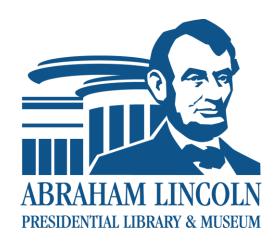# ALPL Oral History Program

File Naming Protocol

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I. Purpose
To provide a standard way of naming oral history project files that:
- is unique for each file
- supports the creation of complex works which have more than one interview session
- supports the creation of works with requests for redaction of materials prior to release to the public accessible collections while maintaining master copies of the original full work
- is easy to navigate and facilitates management of the oral history projects via fast distinction between the phases of the oral history process
- can be implemented and followed with minimal effort across many projects
- is persistent and facilitates compatibility with various computer platforms and operating systems of the past, present and future through observation of the guidelines developed by the International Organization for Standardization (ISO) and the Association for Information Systems (AIS)

II. Basic File Naming Guidelines
File names should use:
- alpha or numeric characters (do *not* assume case insensitivity—utilizing generally accepted rules of capitalization for names and titles will help ensure consistency in the file names)
- no punctuation except for an underscore "_" to separate words and a dot "." to separate the file extension
- a file extension with three characters, such as ".doc"
- no more than 31 characters

III. Folder Hierarchy

A. Text, Audio and Image
Text, audio and image files are saved in the Oral History folder on the 'O' drive.
These files are saved under the master "Projects" folder, with subfolders for each project (e.g. "Veterans_Remember" or "Immigrant_Stories").
Within the subfolders, a uniquely named folder is created for each interviewee in the following format:

LastName_FirstName   Example: Smith_Sam

All text files are saved directly in this interviewee-named folder.

Additionally, two folders named "Audio" and "Images" are created within the interviewee folder for the purposes of saving audio and image files respectively.

B. Video
Video files are saved separately on external hard drives in individual folders for each interviewee. These folders are named using the same format described above for the text files (LastName_FirstName).

IV. File Types:
There are four basic types of files:
- A. Text
- B. Audio
- C. Image
- D. Video

A. Text Files

a) Text File Name Elements
Each text file name consists of four basic elements, each separated by an underscore "_".
In situations where a redacted version is necessary, an additional element (3a) may be added to the final edit file(s) as described below.

1. Interviewee Name
2. Processing Step
3. Sequence Designator
  3a. Full/Redacted Version Designator (only used in occasional situations where a redaction is requested)
4. File Extension

1. Interviewee Name
Uniquely identifies each interviewee by using their last name followed by an underscore followed by the *first three letters of their first name*. For example, "Sunshine_Sal" would indicate that a file is related to an interview with Sally Sunshine.

2. Processing Step
Indicates which step in the process the file corresponds to. Each step is numbered in order of processing followed by a three or four letter abbreviation. Use the following conventions:

0DOG	Deed of Gift
1ABST	Abstract, Title Page & Table of Contents
2TSCP	Initial Transcript
3EDIT	First Edit
4FNL	Final Edit
5BIBL	Bibliography (arbitrary)
5SPTD	Support Documents (arbitrary)
5INDX	Index (arbitrary)
6TMLN	Timeline (arbitrary)
6PERS	Personnel (arbitrary)
6RDGS	Reading List (arbitrary)
7OUTL	Interview Outline (arbitrary)
8WDLT1	Word List – Original
8WDLT2	Word List – Alphabetical
9IMG	Image Caption Form

3. Sequence Designator: Some projects will consist of a series of interviews with an interviewee. This element will designate the specific interview within the series using two

numerical digits (such as 01 for the first interview in a series, 02 for the second interview, 03 for the third, and so on).

3a. Volume Designators
- On rare occasions when multiple interview sessions have been conducted with an interviewee, the Director of Oral History may decide to divide the interview into volumes. In these cases, the Sequence Designator will be VolI, VolII, etc. For example, Sally Sunshine had eleven interview sessions, with sessions 01 thru 05 becoming Volume I, and sessions 06 thru 11 becoming Volume II. This information will be reflected on the interviewee's abstract.
- Volume designations will only be used in the final stage of the transcript development.
- Example:
  - Sunshine_Sal_4FNL_VolI.doc

3b. Full/Redacted Designator (Occasional)
- Some interviewees may require that only a redacted version of the final edit be made available for a period of time, with the full un-redacted version withheld from the public-accessible collections until a predetermined date or event (upon death). In this case, two separate versions of the final edit will be created, and an additional element is required in the file name.
- A three letter abbreviation is placed directly after the sequence designator to distinguish the full and redacted versions. The letters "FUL" are used to indicate that the file is the full version, and "RED" to indicate the redacted version.
- Example:
  - "Smith_Sam_4FNL_01FUL.doc" is the full version of the final edit for the first interview with Sam Smith.
  - "Smith_Sam_4FNL_01RED.doc" is the redacted version of the final edit for the first interview with Sam Smith; this is the only version that will be made available to the public until the date of release for the full version.

