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**Subject: File Naming Conventions**

**Effective Date:**

**Yukon Archives File Naming Conventions  
for Digitized Archival and Published Material**

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**January 2013**

**Purpose**

The purpose of establishing file naming conventions for digitized material at Yukon Archives is to:

- uniquely identify digital files;
- allow for readability of file names;
- allow for descriptive file names;
- minimize duplication of file names for different source material;
- minimize decisions required to name a file;
- allow for ease in searching for a file;
- allow for an organized structure of storage;
- maximize portability; and
- minimize problems with exchanging files.

The conventions defined here have been developed and agreed upon by Yukon Archives staff to meet the above objectives.

**Standard Naming Convention**

The following are specific rules about the formation of individual components in the file name:

- A file name is composed of a base name and an extension, separated by a period.
- Base names are composed of numerals (0-9), letters (A-Z, a-z) and the underscore ( \_ ). No other characters are used including spaces.<sup>1</sup> Case sensitivity is not assumed (i.e. PAM, Pam, and pam are considered to be the same).
- Acc no codes are uppercase. Location codes are uppercase, while other location references are lowercase. Descriptions follow standard capitalization rules.
- Recommended maximum file name length is 30 characters.<sup>2</sup>

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<sup>1</sup> Although some file naming standards do not allow for lowercase letters and other standards allow for a wider range of characters, this character set has been identified to best achieve the purposes outlined.

<sup>2</sup> Although ideal, Yukon Archives will not require an 8.3 file name standard (8 characters for the base name and 3 characters for the extension) due to the difficulty in capturing the necessary information to allow for the purposes outlined.

- Extensions are determined by the file format of the digital file. They are not arbitrarily assigned (i.e. JPG or TIF and not ABC or XYZ).
- Use 4 digits for accession years 2000 onward (i.e. 2001 not 01).
- Do not use 0 placeholders except for catalogued photographs.
- The underscore ( \_ ) separates some base name elements and words in descriptions and replaces hyphens ( - ) and the slash ( / ) in accession numbers.
- Dates are written in the format YYYY\_MMMDD (ex. 1902\_Mar5).
- File name elements are more detailed/specific as they are read from left to right.

**Photographs:**

**Catalogued:**

FORMAT : YA# YA# suffix \_ description if necessary

000136.tif	<i>six digits</i>
001481A.tif	<i>YA# suffix at end</i>
008946_back.tif	<i>description at end (do not name the front 008946_front.tif)</i>

**Uncatalogued:**

FORMAT : acc year \_ acc no acc no code \_YA# prefix \_ YA # \_ YA# suffix \_  
description if necessary

82_321_46.tif	<i>no spaces</i>
2002_118_3.tif	<i>use 4 digits for accession years 2000 onward</i>
2005_3_5.tif	<i>do not use 0 placeholder on accession number or on photo number</i>
91_51R_35.tif	<i>with acc no code, R uppercase</i>
82_563_cs706_11.tif	Photographs numbered by contact sheets: <i>YA# prefix, cs lowercase</i>
82_563_f10_1.tif	Photographs numbered within folders: <i>YA# prefix, f lowercase</i>
82_328_1B.tif	<i>YA# suffix at end</i>
99_68_187_back.tif	<i>description at end (do not name the front 99_68_187_front.tif)</i>
82_346_417to82_346_418.tif	<i>all photos from __ to __ (do not use 'and' in place of 'to')</i>

**Albums:**

FORMAT: acc year \_ acc no acc no code \_ page # or description

FORMAT for ENTIRE ALBUMS: acc year \_ acc no acc no code \_ location code location code counter location code counter code \_ file # \_ object placeholder sequential number

2009\_99\_pg31.tif *page 31*

2009\_99\_PHO\_OS\_27\_f1\_31.tif *31<sup>st</sup> object in sequence for entire file*

*do not use 0 placeholder on sequential number (i.e. not \_031)*

**Textual Records:**

FORMAT: acc year \_ acc no acc no code \_ location code location code counter location code counter code \_ file # \_ description (subject / keyword(s) / date, from and date for correspondence) or page # if file is small

FORMAT for ENTIRE FILES: acc year \_ acc no acc no code \_ location code location code counter location code counter code \_ file # \_ object placeholder sequential number

**Manuscripts:**

93\_5\_MSS45\_pg1.tif *do not use 0 placeholder on location code counter (i.e. not 045)*

2000\_3\_MSS407\_subject.tif *no spaces, no underscore after MSS*

86\_49\_MSS197\_typed\_will.tif *MSS uppercase*

81\_140\_MSS171\_f8\_18.tif *18<sup>th</sup> object in sequence for entire file  
do not use 0 placeholder on sequential number (i.e. not \_018)*

**Corporate Records:**

79\_63\_COR86\_f5\_pg56.tif *do not use 0 placeholder on location code counter (i.e. not 086)*

2001\_30\_COR999\_f15\_subject.tif *no spaces, no underscore after COR*

88\_128\_COR998\_f3  
\_Beck\_1972\_Apr12.tif *use file#, from and date for correspondence*

88\_128\_COR307\_f15\_keyword(s)\_from  
\_item\_title\_1970\_Jan3.tif *use file#, keyword(s)/ description/subject and date*

82\_454\_COR224\_f8\_38.tif *38<sup>th</sup> object in sequence for entire file  
do not use 0 placeholder on sequential number (i.e. not \_038)*

**Government Records:**

GOV1003\_f3\_pg5.tif *if no accession number, if file is small*

GOV100\_f11\_Gibbons\_1934\_Apr12.tif *use from and date for correspondence*

GOV100\_f11\_Gibbons\_1934\_Apr14\_pg2.tif *use page# if more than one page in correspondence*

