



Mid-Atlantic Network Inventory and Monitoring Program File Naming Guidelines

Adapted from:

Lineback, P.L., 2006. Sierra Nevada Network Electronic File Naming Guidelines and Standards, U.S. National Park Service, Three Rivers, Ca.

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File Name: MIDN_File_Naming_Standards

Version: 1.0

Recommended Citation

MIDN-NPS, 2007. MIDN File Naming Guidelines, Draft, Version 1.0, Northeast Region - National Park Service.

Change History

Original Version #	Date of Revision	Revised By	Changes	Justification	New Version #

Purpose

Naming records consistently, logically and in a predictable way will distinguish similar records from one another at a glance, and by doing so will facilitate the storage and retrieval of records, which will enable users to browse file names more effectively and efficiently. Naming records according to agreed conventions should also make file naming easier for staff and cooperators because they do not have to “re-think” the process each time.

Scope

These standards apply to the Mid-Atlantic Network. Implementation of these standards by staff in this network is mandatory. Additionally, contractors delivering *Electronic Files* as deliverables should generally adhere to these standards and staff should, when appropriate, include these file naming standards as specifications to agreements or contracts. The implementation date is January 1, 2008.

Background

All digital file categories referenced in the table below will be referred to as *Electronic Files*.

Digital File Type	Description	Examples
Raw Data	Data which has not been processed. Data that cannot be calculated or derived from other information.	GPS files, digital photos, sound/video recordings, telemetry data, remote sensed imagery
Processed Data	Raw data processed by a human or input into a computer, stored and processed as output.	Relational databases, tabular or spreadsheet data files, GIS feature classes/projects, digital maps
Documentation	Any communicable material (such as text, video, audio, etc., or combinations thereof) used to explain some attributes of an object, system or procedure.	Reports, proposals, correspondence, meeting agendas/summaries, spreadsheets, metadata, manuals, sound/video recordings, publications
Reports	It is a synthesized account or summary of an event, process, system, or analysis.	Reports, publications, plans, correspondence. Can be published or unpublished.
Administrative Records	Any electronically recorded information, regardless of physical form or characteristics, which serves to document the organization, functions, policies, decisions, or other activities	Contracts and agreements, purchase orders, study plans, specifications, research permits, personnel records, budget ledgers, email

Electronic file name content standards

ParkCode_Date_Author_ShortTitle_DocumentType_Status_Sensitivity_BibkeyID

1. **ParkCode:** First part of an electronic file name will indicate the park, network, etc. Options include
 - a. Single park code:
 - APCO – Appomattox Court House NHP
 - BOWA – Booker T. Washington NM
 - EISE – Eisenhower NHS
 - FRSP – Fredericksburg & Spotsylvania NMP
 - GETT – Gettysburg NMP
 - EISE – Hopewell Furnace NHS
 - PETE – Petersburg NB
 - RICH – Richmond NBP
 - SHEN – Shenandoah NP
 - VAFO – Valley Forge NHP
 - b. Two parks, list them in alphabetical order.
 - i. EISEGETT
 - ii. APCOBOWA
 - c. More than two parks:
 - i. MIDNVA – for the MIDN parks in Virginia
 - ii. MIDNPA – for the MIDN parks in Pennsylvania
 - iii. MIDN – where parks are mixed or the file applies to the entire network.
2. **Date:** The date will always be in the order of yyyyymmddttt (24 hour clock). The date can be abbreviated as appropriate. For working drafts tttt might be appropriate. For final reports, the yyyy will probably suffice.
3. **Author:** The Author will include the first author for the document. The author will not include et al or second authors.
4. **Short Title:** Short title is a short title or content description. It should be as short as possible.