4. File Extension
A three character file extension that indicates what type of file is being created. The extension is separated from the rest of the file name by a dot "." and is typically automatically assigned by the program you are using to create it (such as .doc for a file created in MS Word).

b) Text File Examples:
Three interviews were conducted with Samual Smith.

The initial transcript of the first interview	Smith_Sam_2TSCP_01.doc
The initial transcript of the second interview	Smith_Sam_2TSCP_02.doc
The initial transcript of the third interview	Smith_Sam_2TSCP_03.doc

An interview was conducted with Sally Sunshine, who requested a redaction.

The abstract	Sunshine_Sal_1ABST.doc
The initial transcript	Sunshine_Sal_2TSCP_01.doc
The first edit of the transcript	Sunshine_Sal_3EDIT_01.doc
The final edit, full version	Sunshine_Sal_4FNL_01FUL.doc
The final edit, redacted version	Sunshine_Sal_4FNL_01RED.doc
The index	Sunshine_Sal_5INDX.doc
The wordlist	Sunshine_Sal_8WDLT
The Image Caption Form	Sunshine_Sal_9IMG

B. Audio Files

a) Audio File Name Elements
Each audio file name consists of three basic elements, each separated by an underscore "_".
In situations where a redacted version is necessary, additional elements (2b and 2c) may be added as described below.

1. Interviewee Name
2. Sequence Designator (Session Number)
   2a. Part Number
   2b. Full/Redacted Version Designator (only used in occasional situations where a redaction is requested)
3. File Extension

1. Interviewee Name
Uniquely identifies each interviewee by using their last name followed by an underscore followed by the first three letters of their first name. For example, "Sunshine_Sal" would indicate that a file is related to an interview with Sally Sunshine.

2. Sequence Designator (Session Number)
Some projects will consist of a series of interviews with an interviewee. This element will designate the specific interview session within the series using two numerical digits (such as 01 for the first interview in a series, 02 for the second interview, 03 for the third, and so on). Interviews should be divided into different sessions whenever there is a natural break in the interview, for instance if the interview takes place over multiple days or if it is divided into a morning and afternoon session. A walking portion of an interview should always be labeled as a separate session, and should also be numbered in sequence after a sit down interview, even if the walking interview was conducted first (thus if on one day, a walking interview is conducted in the morning and a sit down interview after lunch, the sit down interview would be labeled 01, and the walking interview 02).

2a. Part Number (Occasional)
- If a single interview session is divided into multiple files, individual parts will be designated by a period followed by the part number (such as .01 for the first part of an interview, .02 for the second, and so on). A part is not a stand alone interview, and an interview in parts is generally intended to be later fused into a single file.

2b. Full/Redacted Final Edit Designator (Occasional)
- Some interviewees may require that only a redacted version of the audio be made available for a period of time, with the full un-redacted version withheld from the public-accessible collections until a predetermined date or event (upon death). In this case, two separate versions of the audio file will be created, and an additional element is required in the file name.
- A three letter abbreviation is placed directly after the sequence designator to distinguish the full and redacted versions. The letters "FUL" are used to indicate that the file is the full version, and "RED" to indicate the redacted version.
- Example:

- o "Smith_Sam_01FUL.mp3" is the full audio version of the first interview with Sam Smith.
- o "Smith_Sam_01RED.mp3" is the redacted audio version of the first interview with Sam Smith; this is the only version that will be made available to the public until the date of release for the full version.

3. File Extension
A three character file extension that indicates what type of file is being created. The extension is separated from the rest of the file name by a dot "." and is typically automatically assigned by the program you are using to create it. Audio files will be in both the ".wav" (master file / uncompressed) and ".mp3" (compressed) format.

Note: Only the compressed versions of the audio file (mp3) will be made available to the general public, either on CD or via the internet. Uncompressed files (wav) will only be made available through the AV curator, consistent with restrictions placed on the interview by the interviewee.

4. Audio Excerpts: Audio excerpts are often created for an interview, featuring some of the highlights from that interview. When these files are created, each file consists of three basic elements, with each element divided by an underscore (_).

- Individual's name: LastName_Fir_
- The excerpt number; Excpt##_
- Short title for the excerpt; MLKingAssassination. Use no space between words in short title; instead, capitalize each new word. Keep short titles to a minimum length.
- Example: Smith_Sam_Excpt01_1968Convention

b) Audio File Examples:
Three interviews were conducted with Samual Smith, with a request for a redaction from the 2nd interview.

