



EDM File Naming Standard

The purpose of this document is to describe the file naming standard for all incoming files from the Data Sources.

File Naming Standard

File name will begin with the day component of the date which the file represents, followed by an underscore, followed by a source code (for example, DMV for Dept of Motor Vehicles), followed by an underscore, followed by a sequence number, followed by an underscore, followed by the word LOAD in uppercase, with the extension .txt

Example: 20121121_DMV_01_LOAD.txt

The sequence number should always be 01 for a single file sent for that day per source. Effort should be made at the source agency to provide all data in a single file if possible. If for some reason a constraint prevents the data from being able to be sent in a single file, a second file can be sent containing the rest of the data, with a 02 in the sequence number.

Example: 20121121_DMV_02_LOAD.txt

The use of the text string LOAD, while not significant at this point, allows for future considerations if the need should ever arise to accept different file types.
