

General format

- File format is made up from up to five elements:
Identifier-Function-Product-Status-Version
- File name elements are to be divided by a hyphen
- No spaces are to be used within file name elements e.g. CloseSpacesUseCamelCases

Elements

Identifier: 'HE' prefixes project numbers

Function: A short CamelCase description of file contents which describes. Any extended notes in Comments tag in file metadata.

Product: Use for supporting products, i.e. a report diagram.

Status: The stage the file has reached in its lifecycle. Set list of terms:

Reports and report products:

- Delete Temporary copy of file to be deleted
- Backup Backup copy of file
- Draft Working copy of a file
- Final Final copy of file

Databases and Spreadsheets:

- Active Database - records still being added to/edited
- Reference Database - records stable

Version: For drafts two digits prefixed with v, i.e. v01 and onward

Interim changes and comments identified by initials after current version number, i.e. v01LHS. Final versions include only the necessary digits.

HE490-EvaluationReport-draft-v01

Reports

Function examples:

ProjProposal	ArchiveSumRep	<i>Technique/MaterialAssRep</i>
PD	UPD	<i>Technique/MaterialAnlRep</i>
InterimRep	FinalReport	<i>Technique/MaterialAncillaryRep</i>

HE5785-GlassAssRep-Draft-v01

Report Products

Function: Name of the report the table or image supports

Product: Name of the supporting product

HE5785-GlassAssRep-Diagram3-Draft-v01

Databases and Spreadsheets

Function examples: Brief description of file contents:

ContextsFinds	RecNumAllocUsed	BoxList
AnimalBone	OrigObjectRecords	AnlSampleRecords

Any extended notes should be recorded in the Comments tag in file metadata

HE490-DatabaseTables-Active-v01

Images

Site/Original Photography

Identifier-RecordNumber: **HE4584-12523**

Scanned Site Drawings

Identifier-sheet: **HE4584-Sheet103**

Scanned Context/Sample/Small Find Sketches

Identifier-Context/Sample/Small find number: **HE4584-56481**

Specialist Images

Identifier-Technique-RecordNumber: **HE4584-SEM-RecordNumber, HE-HE4584-Xray-RecordNumber**