

## File Naming Best Practices for Archival Writing

In order to minimize prep on our end and cost on yours, having a correct file naming system is important. Making sure that the files are in the correct order to be written is crucial for future file retrieval from the film.

- When using numbers as file names, make sure there are a consistent number of characters. An inconsistent number of characters can cause images to be written out of order. For example:
  - 10.tiff
  - 100.tiff
  - 2.tiff
- The above images have an inconsistent number of characters causing the "2.tiff" to be written last. The image files below have three characters each and will write to film in the correct order.
  - 002.tiff
  - 010.tiff
  - 100.tiff
- Non-numerical named images will be written in alphabetical order. If alphabetical order is not desired, a numerical prefix to each file will be required. For example:
  - 002 emails.tiff
  - 010 memos.tiff
  - 100 contracts.tiff
- If there are images with numerical names and non-numerical names, the numerical will write first, followed by the non-numeric in alphabetical order. For example:
  - 002 emails.tiff
  - 010 memos.tiff
  - 100 contracts.tiff
  - expenses.tiff
  - reports.tiff
  - sales.tiff

For example, these files named by the month name rather than the number corresponding to that month.

Name	Date modified	Type	Size
Apr1823BdMgMin 001	3/25/2011 1:46 PM	JPG File	1,934 KB
Apr1823BdMgMin	3/25/2011 1:43 PM	JPG File	1,799 KB
Feb1823BdMgMin 001	3/25/2011 1:49 PM	JPG File	2,123 KB
Feb1823BdMgMin 002	3/25/2011 1:50 PM	JPG File	1,879 KB
Feb1823BdMgMin 003	3/25/2011 1:52 PM	JPG File	1,881 KB
Feb1823BdMgMin 004	3/25/2011 1:53 PM	JPG File	1,745 KB
Feb1823BdMgMin	3/25/2011 1:48 PM	JPG File	2,002 KB
Jan1823BdMgMin 001	3/25/2011 1:56 PM	JPG File	1,945 KB
Jan1823BdMgMin	3/25/2011 1:54 PM	JPG File	2,270 KB
July1823BdMgMin 001	3/25/2011 1:31 PM	JPG File	1,801 KB
July1823BdMgMin	3/25/2011 1:30 PM	JPG File	1,911 KB
July1823BdMgMin2	3/25/2011 1:39 PM	JPG File	1,612 KB
May1823BdMgMin 001	3/25/2011 1:42 PM	JPG File	1,646 KB
May1823BdMgMin	3/25/2011 1:41 PM	JPG File	1,895 KB
Nov1823BdMgMin001	3/25/2011 2:00 PM	JPG File	2,289 KB
Nov1823BdMgMin1	3/25/2011 1:57 PM	JPG File	2,001 KB
Nov1823BdMgMin	3/25/2011 1:28 PM	JPG File	2,004 KB
Nov1823BdMgMin2 001	3/25/2011 1:38 PM	JPG File	1,882 KB
Nov1823BdMgMin2	3/25/2011 1:34 PM	JPG File	1,716 KB

This puts the files in alphabetical order, rather than chronological order. A better way to name these files is like this:

Name	Date modified	Type	Size
0002-Jan1823BdMgMin-p001	3/25/2011 1:54 PM	JPG File	2,270 KB
0003-Jan1823BdMgMin-p002	3/25/2011 1:56 PM	JPG File	1,945 KB
0004-Feb1823BdMgMin-p001	3/25/2011 1:49 PM	JPG File	2,123 KB
0005-Feb1823BdMgMin-p002	3/25/2011 1:50 PM	JPG File	1,879 KB
0006-Feb1823BdMgMin-p003	3/25/2011 1:52 PM	JPG File	1,881 KB
0007-Feb1823BdMgMin-p004	3/25/2011 1:53 PM	JPG File	1,745 KB
0008-Apr1823BdMgMin-p001	3/25/2011 1:43 PM	JPG File	1,799 KB
0009-Apr1823BdMgMin-p002	3/25/2011 1:46 PM	JPG File	1,934 KB
0010-May1823BdMgMin-p001	3/25/2011 1:41 PM	JPG File	1,895 KB
0011-May1823BdMgMin-p002	3/25/2011 1:42 PM	JPG File	1,646 KB
0012-July1823BdMgMin-p001	3/25/2011 1:39 PM	JPG File	1,612 KB
0013-July1823BdMgMin-p002	3/25/2011 1:30 PM	JPG File	1,911 KB
0014-July1823BdMgMin-p003	3/25/2011 1:31 PM	JPG File	1,801 KB
0015-Nov1823BdMgMin-p001	3/25/2011 1:34 PM	JPG File	1,716 KB
0016-Nov1823BdMgMin-p002	3/25/2011 1:38 PM	JPG File	1,882 KB
0017-Nov1823BdMgMin-p003	3/25/2011 1:28 PM	JPG File	2,004 KB
0018-Nov1823BdMg-p004	3/25/2011 1:57 PM	JPG File	2,001 KB
0019-Nov1823BdMg-p005	3/25/2011 2:00 PM	JPG File	2,289 KB

Or, simply doing "01-1823BdMgMin-p001" for January if that seems easier. Having the file names in chronological order ensures that the Archive Writer properly converts the files to microfilm in the correct order.

Additionally, limiting the number of subfolders allows the Archive Writer to properly film the correct files. Below is a good example of the number of subfolders to send. As we prep the files and decide how many rolls to film, we can move the files in the "rpl minutes 1823" folder to a folder we create called "Roll 1." Other years of rpl minutes will also be added to the Roll 1 folder until we reach a maximum number of images that will fit on a roll. Then, we create a "Roll 2" folder and continue.

