

## File Naming Guidelines

Every oral history completed will be assigned a unique oral history number. All documents – analog or digital – will use a numbering schema that will trace back to this oral history number and its associated narrator(s).

Each oral history number will be followed by an underscore (\_), followed by a three alphanumeric code before it is saved. Letters refer to the type of file (N=field notes, for example). Each letter will be followed by a two-digit number 01-99, identifying up to 99 files of that TYPE. Remember, even if you only have ONE file, you must use the two-digit number, with the exception of the photo description (PD).

For example, electronic files could look like this:

VAOHP0000\_P02  
VAOHP0000\_V01  
VAOHP0000\_N01  
VAOHP0000\_T08  
VAOHP0000\_T02

### Audio Files

Oral histories are often completed in one session, but it is not unusual to need to return in multiple sessions. (If this is the case, please see Viet Stories Associate Director for help.)

#### *One Session – One Track*

Begin each file name with the oral history number, followed by the underscore (\_). After the underscore, use T (for track) or V (for video) followed by 01.

Example: VAOHP0000\_T01 or VAOHP0000\_V01

#### *One Session - Multiple Tracks*

If you end up with multiple tracks of your oral history, after you download the multiple tracks, you will need to rename them. As with the previous example, begin with the oral history number, underscore, T (or V), and then each track number in consecutive order.

Example:

VAOHP0000\_T01 or VAOHP0000\_V01 (Videos)  
VAOHP0000\_T02 VAOHP0000\_V02  
VAOHP0000\_T03 VAOHP0000\_V03

***Multiple Sessions, One Track Only***

It may be that your narrator is interviewed in multiple sessions but you have laid only one track for each session. Example: you have completed 3 one-hour sessions, each with only one track.

Your file names may look like this:

VAOHP0000.1_T01	or	VAOHP0000.1_V01 (Videos)
VAOHP0000.2_T02		VAOHP0000.2_V02
VAOHP0000.3_T03		VAOHP0000.3_V03

***Multiple Sessions and Tracks***

If you must return to a narrator for multiple sessions AND you lay additional tracks, file names would be as follows:

VAOHP0000.1_T01	or	VAOHP0000.1_V01 (Videos)
VAOHP0000.1_T02		VAOHP0000.1_V02
VAOHP0000.2_T01		VAOHP0000.2_V01
VAOHP0000.2_T02		VAOHP0000.2_V02
VAOHP0000.3_T01		VAOHP0000.3_V01

**Other File Types**

You will have taken digital photographs that you will be downloading to your narrator’s file. You may be downloading your field notes, a final transcript, or a scan of someone’s documents. Each of these files, like each audio file, will have an individual identifying file name.

VAOHP0000_A01	(Abstract/Keywords)
VAOHP0000_F01	(Final version of transcript)
VAOHP0000_L01	(Time Log)
VAOHP0000_P10	(tenth Photo associated with this oral history)
VAOHP0000_M01	(Life Map)
VAOHP0000_N01	(a copy of your Field Notes)
VAOHP0000_D01	(Document 1, scanned letter)
VAOHP0000_D02	(Document 2, scanned passport)
VAOHP0000_Z01	(Scanned paperwork: consent forms, releases, etc.)

*\*adapted from California State Fullerton’s Center for Oral and Public History.*