# Tennessee Department of Transportation
# Division of Materials and Tests

# Electronic Records File Naming

# SOP 8-1

Purpose: The purpose of this document is to establish the standard for file names of Materials and Tests Division's project records, to ensure standardization and consistency across the organization.

Background: Using uniform naming conventions and metadata to save records electronically requires an organization with accessibility to find, open, and read all files over the lifetime of the record. TDOT's Information Technology Division's Electronic Program Development Project has established an agency wide standard that complements the electronic records management strategy. TDOT Records Management Division is charged with ensuring that State Agencies retain and store State electronic records in a proper manner and dispose of in the same manner as paper records. Records Disposition Authorization (RDA 1942) defines the proper storage and disposal method for the Materials & Tests Division Construction Project Files record series.

Procedure: All Materials and Tests project records shall be electronic pdf files and named using the following format for file naming.

1. ContractNumber_MaterialDescription_ItemNumber_Date

   Examples:

   CNX123_Aggr_405-01.02_20230112

   CNX123_Conc_RPT01_20230301

   CNX123_Asph_DPM_RPT02_20231212

   CNX123_T2_730items_20230123

   - Material Description – Use the first 4 characters (e.g., Aggr, Asph, Conc, T2, etc.).
     - If there is more than one material listed, use the first material listed.

   - Item Number
     - If there is more than one item listed, use the first item listed.

   - Date – Use date reported with the following format:

        YYYYMMDD (e.g., 20230301)

- Duplicate File Names – When separate documents have an identical file name, add letters b, c, d, e, etc. at the end of each subsequential consecutive document with the same file name. *This will prevent files from being overwritten.*

  Examples:
  CNX123_Aggr_405-01.02_20230112
  CNX123_Aggr_405-01.02_20230112b
  CNX123_Aggr_405-01.02_20230112c
  CNX123_Aggr_405-01.02_20230112d

- Corrected Documents – When an original that was already submitted has been corrected, add the word "Corrected" to the end of the corrected document. *This will prevent files from being overwritten or discarded as a duplicate.*

  Example:

  CNW150_Aggr_405-01.02_20221013Corrected

2. Additional standards to follow to maintain consistency, accessibility, and readability of electronic files.

   - Use shortened text/abbreviations and remove spaces to keep file names between 25-35 characters. *Long file names increase the likelihood of error.*

   - Start each word with a capital letter followed by lowercase letters. *Except for abbreviations such as DPM – Daily Pavement Markings or BOL – Bill of Lading*

   - Use underscores (_), periods (.), hyphens (-), and capitalization (RiskManagement) to differentiate between text.

   - Avoid using these special characters * : \ / < > | " ? [ ] ; = + & $ % #

   - Add a zero in front of digits 0-9 (e.g., 00, 01, 02, 03, etc.).

   - Convert Word documents to .pdf format before sending electronically.

   - Do not place copies of emails in the regional drop boxes on drive N:\HQMT Contract Files.

3. All documents sent to the Materials and Tests Division shall be in electronic format. When a hardcopy is converted to an electronic .pdf document, the electronic version is then considered the original. Discard all other formats. Do not send hardcopies of documents to the Materials and Tests Division.

4. Electronic documents for samples entered in SiteManager do not need to be submitted to the Materials and Tests Division for filing. Sample IDs associated to each pay item through the life of the project can be viewed and quantified using the Contractor Materials Sampling Summary (RR069) report. All test results can be reviewed and printed from SiteManager as needed.