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Type of record (e.g. Book, photograph, etc.)	Use broad subject headings here if desired to help sort/filter (e.g. Church)	Like a sub-subject if needed (e.g. Methodist Episcopal Church)	Either physical or digital file path location or separate if using	Can be part of location or separate if using	Detailed description of the item, using names and keywords that you might search for the item		If it's part of a specific collection	Author or photographer/creator						For measurement if desired		Y/N can help sort and keep things straight	Can help sort priorities	Y/N can help sort items	File path for digital file	Year item was created		Year