MammalInv – Mammal Inventory
HerpInv – Amphibian and Reptile Inventory
BirdInv – BirdInventory
GrassSurvey – Grassland Bird Survey
VegProtocol – VegetationProtocol

5. **DocumentType:** The document type should be used where appropriate. Examples include:

Journal	Thesis	BookChapter
Report	Dissertation	Dataset
TechReport	Book	CoopAgreement
GPS	Proposal	TripReport

6. **Status:** The status of the document should be listed here for anything but a final report.

Draft Unpublished

7. **Sensitivity:** If the electronic file is sensitive, the word SENSITIVE should appear here in all caps.
8. **BibkeyID:** NatureBib or Bibkey ID – to show that the document has been catalogued and is a final version.

Electronic file name syntax standards

1. File names should be short as possible, but include all mandatory information.
2. The *electronic file* name should be unique, and the chances for another electronic file having the same name on a local area network are unlikely.
3. Do not use Version numbers on your documents (e.g. version1, version2, final, etc). The electronic file date (yyyymmdd) will be used as your electronic file version.
4. All *electronic files*, including files created as part of ad hoc project work should adhere to the file name standards described in this document.
5. Generally, use lower case characters. However, it is an acceptable practice to mix upper and lower case letters in a filename to separate a concatenation of words, such as words in a title.
6. Avoid spaces in file names.
7. Avoid using special characters, other than the underscore (_), and periods (.).
8. Use the underscore to separate categories in an *electronic file* name.
9. Use generally recognizable abbreviations or spell words out.
10. Avoid uncommon acronyms, abbreviations and codes. Generally, avoid codes that require users to refer to another source for the code description. NPS Codes such as park code (e.g., APCO, GETT) are acceptable.
11. Use leading zeroes for numbers 1 through 9.
12. File extensions: Use the default extension recommended by the software application associated with the document. (Examples: .doc; .xls; .mdb; .rtf)

The table on following page can be used as a Reference and provides examples for naming different types of electronic files.

Reference Sheet
Examples of Electronic File Names

ParkCode _Date_Author_ ShortTitle_ DocumentType_Status_Sensitivity_BibKeyID

File Type	Examples
Published Report <u>NPS Technical Report</u> on amphibian and reptile inventory in Fredericksburg & Spotsylvania NMP	FRSP_2007_Mitchell_HerpInventory_BibkeyID.pdf
Journal Article in PDF format on loblolly pine at Appomattox Court House NHP – sensitivity is NPS only.	APCO_2005_Nguyen_LoblollyPineRingFormation_Journal_NPSOnly.pdf
Final DATA <u>GIS Vegetation</u> shapefile with sensitive data	BOWA_200712_Patterson_VegMap_Final_SENSITIVE.mdb
RAW DATA <u>GPS Downloaded Text File</u> of invasive plant locations in BigMeadows area	SHEN_20060608_Callahan_InvPlants_GPS_Raw.txt
Final DATA <u>Metadata file</u> associated with shapefile	APCO_Vegetation.xml
PROCESSED DATA <u>MS Access Database</u> of Invasive Plants in Chancellorsville, using only <u>one</u> optional fields	FRSP_InvasivePlantsChancellorsville.mdb
UNPUBLISHED DOCUMENT <u>MS PowerPoint Presentation</u> for Science Advisory Committee on November 29, 2006, not using optional fields	MIDN_20061129_Comiskey_SACMeeting.ppt
Map produced for final report	PETE_20070621_Callahan_BradshawBirdInventoryWF_Draft.jpg
UNPUBLISHED DOCUMENT <u>PDF Map</u> of Fredericksburg using optional fields	FRSP_20060608_Callahan_Parcels_Map.pdf
DIGITAL PHOTO <u>Tiff format</u> by Jim Comiskey– Bluebird at PETE; fifth photo in sequence of 10 images same subject, using optional fields	PETE_20060120_Comiskey_Bluebird_05.tif
PUBLICATION on the Identification, Restoration, and Maintenance of Historic Woodlots at Gettysburg. Official NPS Technical Report.	GETT_1990_Fairweather_Woodlots_TechnicalReport_63658.pdf