The public-accessible compressed files:

The audio of the first interview, mp3 format	Smith_Sam_01.mp3
The audio of the second interview, mp3 format, redacted	Smith_Sam_02RED.mp3
The audio of the third interview, mp3 format	Smith_Sam_03.mp3

The master files maintained by the AV curator:

The audio of the first interview, wav format	Smith_Sam_01.wav
The audio of the second interview, wav format, full	Smith_Sam_02FUL.wav
The audio of the second interview, wav format, redacted	Smith_Sam_02RED.wav
The audio of the third interview, wav format	Smith_Sam_03.wav

C. <u>Image Files:</u> The image folder will contain all images for an interviewee, along with a separate text file for image descriptions.

a) Image File Name Elements
Each image file name consists of three basic elements, each separated by an underscore "_".
1. Interviewee Name
2. Number
3. File Extension

1. Interviewee Name

Uniquely identifies each interviewee by using their last name followed by an underscore followed by the first three letters of their first name. For example, "Sunshine_Sal" would indicate that a file is related to an interview with Sally Sunshine.

2. Number

Each image is assigned a three-digit number in the order they are saved to the folder.

3. File Extension

A three character file extension that indicates what type of file is being created. The extension is separated from the rest of the file name by a dot "." and is typically automatically assigned by the program you are using to create it. Image files will most commonly be in the ".jpg", ".gif" or ".tif" format.

b) Image Description File Name Elements

In addition to each image file, a separate text file is created to provide descriptions for each image. The file should contain in list format the file name of each image followed by a brief description of that image, including any relevant names and dates.

Each image description file name consists of three basic elements, each separated by an underscore "_".

1. Interviewee Name
2. "IMG", the Image Tag Letters
3. File Extension

1. Interviewee Name

Uniquely identifies each interviewee by using their last name followed by an underscore followed by the first three letters of their first name. For example, "Sunshine_Sal" would indicate that a file is related to an interview with Sally Sunshine.

2. "IMG", the Image Tag Letters

The letters "IMG" are used to indicate that the file contains image descriptions.

3. File Extension

A three character file extension that indicates what type of file is being created. The extension is separated from the rest of the file name by a dot "." and is typically automatically assigned by the program you are using to create it. The image description file will typically be created in MS Word and will therefore be in the ".doc" format.

c) Image File Examples:

An interview was conducted with Sally Sunshine, and three images are saved including an old family photo, a newspaper clipping, and a current photo of Sally. The images are saved in the order listed.

Family Photo	Sunshine_Sal_01.jpg
Newspaper Clipping	Sunshine_Sal_02.jpg
Current Photo	Sunshine_Sal_03.jpg
Image Caption Text File	Sunshine_Sal_9IMG.doc

D. <u>Video Files</u>

a) Video File Name Elements
Each video file name consists of four basic elements, each separated by an underscore "_".
In situations where a redacted version is necessary, an additional element may be added to the video file(s) as described below.

1. Interviewee Name
2. Sequence Designator (Session Number)
   2a. Part Number
   2b. Full/Redacted Version Designator (only used in occasional situations where a redaction is requested)
3. Version
4. File Extension

1. Interviewee Name
Uniquely identifies each interviewee by using their last name followed by an underscore followed by the first three letters of their first name. For example, "Sunshine_Sal" would indicate that a file is related to an interview with Sally Sunshine.

2. Sequence Designator
Some projects will consist of a series of interviews with an interviewee. This element will designate the specific interview session within the series using two numerical digits (such as 01 for the first interview in a series, 02 for the second interview, 03 for the third, and so on). Interviews should be divided into different sessions whenever there is a natural break in the interview, for instance if the interview takes place over multiple days or if it is divided into a morning and afternoon session. A field/walking portion of an interview should always be labeled as a separate session, and should also be numbered in sequence after a sit down interview, even if the walking interview was conducted first (thus if on one day, a walking interview is conducted in the morning and a sit down interview after lunch, the sit down interview would be labeled 01, and the walking interview 02).

2a. Part Number (Occasional)
- If a single interview session is divided into multiple files, individual parts will be designated by a period followed by the part number (such as .01 for the first part of an interview, .02 for the second, and so on). A part is not a stand alone interview, and an interview in parts is generally intended to be later fused into a single file.

2b. Full/Redacted Designator (Occasional)
- Some interviewees may require that only a redacted version of the video be made available for a period of time, with the full un-redacted version withheld from the public-accessible collections until a predetermined date or event (upon death). In this case, two separate versions of the switched video file will be created, and an additional element is required in the file name.
- A three letter abbreviation is placed directly after the sequence designator to distinguish the full and redacted versions. The letters "FUL" are used to indicate that the file is the full version, and "RED" to indicate the redacted version.
- Example:
  - "Smith_Sam_01FUL_SWT.mpg" is the full version of the first interview with Sam Smith.

      o "Smith_Sam_01RED_SWT.mpg" is the redacted version for the first interview with Sam Smith; this is the only version that will be made available to the public until the date of release for the full version.

