

Basic Data Management Do's and Don'ts

Section A.

Topics

1. Folders and File Names
2. Versioning
3. Image Types
4. Archiving
5. File Type
6. Non-Record File Naming

1. Folders and File Names

Quality	Description	Examples
GOOD	Don't use spaces	"My Folder" or "My File.doc"
	Don't use any special character EXCEPT the underscore	"My!Folder" or "My%File.doc"
BETTER	Do use the underscore	"My_Folder" or "My_File.doc"
	Do mix upper and lower case	"MyFolder" or "MyFile.doc"
	Do use the date	"My_Folder_092106" or "MyFile_092106.doc"
	Do always use your header/footers to document your file	
BEST	Adopt a naming convention	
	Do populate the properties of your files (right click on any file in Windows Explorer and click on Properties and the Summary Tab)	

2. Versioning – This works with files, but not necessarily folders (see further examples in section B below).

Do use a versioning convention	"MyFile_092106_v2.doc" or "MyFile_092106_ver2.doc"
Don't use any extra periods	"MyFile_092106_v.2.doc" or "MyFile_092106_ver.2.doc"

3. Image Types – Image types and sizes are very important.

"Loss" Types You will lose some amount of the image every time it is opened.	JPG or JPEG	Medium to large size (kilo- to megabytes), better resolution when newly created, best for using in short to medium sized documents and all PowerPoints.
	GIF	Small size (kilobytes), bad resolution, best for long documents (unless they are to be of professional grade), spreadsheets, databases and web sites/pages.
"Non-Loss" Types	TIFF	Large size (mega- to terabytes), best resolution best for long term storage and preservation of a digital image.

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4. Archiving

Do go through files and folders periodically and archive those no longer used.
Do archive based upon the park's protocol (see curation staff if no archivist is available).
Don't keep more than 3 copies of a working document, including versions.
Do make some type of minimal documentation of archived materials (best to fill out a metadata record).

5. File Type – Documents must be filed within one of three file categories, see Section B for diagrams describing Record and Non Record items

File Type	Description
Archive	Documents relating to projects that are no longer active
	Documents that need to be preserved for the long-term
Record	Can be any media
	Files that document NPS policies, activities, transactions, or resources
	Documents you created or received in an official capacity
NonRecord	Reference materials
	Stocks of publications or blank forms
	Personal papers

6. Non-Record Folder Naming – This naming standard applies to Level 1 Non-Record folders only

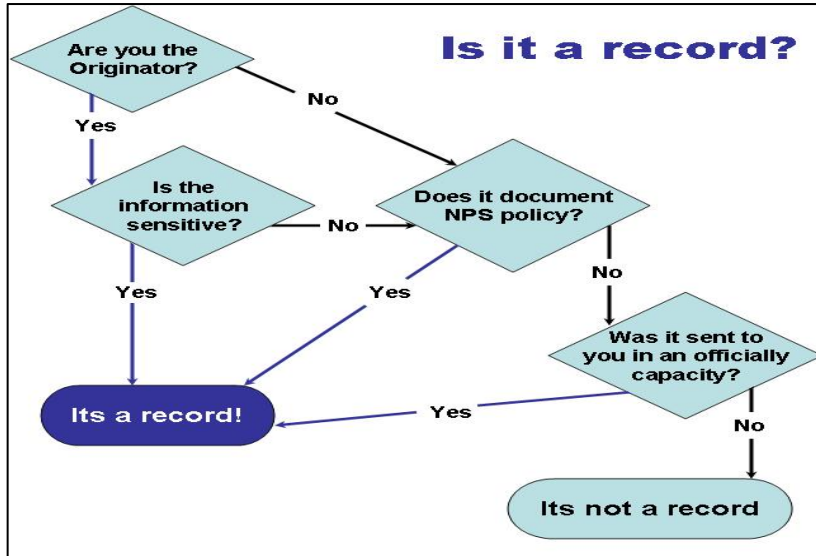
"NonRec" must appear at the end of any non-record folder name	"Administration_NonRec" or "DataManagement_NonRec"
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7. Data Management Christmas Jingle
"Save early, and save often!"

Basic Data Management Do's and Don'ts

Section B.

1. Determining if a document is a record



2. Items excluded from the definition of a record

