

**RIAMCO Date Formats**

	Definition	Date from source	Normalization	EAD input	Notes
Single Dates	single year	1985	1985	1985	
Single Dates	single month	1956 January	1956-01	1956 January	
Single Dates	single date	1978 January 4	1978-01-04	1978 January 4	
Date Ranges	span of years	1893-1950	1893/1950	1893-1950	
Date Ranges	month to month	1956 January-July	1956-01/1956-07	1956 January-July	
Date Ranges	semester or season	1986 Fall	1986-09/1986-12	1986 Fall	
Date Ranges	year to month	1956-1957 July	1956/1957-07	1956-1957 July	
Broken Date Ranges	separated years	1925, 1945	1925/1945 or 1925 1945	1925, 1945 or <unitdate>1925 <unitdate>1945	Put the broken span of dates in one <unitdate> field with normalized dates covering the whole span or add a <unitdate> field for each year with corresponding normalized dates
Broken Date Ranges	broken span of dates	1925, 1937-1945	1925/1945 or 1925 1937/1945	1925, 1937-1945 or <unitdate>1925 <unitdate>1937-1945	Put the broken span of dates in one <unitdate> field with normalized dates covering the whole span or add a <unitdate> field for each year with corresponding normalized dates
Open Date Ranges	open date	1999-	1999/2008	1999-2008	DACS requires an end date; revise end date each time finding aid is updated.
Approximate Dates	approximate date	circa 1892	1887/1897	circa 1892	use 10 year span
Approximate Dates	probable date	[1892?]	1892	1892?	
Approximate Dates	one year or the other	1814 or 1815	1814/1815	1814 or 1815	
Approximate Dates	decade certain	[189-]	1890/1899	189- or 1980s	
Approximate Dates	decade uncertain	[189-?]	1890/1899	189-? or 1980s?	
Approximate Dates	century certain	[18--]	1800/1899	18-- or 1800s	
Approximate Dates	century uncertain	[18--?]	1800/1899	18--? or 1800s?	
Approximate Dates	century	19th century	1801/1900	19th century	
Undated Material	no date	n.d. (but collection dates are 1925-1945)	remove normalized or 1925/1945	undated	Remove the normalized date or use dates from collection title.
Bulk Dates	bulk	1934-1974, bulk 1940-1959	<unitdate type="inclusive">: 1934/1974 <unitdate type="bulk">: 1940/1959	<unitdate type="inclusive">: 1934-1974 <unitdate type="bulk">: bulk 1940-1959	Use separate EAD bulk date.