

File Naming Conventions and Nomenclature for LTO and Archival

Purpose: The purpose of this wiki is to inform users about best practices for naming/renaming files for long-term storage. Spaces and special characters in file names can often lead to unwanted results on archival and storage systems (especially those running Debian and other less mainstream operating systems.)

1.) Review the file name and look for vulnerable/problematic characters	Who's \$ is This? - A Short Story.mov
2.) A general rule of thumb for naming is to avoid special characters	Who's \$ is This? - A Short Story.mov
3.) Additionally, spaces should be replaced with underscores	Whos _Money_is _This _A _Short _Story.mov
4.) Lastly, if a creator's identity can be discerned from the file name or the content, include that in the name. Avoid spacing First Name and Surname.	Whos_Money_is_This_A_Short_Story_JeremyGruy.mov
In our instance, "A_Short_Story" is unnecessary for archival purposes. I'll choose to remove it from the final title name.	Whos_Money_is_This_JeremyGruy.mov