (460)	100	X	R	anz67
500	SOURCES (500)	1000	X	R	an67
510	INTERNATIONAL INSTRUMENTS (510)	1000	X	R	anz67
520	INDEX TERMS (520)	1000	X	R	anz67
900	NAME LC romanised (900)	200	X	R	abcgn67z
920	NAME OF ENG DOC (920)	100	X	R	
921	IMAGE FILENAME ENG (921)	100	X	R	
922	NAME OF FRENCH DOC (922)	100	X	R	
923	IMAGE OF FRENCH DOC (923)	100	X	R	
924	NAME OF KHMER DOC (924)	100	X	R	
925	IMAGE OF KHMER DOC (925)	100	X	R	
926	NAME OF NONTEXT DOC (926)	100	X	R	
927	IMAGE OF NONTEXT DOC (927)	100	X	R	
995	ID OF CONTINUATION RECORD (995)	100	X	R	
997	INCLUDES FORMER RECORD (997)	1000	X	R	
999	CODED ENTERED (999)	100	X	R	abc67

CTS.FDT

Relevant fields from the CTS.FDT

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
810	Record ID (810)	10	X		
817	Provenance (817)	100	X	R	67a5
820	Name (820)	200	X	R	67abcgfnxz
830	Photo Description (830)	500	X	R	67abcdn
840	Photo Contents (840)	500	X	R	67abcdefnop
890	Holdings (890)	100	X	R	67abc
927	Image of Nontext Doc (927)	100	X	R	

Full list of fields from the CTS.FDT

Field Definition Table (FDT)

Data Base: CTS

Tag	Name	Len	Typ	Rep	Delimiters/Pattern
10	RECORD IDENTIFIER (010)	10	X		
20	NAME (020)	200	X	R	abcgn67z
40	OTHER NAMES (040)	1000	X	R	abcgn67z
60	GENDER (060)	100	X	R	67anz
65	ETHNICITY/NATIONALITY (065)	100	X	R	67anz
67	DK SOCIAL STATUS (067)	100	X	R	67anz
70	PHYSICAL CHARACTERISTICS (070)	100	X	R	67anz
80	BIRTH DATE (080)	100	X	R	67aonz
100	BIRTH PLACE (100)	100	X	R	67abcdelnz
120	DEATH DATE (120)	100	X	R	67anz
140	DEATH PLACE (140)	100	X	R	67abcdelnz
160	FATHER (160)	500	X	R	abcg67nxz
170	MOTHER (170)	500	X	R	abcg67nxz
180	RELATIVES (180)	1000	X	R	abcgnrs67xz
200	Non- or Pre-DK EDUCATION (200)	1000	X	R	antz67
220	Non or Pre-DK OCCUP/SOCIAL STAT(220)	1000	X	R	antz67
240	POLIT. PARTY/ORGANIZATION(240)	300	X	R	antyz67
260	DK ZONE 75-79 (260)	100	X	R	abcdefghijntz67
280	DK ORGANIZATION TYPE75-79(280)	200	X	R	antz67
300	ORGANIZATIONAL UNIT 75-79(300)	200	X	R	antz67
320	RANK OR POSITION pre 75 (320)	200	X	R	antz67
325	RANK OR POSITION 75-79 (325)	200	X	R	antz67
330	RANK OR POSITION post 79 (330)	200	X	R	antz67
340	SUPERIORS (340)	1000	X	R	abcgntxz67
350	SUBORDINATES (350)	1000	X	R	abcgntxz67
360	ALLEGED PERSECUTOR OF (360)	1000	X	R	abcginpqtz67
370	ALLEGEDLY PERSECUTED BY (370)	1000	X	R	abcginpqtz67
380	ACTIVITIES pre-1979 (380)	1000	X	R	antyz67
385	ACTIVITIES post-1979 (385)	1000	X	R	antz67
390	RESISTANCE (390)	1000	X	R	antz67
400	ASSOCIATES (400)	1000	X	R	abcgntxz67
440	ARREST HISTORY (440)	1000	X	R	abcynz67
450	PRISON HISTORY (450)	1000	X	R	abcdenz67