3. Version: Indicates which version of the video recordings the file corresponds to. Each version is identified by a three or four letter alpha abbreviation. Use the following conventions:

For tapes recorded in the IIS studio:
INT   **Interviewee Only Version** (The camera is focused on the interviewee only – tapes from IIS of this version will be labeled "GuestIso")
PAN   **Panoramic Version** (The camera shot includes both the interviewer and the interviewee – tapes from IIS of this version will be labeled "2ShotIso")
SWT **Switched Version** (The resulting product includes an edited version of the interview, switching back and forth between a pano shot to a shot of the interviewee, to a shot of the interviewee, etc. Many of the switched versions of the interview will also incorporate PowerPoint slides, all inserted by a technician during the interview. Tapes from IIS of this version will be labeled "Switch")

For tapes recorded during a field interview:
CLO **Close/Tight Angle Shot**
WID **Wide Angle Shot**
WLK **Walking Interview**
STOCK   **Stock Footage** (the ALPL does not usually film stock footage without dialogue, but if such footage exists, it will be retained with a STOCK designator and no sequence designator. Stock footage will be archived, but will not be posted online)

Note: Only the switched version of the video file will be made available to the general public, either on CD or via the internet. If no switched version exists, either of the other files will be used as the primary version.

4. File Extension
A three character file extension that indicates what type of file is being created. The extension is separated from the rest of the file name by a dot "." and is typically automatically assigned by the program you are using to create it. Compressed video files will commonly be in the ".avi", ".mpg", ".mov", ".wmv" or similar format. Uncompressed master files are saved in the DV25 format with no file extension, or in an alternate format yet to be determined.

Note: Only the compressed versions of the video file (e.g. avi or mpg) will be made available to the general public, either on CD or via the internet. Uncompressed files will only be made available through the AV curator, consistent with restrictions placed on the interview by the interviewee.

b) Video File Examples:
Two video interviews are conducted with Sam Smith. Sam wants a portion of the video to be redacted until after the time of his death.

The public-accessible compressed files:
Switched version of the first interview, redacted   Smith_Sam_01RED_SWT.mpg
Switched version of the second interview, redacted   Smith_Sam_02RED_SWT.mpg

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The master files maintained by the AV curator:

Interviewee only version of the first interview	Smith_Sam_01_INT
Interviewee only version of the second interview	Smith_Sam_02_INT
Panoramic version of the first interview	Smith_Sam_01_PAN
Panoramic version of the second interview	Smith_Sam_02_PAN
Switched version of the first interview, full	Smith_Sam_01FUL_SWT
Switched version of the first interview, redacted	Smith_Sam_01RED_SWT
Switched version of the second interview, full	Smith_Sam_02FUL_SWT
Switched version of the second interview, redacted	Smith_Sam_02RED_SWT

John Doe is interviewed in the field during a sit down portion in the morning and a walking tour in the afternoon. The walking tour is recorded on two different tapes, and another tape contains stock footage.

Close angle version of the sit down interview.	Doe_Joh_01_CLO
Wide angle version of the sit down interview.	Doe_Joh_01_WID
First part of the walking interview.	Doe_Joh_02.1_WLK
Second part of the walking interview.	Doe_Joh_02.2_WLK
Tape of stock footage.	Doe_Joh_STOCK

Appendix A: Sample File Structure

Example of a complete file for a multi-session interview with request for a redaction in the first interview session:

Address :\Oral History\Projects\Family_Memories\Smith_Sam

Audio
Images
Smith_Sam_1ABST_01.doc
Smith_Sam_2TSCP_01.doc
Smith_Sam_2TSCP_02.doc
Smith_Sam_2TSCP_03.doc
Smith_Sam_3EDIT_01.doc
Smith_Sam_3EDIT_02.doc
Smith_Sam_3EDIT_03.doc
Smith_Sam_4FNL_01FUL.doc
Smith_Sam_4FNL_01RED.doc
Smith_Sam_4FNL_02.doc
Smith_Sam_4FNL_03.doc
Smith_Sam_5INDX_01.doc
Smith_Sam_5INDX_02.doc
Smith_Sam_5INDX_03.doc
Smith_Sam_6TMLN_01.doc
Smith_Sam_7OUTL_01.doc

Address I:\Oral History\Projects\Family_Memories\Smith_Sam\Images

Smith_Sam_01.jpg
Smith_Sam_02.jpg
Smith_Sam_03.jpg
Smith_Sam_IMG.doc

Address I:\Oral History\Projects\Family_Memories\Smith_Sam\Audio

Smith_Sam_01FUL.mp3
Smith_Sam_01RED.mp3
Smith_Sam_02.mp3
Smith_Sam_03.mp3