



# Electronic Scan Guidelines

Effective 12 September 2006  
Office of Hispanic/Latino Affairs  
Ezra C. Escudero, Director

# Naming Convention

- ttttyyyymmdd qqqqqq.xxx
  - tttt: Document Type (max 4 characters)
  - yyy: Year (last 3 digits, e.g. 2006=006)
  - mm: Month (numeric, e.g. May=05)
  - dd: Date (numeric, include preceding 0)
  - qqqqqq: Quick Description of topic (max 5 characters)
  - .xxx: File Type (as per Microsoft Windows, .doc=Word, .pdf=Adobe Acrobat, .jpg=image, etc.)

# Date & Quick Description

- Date of Document
  - Date is the date of the article or document, NOT the date of the event or receipt of the document
  - If the document is not dated, then use the date of receipt
  - If no date of receipt, then use date of scan
- Quick Description
  - Use the ONE word, phrase, or topic that best describes the point of the document or the subject matter covered

# Document Types

- comm
  - Letters from a Commissioner
- memo
  - Memos from the Office or from the Director
- dir
  - Letters from the Director
- chr
  - Memos & letters from the Chair
- news
  - Scans of clippings from newspapers, newsletters, websites
- foto
  - Scanned pictures
- in
  - Any letter FROM outside community

# Document Types

- ag
  - Memos & letters from Attorney General
- gov
  - Memos & letters from Governor
- hse
  - Memos & letters from the Ohio House or a State Rep
- sen
  - Memos & letters from the Ohio Senate or a Senator
- das
  - Memos & letters from Dept. of Administrative Services (including CSA, Office of Information Tech, etc.)
- ohio
  - Any letter FROM Ohio state or local government agency other than specified above
- fed
  - Any letter from any Federal agency or elected official

# Examples

- dir0060315 budg.pdf
  - A letter to the Governor from the Director regarding the Budget on March 15, 2006
- news0040913 fire.pdf
  - A news article dated September 13, 2004, about the West Side Fire
- memo0051216
  - A memo from the Director to CSA regarding holiday pay schedule