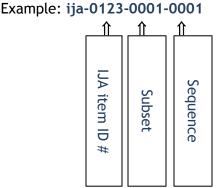# File Naming Format

Iraqi Jewish Archive Preservation Project
National Archives and Records Administration

Image files created by the VIS Imaging Lab for the IJA Project will be named as follows:

ija item identifier-subset-sequential number

Example: **ija-0123-0001-0001**

⇧   ⇧   ⇧

IJA item ID #	Subset	Sequence

- *IJA Item ID, subset* and *sequence* portions of file names contain four-digits each
  - Zeros are used as place holders
- Only lower case letters, digits and hyphens will be used for file naming. No extra spaces or special characters are to be used
- Subsets will be used to break larger groupings of documents into smaller groupings for scanning
  - Subsets will reflect actual arrangement. The lab will not impose artificial groupings and subgroups will be used only in situations where obvious separations exist

  Example: an item that comes to the lab in a document box containing five folders

  ija-0123-**0001**-0001 [through last document in folder]
  ija-0123-**0002**-0001   "   "
  ija-0123-**0003**-0001   "   "
  ija-0123-**0004**-0001   "   "
  ija-0123-**0005**-0001   "   "

- In the case of single items in which there is no subgroup, such as a book or a single folder, then the subset designation *0000* will be applied

  Example: an item that consists of a single bound volume

  ija-1234-0000-0001 [through ija-1234-0000-0998]

- Use of subsets will minimize sequential numbering mistakes by creating smaller groupings within an IJA item number and allow for faster item identification for QC purposes