

Commission of Inquiry

PARADISE DAM

Schedule 2 – Folder structure and naming of files

- 2.1 This schedule specifies how electronic documents and images are to be located and named for the purposes of production to the Commission.
- 2.2 The folder containing all documents will be named either ‘\Documents\’ or ‘\Images\’.
- 2.3 Documents produced as searchable images will be named ‘Document ID.pdf’. Only the final full stop between the Document ID and the file extension will be used (e.g. ‘ABC0010020312.pdf’).
- 2.4 Documents produced as native electronic documents will be named ‘DocumentID.xxx(x)’ where ‘xxx(x)’ is the original default file extension typically assigned to source native electronic files of that type (for example, ‘ABC0010020312.docx’).
- 2.5 Folders containing documents will be structured in accordance with the Document ID hierarchy. For example, the document produced as a searchable image called ‘ABC0010020312.pdf’ would be located in the folder called ‘Documents\ABC\001\002\’. That document will appear in the directory listing as ‘Documents\ABC\001\002\ABC0010020312.pdf’. Where this same document has been produced as a Word document, it would be called ‘ABCOO10020312.doc’ and will be located in the folder called ‘Documents\ABC\001\002\’. It will appear in the directory listing as ‘Documents\ABC\001\002\ABC0010020312.doc’.