File Naming

Document categories include:

- **Correspondence (letters, memos, etc.)**
  - Correspondence_PropertyName_AuthorLastName_AuthorFirstName_RecipientLastName_RecipientFirstName_Date (mo_day_year)_Doc###
  - Correspondence_Ajax_Mine_Conrow_John_Thomson_Francis_12_09_1941_005

- **Reports (geologic, engineering, historical, mine summaries and descriptions, etc)**
  - Reports_ PropertyName _ AuthorLastName _ AuthorFirstName or organization (MBMG or USBOM)_Date (mo_day_year)_Doc###
  - Reports_NWP_Report_Analyses_Summary_Report_Hydrometrics_12_15_1995_036

- **Newsclippings**
  - Newsclippings_ PropertyName _Source (e.g., Montana_Standard)_Date (mo_day_year)_Doc###
  - Newsclippings_NWP_Bozeman_Daily_Chronicle_12_08_1992_011

- **Surveys (filing applications and drafts)**
  - Surveys_ PropertyName _Date (mo_day_year)_Doc###
  - Surveys_White_Owl_Relocation_Certificate_03_07_1917_021

- **Maps (geologic, location, etc.)**
  - Maps_PropertyName_MapType _Title_Date (mo_day_year)_Doc###
  - Maps_Geologic _10_02_1937_004
  - Maps_Kent_Location_005

- **Assays**
  - Assays_ PropertyName _Lab_SampleNumber_Date (mo_day_year)_Doc###
  - Assays_NWP_Union_Assay_Office_09_16_1982_019

- **Notes**
  - Notes_ PropertyName _ AuthorLastName_ AuthorFirstName_NoteType_Date (mo_day_year)_Doc###
  - Notes_Riverside _Albert_Knight_Resurvey_Notes_09_22_1892_042

- **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)_Doc###
  - Forms_Jackrabbit_MBMG_Mine_Visit_Summary_01_14_1970_008

- **Photos**
  - Photos_ PropertyName _BriefDescription_Date (mo_day_year)_Doc###
  - Photos_Montana_City_Quarry_Plant_34

- **Miscellaneous (scraps of information like addresses)**
  - Miscellaneous_ PropertyName _BriefDescription_Date(mo_day_year)_Doc###
  - Miscellaneous_Boulder_Basin_Dist_Return_Address_Slip_023
  - Miscellaneous_Bell_Lode_Deposit_Slip_No_367_024
  - Miscellaneous_NWP_Cost_Summary_08_06_1983_025

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_004
                   Maps_NWP_Geotechnical_Boring_Plan_Daisy_Creek_10_14_1994_005

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 (maps, photos)
>> Originals (both Jpgs and Pdfs)
>> Pdfs (everything else)

The **Originals** 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 of maps and/or photos 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 Maps and Photos, each would have a separate folder, and documents would be placed in the appropriate one.

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