**Guide to Dates**

1. All records must have at least 1 normal date
2. Display Dates are only required if ca. or Undated
3. Normal date for Undated is XXXX/YYYY

*Display Dates:*

YEAR MONTH DAY – YEAR MONTH DAY

Months and days are optional

Single Numbers have no 0 before (1972 April 5)

Ranges are dashes (-)

*Normal Dates:*

YYYY-MM-DD/YYYY-MM-DD

Months and days are optional

Single Numbers ALWAYS have 0 before (1972-04-05)

Ranges are slashes (/)

*Here are some Date Examples*

|  |  |
| --- | --- |
| **Date** | **Date Normal** |
| 1912 (not needed) | 1912 |
| 1942 October 24 (not needed) | 1942-10-24 |
| 1934-1935 (not needed) | 1934/1935 |
| ca. 1982 December | 1982-12 |
| ca. 1990 | 1990 |
| 1983 April 19 – 1985 December 15 | 1983-04-19/1985-12-15 |
| 1917 March – July | 1917-03/1917-07 |

For multiple dates that are not ranges (1923, 1925, 1934) **use Date 2 and Date 3**