_ 460 DATE OF EXECUTION (460)	100 X R anz67
_ 500 SOURCES (500)	1000 X R an67
_ 510 INTERNATIONAL INSTRUMENTS (510)	1000 X R anz67
_ 520 INDEX TERMS (520)	1000 X R anz67
_ 810 Record ID (810)	10 X
_ 817 Provenance (817)	100 X R 67a5
_ 820 Name on Photo (820)	200 X R 67abcgfnxz
_ 830 Photo Description (830)	500 X R 67abcdn
_ 840 Photo Contents (840)	500 X R 67abcdefnop
_ 890 Holdings (890)	100 X R 67abc
_ 900 NAME LC romanised (900)	200 X R abcgn67z
_ 920 NAME OF ENG DOC (920)	100 X R
_ 921 IMAGE FILENAME ENG (921)	100 X R
_ 922 NAME OF FRENCH DOC (922)	100 X R
_ 923 IMAGE OF FRENCH DOC (923)	100 X R
_ 924 NAME OF KHMER DOC (924)	100 X R
_ 925 IMAGE OF KHMER DOC (925)	100 X R
_ 926 NAME OF NONTEXT DOC (926)	100 X R
_ 927 IMAGE OF NONTEXT DOC (927)	100 X R
_ 995 ID OF CONTINUATION RECORD (995)	100 X R
_ 997 ID OF FORMER RECORD (997)	1000 X R
_ 999 CODED ENTERED (999)	100 X R abc67

