

## University of Alberta Archives

### *File Naming Rules for Media Files*

*Created December 18, 2008*

*Updated: September 22, 2010*

**Note: These rules pertain to media files – not the Record Ids. For rules on creating Record Ids, see the field-level help in MIMSY XG.**

According to UPDIG (Universal Photographic Digital Imaging Guidelines), the filename – including the extension – should not exceed 31 characters. Given that the extension is four characters including the dot (e.g., .tif), **the prefix must not exceed 27 characters**. In order to achieve this, the series numbers are collapsed into one, bringing the total to 30 characters, as follows:

AAA-BBCC(DD)-EEEE-FFF-GGG\_HHH.<file extension>

where:

AAA = Fond Id

BB = Series Number

CC = Sub-Series Number

(DD) = Sub-sub-Series Number (only when required)

EEEE = Accession Number (with the first two year numerals of the year removed)

FFF = File Number

GGG = Item Number

HHH = Page Number (only when required)

For example, a media filename without a sub-sub series:

412-0401-06024-001-001\_001.tif ( = 30 characters)

Note that numbers are padded with zeros for sorting purposes.