GOV371\_188.tif *if file contains numbered documents*

97\_90\_GOV3237\_f3\_Kimmerly\_1986\_Dec9\_pg1.tif *if accession number*

83\_24\_GOV1182\_f1\_4.tif *4<sup>th</sup> object in sequence for entire file  
do not use 0 placeholder on sequential number (i.e. not \_004)*

**Books:**

FORMAT: title \_ page # or description

FORMAT for ENTIRE BOOK: title \_ object placeholder sequential number

Yukon\_Manhunt\_cover.tif *Title (or portion) and page*

Yukon\_Manhunt\_pg45.tif

Yukon\_Manhunt\_45.tif *45<sup>th</sup> object in sequence for entire book  
do not use 0 placeholder on sequential number (i.e. not \_045)*

**Pamphlets:**

FORMAT: PAM # \_ description

FORMAT for ENTIRE PAM: PAM # \_ object placeholder sequential number

PAM1898\_5\_pg3.tif *no spaces, no underscore after PAM, PAM all uppercase*

PAM1954\_13\_pg8to9.tif *example of 2 pages scanned as one file*

PAM1924\_2\_SSCanadian.tif *description at end*

PAMND\_1253\_pg9.tif

PAM1898\_5\_3.tif *3<sup>rd</sup> object in sequence for entire PAM  
do not use 0 placeholder on sequential number (i.e. not \_005)*

## **Newspapers / Periodicals:**

FORMAT: title \_ date \_ page # or description

FORMAT for ENTIRE NEWSPAPER / PERIODICAL: title \_ date \_ object  
placeholder sequential number

### **Newspapers:**

YukonNews_1965_Mar15_pg3.tif	<i>4 digit year</i>
WhseStar_1955_Sep19_subject.tif	<i>3 letter abbreviation for month</i>
WhseStar_1943_Jan_87.tif	<i>87<sup>th</sup> object in sequence for entire newspaper month</i>
	<i>do not use 0 placeholder on sequential number (i.e. not _087)</i>
WhseStar_1943_Jan4_7.tif	<i>7<sup>th</sup> object in sequence for entire newspaper day</i>

### **Periodicals:**

CaribooNWDigest_1948_Summer_pg127.tif	
CaribooNWDigest_1948_Summer_127.tif	<i>127<sup>th</sup> object in sequence for entire periodical</i>

## **Posters / Maps:**

FORMAT: media \_ location code \_ location code counter \_ description if necessary

### **Posters:**

Poster_P_34.tif	<i>precede location code with Poster_</i>
Poster_P_230_bottom.tif	<i>description at end</i>

### **Maps:**

Map_H_305.tif	<i>precede location code with Map_</i>
Map_H_2679_shF.tif	<i>use sheet number/letter when necessary</i>
Map_F_3.tif	
Map_R_36.tif	
Map_H_OS_2.tif	<i>oversize horizontal maps</i>
Map_ROLL_3_description.tif	
Atlas_A_77_pg49.tif	

### **Original Art / Miscellaneous:**

FORMAT: media \_ location code \_ location code counter \_ description if necessary

OrigArt\_O\_8.tif *precede location code with OrigArt\_*

Misc\_M\_24\_top.tif *description at end*

### **Sound Recordings:**

PRESERVATION FORMAT: location code location code counter \_ series # \_ side

SR33\_1\_A.wav *letter for side<sup>3</sup>*

*SR 33 (1) first side*

PRODUCTION FORMAT: location code location code counter \_ series # \_ side item

SR33\_1\_A1.wav *letter for side, number for item*

*SR 33 (1) first side first item*

SR35\_2\_B4.wav

*SR 35 (2) second side fourth item*

SR84\_1\_B3toSR84\_2\_A2.wav

*all content from SR 84 (1) second side third item to SR 84 (2) first side second item (do not use 'and' in place of 'to')*

PHONO11\_1\_B2.wav

*PHONO 11 second side second item*

CD47\_3\_A4.wav

*CD 47 (3) first side fourth item*

*For CD/DVD Audio*

### **Film/Video:**

FORMAT: to be determined

### **In Process Material:**

FORMAT: as per examples above but with \_temp and any other descriptive information added

94\_58\_temp\_box8\_f18\_2.tif *accession number followed by \_temp followed by descriptive information*

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<sup>3</sup> If it is necessary to create multiple preservation master files for one side (i.e. recorded at different speeds or with wide differences in recording levels, damaged, etc.), use the file naming standard for production formats and consider each digital file as an 'item'. Note: In this case, although a preservation and production file may have the same file name, they could have completely different content.

## Derivative Standard Naming Convention

Either of the following two methods can be used when naming surrogate files if the surrogate is of the same extension as the master:

- Preferred Method: use the same file name and create a series of folders that are named for the type of surrogates (i.e. web files, thumbnails, full screen, full size);  
or
- Alternate Method: add descriptive suffixes to each base name (i.e. \_der for derivative, \_tn for thumbnail; \_sc for full screen; \_fs for full-size).

If copies of Production and Preservation Master Files need to be copied and differentiated from one another add \_pres or \_prod to each base name.

<u>Original signed by Ian Burnett</u> Territorial Archivist	<u>2013-01-07</u> Date
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1 <sup>st</sup> revision	2005-12-07
2 <sup>nd</sup> revision	2006-03-27
3 <sup>rd</sup> revision	2008-05-09
4 <sup>th</sup> revision	2009-05-25