

# File Naming

Document categories include:

- **Correspondence (letters, memos, etc.)**

- Correspondence\_PropertyName\_AuthorLastName\_AuthorFirstName\_RecipientLastName\_RecipientFirstName\_Date (mo\_day\_year)\_Page\_#
- Correspondence\_Ajax\_Mine\_Conrow\_John\_Thomson\_Francis\_12\_09\_1941\_Page\_1

- **Reports (geologic, engineering, historical, mine summaries and descriptions, journal articles, MBMG publications)**

- Reports\_PropertyName\_AuthorLastName\_AuthorFirstName or organization (MBMG or USBOM)\_Date (mo\_day\_year)\_Page\_#
- Reports\_NWP\_Report\_Analyses\_Summary\_Report\_Hydrometrics\_12\_15\_1995\_Page\_5

- **Newsclippings**

- Newsclippings\_PropertyName\_Source (e.g., Montana\_Standard)\_Date (mo\_day\_year)\_Page\_#
- Newsclippings\_NWP\_Bozeman\_Daily\_Chronicle\_12\_08\_1992\_Page\_2

- **Surveys (filing applications and drafts)**

- Surveys\_PropertyName\_Date (mo\_day\_year)\_Page\_#
- Surveys\_White\_Owl\_Relocation\_Certificate\_03\_07\_1917\_Page\_4

- **Maps**

- Maps\_PropertyName\_MapType (e.g. survey, plat, geologic, composite, etc.)\_Date (mo\_day\_year)\_Page\_#
- Maps\_Geologic\_Alhambra\_Sketch\_Workings\_10\_02\_1937
- Maps\_Kent\_Claim\_Location\_USGS\_Bannack\_Quad

- **Assays**

- Assays\_PropertyName\_Lab\_SampleNumber\_Date (mo\_day\_year)\_Page\_#
- Assays\_NWP\_Union\_Assay\_Office\_09\_16\_1982

- **Notes**

- Notes\_PropertyName\_AuthorLastName\_AuthorFirstName\_NoteType\_Date (mo\_day\_year)\_Page\_#

- Notes\_Riverside \_Albert\_Knight\_Resurvey\_Notes\_09\_22\_1892\_Page\_9

- **Forms (mine visit forms; mine status cards, etc.)**

- Forms\_PropertyName \_Creator (e.g. MBMG, USBOM, etc.)\_FormName (e.g., mine status card)\_Date (mo\_day\_year)\_Page\_#
- Forms\_Jackrabbit\_MBMG\_Mine\_Visit\_Summary\_01\_14\_1970\_Page\_3

- **Photos**

- Photos\_PropertyName \_BriefDescription\_Date (mo\_day\_year)\_Page\_#
- Photos\_Montana\_City\_Quarry\_Plant

- **Miscellaneous (scraps of information like addresses)**

- Miscellaneous\_PropertyName \_BriefDescription\_Date(mo\_day\_year)\_Page\_#
- Miscellaneous\_Boulder\_Basin\_Dist\_Return\_Address\_Slip
- Miscellaneous\_Bell\_Lode\_Deposit\_Slip\_No\_367
- Miscellaneous\_NWP\_Cost\_Summary\_08\_06\_1983

## General Naming Guidelines:

**File names should be brief but contain the critical information someone would use to search for that document.**

*Please think of the end user; what information would help them find this file?*

File names that are too long will not transfer between servers. Include document type, property name, author or researcher, or a specific type of report or map. Omit unnecessary words like “the”, “of”, and “and”.

Examples:      Reports\_NWP\_Draft\_Air\_Quality\_Climatology\_Page\_5  
                     Maps\_NWP\_Geotechnical\_Boring\_Plan\_Daisy\_Creek\_10\_14\_1994

Try to determine an **author’s/recipient’s full name** and please use that in file names instead of initials or just last names. This will facilitate searches for specific individuals by our end users.

Capitalize all important words, names, etc. Names of months are capitalized. For originals and jpgs, “Page” is always capitalized.

**Page numbers in our naming format do not always correspond to those on the actual document (due to unnumbered title pages, for example).** When naming a multiple page document, please start your numbering with Page\_1 and continue numerically with Page\_2, Page\_3, etc.

**Page numbers should be used only for multiple page documents.** If a single page document has “Page\_1” on it, users may look for additional pages. Please omit “Page\_1” from single page documents.

**Periods, parentheses, spaces, and other special characters (including &)** impede proper communications with our host server and end users’ computers. Please do not use them. Underscores between words are acceptable.

**Dates** are expressed in the format of MM\_DD\_YYYY. If a document contains objects that span multiple months, we will use the starting and ending months (with “thru” between them) and the year, if applicable.

If your file contains documents that span multiple days within only one month, please use the full name for that month in the file name followed by the year. Names of months are capitalized

**Folder Organization:**

Each digital file folder contains three sub-folders:

- Jpgs
- Originals
- Pdfs

A full-time staff member will create and name the files in the **Originals** folder from the scanned documents. This folder will contain both the **scanned pdf/a's** and the created (regular) **jpgs**.

The names assigned to objects in the Originals Folder should be the final name of the document. If you think there is a different name that would better reflect the contents of the document, please let a full time staff member know.

The **Jpgs** folder contains scans that have been corrected, straightened, resized, cleaned, and saved as **jpg2000's or jpfs**.

Within the Jpgs folder, if you have more than one category of file, please create a folder for each category and place the documents in the correct folder. For example, if you have Correspondence, Maps, Reports, and Photos, each would have a separate folder, and documents would be placed in the appropriate one.

The **Pdfs** folder contains the final pdf/a's created to upload and make front facing on the MBMG website.