Appendix 12: WORKSHEETS

CBIB WORKSHEET FOR PRINT OR MANUSCRIPT ITEMS

Page 1

RECORD ID (001): D _____ ISBN (010): _____

LANGUAGE (101): ^acam _____

COUNTRY OF PUB (102): ^aKH _____ TIME PERIOD (122): ^ad _____

GEOGRAPHIC AREA CODE (660): ^aa-cb- _____

CATALOGUING AGENCY(801) 0^aKH^bDC-CAM^c1995%1^aKH^bDC-CAM^c1996

LIB. HOLDINGS (990): ^aKH^bDC-CAM^cDocument no. _____

^aKH^b _____ ^c _____

^aKH^b _____ ^c _____

TITLE (200): ^6a01^7kh^a _____

EDITION (205): _____

PUBLICATION AREA (210): _____

PHYSICAL DESCRIPT. (215): ^a _____

SERIES (225): ^a _____

NOTE- ID numbers (301): _____

NOTE-LANGUAGE NOTE (302): _____

NOTE-ED.& BIB.HIST.(305): _____

NOTE-PHYSIC.DESCRIP(307): _____

NOTE (AVAILABILITY)(310): _____

NOTE-INTELL.RESPON.(314): _____

NOTE-COPY IN HAND (316): _____

NOTE-SOURCE (317) : _____

NOTE-ACTION (318): _____

NOTE-BIBLIOGRAPHY (320): _____

NOTE - CONTENTS (327): _____

NOTE - SUMMARY (330): _____

TRANSLATION OF (454): _____

SET (461): _____

PIECE "Item in" (463): _____

PIECE-ANALYTIC (464): _____

OTHER NOTES (300): _____

OTHER TITLES (517) : _____

PERSONAL NAME SUBJ.(600)_____

CORP. NAME SUBJ. (601):_____

SUBJECT-TOPICAL (606): _____

SUBJECT-GEOGRAPHICAL (607): _____

SUBJECT-OTHER (610)_____

MAIN ENTRY-PERSON(700):_____

ALT. ENTRY-PERSON(701):_____

MAIN ENTRY-CORPORATE (710): _____

ALT. ENTRY-CORPORATE (711): _____

CURRENT PLACE CODES/NAMES (940): ^a_____

KR ZONE CODES/NAMES (942) : _____

DATE & PLACE OF FINDING (945): _____

SPARE - CGP (950): _____

VICTIMS (960): _____

PERPETRATORS (965):_____

Eng doc no./box no. (920) :_____

Eng doc file name (921) :_____

Fre doc no./box no. (922) :_____

Fre doc file name (923) : _____

Khmer doc no./box no. (924) : _____

Khmer doc image file name (925):_____

TRANSLATION OF (454): _____

SET (461): _____

PIECE "Item in" (463): _____

PIECE-ANALYTIC (464): _____

OTHER NOTES (300): _____

OTHER TITLES (517) : _____

PERSONAL NAME SUBJ.(600)_____

CORP. NAME SUBJ. (601):_____

SUBJECT-TOPICAL (606): _____

SUBJECT-GEOGRAPHICAL (607): _____

SUBJECT-OTHER (610)_____

MAIN ENTRY-PERSON(700):_____

ALT. ENTRY-PERSON(701):_____

MAIN ENTRY-CORPORATE (710): _____

ALT. ENTRY-CORPORATE (711): _____

CURRENT PLACE CODES/NAMES (940): ^a_____

KR ZONE CODES/NAMES (942) : _____

DATE & PLACE OF FINDING (945): _____

SPARE - CGP (950): _____

VICTIMS (960): _____

PERPETRATORS (965): _____

Eng doc no./box no. (920) : _____

Eng doc file name (921) : _____

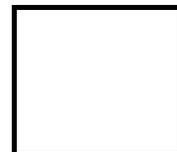
Fre doc no./box no. (922) : _____

Fre doc file name (923) : _____

Khmer doc no./box no. (924) : _____

Khmer doc image file name (925): _____

WORKSHEET FOR CBIO DATABASE



RECORD NUMBER (010) : _____

NAME (020) : _____

SOURCES (500) : _____

OTHER NAMES (040) : _____

GENDER (060) : _____

ETHNICITY/NATIONALITY (065): _____

DK SOCIAL STATUS (067) : _____

PHYSICAL CHARACTERISTICS (070): _____

BIRTH DATE (080) : _____

BIRTH PLACE (100) : _____

DEATH DATE (120) : _____

DEATH PLACE (140) : _____

FATHER (160) : _____

MOTHER (170) : _____

OTHER RELATIVES (180) : _____

Non or Pre-DK EDUCATION (200): _____

Non or Pre - DK OCCUPATION (220): _____

POLIT. PARTY/ORGANIZATION (240): _____

DK ZONE 75-79 (260) : _____

DK ORGANIZATION TYPE 75-79 (280): _____

DK ORGANIZATION UNIT 75-79 (300): _____

KR RANK OR POSITION pre 75 (320): _____

KR RANK OR POSITION 75-79 (325): _____

KR RANK OR POSITION post 79 (330): _____

SUPERIORS (340) : _____

SUBORDINATES (350) : _____

PERSECUTOR OF (360) : _____

PERSECUTED BY (370) : _____

ACTIVITIES pre 79 (380) : _____

ACTIVITIES post 79 (385) : _____

RESISTANCE (390) : _____

ASSOCIATES (400) : _____

ARREST HISTORY (440) : _____

PRISON HISTORY (450) : _____

DATE OF EXECUTION (460): _____

INTERNATIONAL INSTRUMENTS (510): _____

INDEX TERMS (520) : _____

CODED, ENTERED (999) : _____

LINKING FIELDS -- NON TEXT (927): _____

OTHER LINKS (92X) : _____

WORKSHEET FOR CTS DATABASE

Record ID (810) _____

Name (820) _____

Photo Description (830) _____

Photo Contents (840) _____

Provenance (817) ^aPhotographed by S-21 (1975-1979), Restored by Photo Archive
Group (1994), & Scanned by DC-Cam (1995-1996)^5KH TSL _____

Holdings (890) ^aKH^bDC-CAM%^aUS^bCtY-CGP%^aAU^bNUN:B _____

Image of Nontext Doc (927) _____