



## Federal Historic Rehabilitation Tax Credit File Naming Conventions

The following file naming conventions have been established by the State Historic Preservation Office and are to be used for all submissions of project materials.

### File Naming Conventions Before National Park Service (NPS) Project Number Assignment:

For the initial transmission of tax project application materials such as folder names, application, photographs, and supplemental materials, the format is:

ApplicationPart\_ApplicationComponent\_PropertyAddress\_City\_State

P1\_Hold1\_123MainStreet\_Akron\_OH

Additional Examples:

- P1\_123MainStreet\_Akron\_OH
- P2\_123MainStreet\_Akron\_OH
- P3\_123MainStreet\_Akron\_OH
- Amend1\_123MainStreet\_Akron\_OH
- P1\_Dwgs\_123MainStreet\_Akron\_OH

### File Naming Conventions After NPS Project Number Assignment:

After the NPS has assigned a project number, which occurs upon initial transmission of application materials from SHPO to NPS, the naming convention should also include the NPS Project Number:

- 45678\_Amend1\_123MainStreet\_Akron\_OH
- 45678\_Amend1\_Dwgs\_123MainStreet\_Akron\_OH

### File Naming Tips:

The following rules should be followed when naming files:

- Limit names to 75 characters.
- Do not include spaces, punctuation, or special characters.
- Use Camel Case (i.e., Capitalize Each Word).
- Use underscores instead of spaces between parts of the file name.

**Project File Folder Name:**

Application components should be stored in a digital folder that is named following the same general naming conventions.

- P1\_123MainStreet\_Akron\_OH (Initial Submission)
- 45678\_P1\_123MainStreet\_Akron\_OH (once an NPS number has been assigned)

**Application Components:**

The application consists of several components, each with a specific file name. Items such as Amendments and Hold Responses may have multiple submissions. Add the # for the item as seen in the examples below.

| <b>Component Name</b>    | <b>File Format Sample</b>           |
|--------------------------|-------------------------------------|
| Part 1                   | P1_123MainStreet_Akron_OH           |
| Part 2                   | P2_123MainStreet_Akron_OH           |
| Part 3                   | P3_123MainStreet_Akron_OH           |
| Amendment                | Amend1_123MainStreet_Akron_OH       |
| Photographs              | P2_Photos_123MainStreet_Akron_OH    |
| Historic Photos          | HPhotos_123MainStreet_Akron_OH      |
| Photo Key                | P2_PhotoKey_123MainStreet_Akron_OH  |
| Drawings or Plans        | P2_Dwgs_123MainStreet_Akron_OH      |
| Existing Drawings        | P2_ExDwgs_123MainStreet_Akron_OH    |
| Proposed Drawings        | P2_PropDwgs_123MainStreet_Akron_OH  |
| Demolition Drawings      | P2_DemoDwgs_123MainStreet_Akron_OH  |
| Response to Hold         | P2_HOLDResp1_123MainStreet_Akron_OH |
| Supplemental Information | P2_SupplInfo_123MainStreet_Akron_OH |

Additional approved file name abbreviations.

- Revision/Revised - Rev (for identifying revisions from previous narrative submissions)
- Street – St
- Avenue - Ave
- Road – Rd
- Boulevard – Blvd

Please note that these naming conventions are subject to change.