

STATE OF VERMONT
Agency of Administration

STANDARD STC State Technology Collaborative	ORIGINAL POLICY ADOPTED BY STC	ORIGINAL POLICY NUMBER
	DATE:	ASSOCIATED DOCUMENTS

STATUTORY REFERENCE
OR OTHER AUTHORITY:

APPROVAL DATE:

APPROVED BY: Secretary of Administration

POLICY TITLE: File Naming Standard

PURPOSE: The purpose of this policy is to create a consistent method of naming files that are accessed over the Web.

POLICY STATEMENT: Files made available through electronic file sharing will have a consistent naming method. A file should be easily identified as to the originating entity and the nature of the contents without downloading and opening the file.

SCOPE: This standard applies to all static files placed on State of Vermont Web sites. This includes but is not limited to; Word files (.doc), PDF files (.pdf), text files (.txt, .csv), Excel files (.xls) image files (.gif, .jpg).

Purpose

The purpose of this standard is to allow the sharing of content between state agencies and departments. The new Enterprise Web Content Management System allows global sharing of documents. This naming standard is intended to provide a convenient way to identify files shared in this way, as well as to make it simpler for users to identify files they have downloaded. This standard is also intended to apply to all new state Web content. Any future migration of files will be simplified if many are already in the standard format. This standard applies to only new files made available online and files migrated into the Enterprise CMS.

File Naming

All files covered by this standard will be named in the following manner.

- The file name will begin with the abbreviation of the owning entity in capitol letters. In the case of the Department of Information and Innovation this would be "DII". This designation should be set by each organization and used consistently by all those sharing files online. Whenever possible the abbreviation used should be the same as the abbreviation used in the Vision system.
- The second part of the file name will consist of a real language description of the file. For example a form should be called by its name, such as "Information Request Form", rather than its official designation, such as "Form 42B."
- File names may not include the space character or special characters such as the &. Spaces in a file name should be replaced with an underscore character.
- The two sections of the file name will be separated by a hyphen. Using the examples given above the final file name would be "DII-Information_Request_Form.pdf"
- No version number or date will be used as a part of the file name. The intent is to have only one version of each file online at any time. Any Web site that needs to link to the information contained in a file will link to the same file on the same server. When a new version of the file is produced it will be copied over the existing file. This will preserve the links on other Web sites.
- Exceptions will be granted in the case of automated file managing systems which have a Web component and which automatically name the files created.
- If there exist file naming systems that serve a legitimate business function, such as meeting a federal file naming convention, exceptions will be granted on a case by case basis. Exceptions may be requested by addressing an email to the State Director of Web Services.