



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_123MainSt_Akron_OH

Additional Examples:

- P1_123MainSt_Akron_OH
- P2_123MainSt_Akron_OH
- P3_123MainSt_Akron_OH
- Amend1_123MainSt_Akron_OH
- P1_Dwgs_123MainSt_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_123MainSt_Akron_OH
- 45678_Amend1_Dwgs_123MainSt_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_123MainSt_Akron_OH (Initial Submission)
- 45678_P1_123MainSt_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 Reponses may have multiple submissions. Add the # for the item as seen in the examples below.

Component Name	File Format Sample
Part 1	P1_123MainSt_Akron_OH
Part 2	P2_123MainSt_Akron_OH
Part 3	P3_123MainSt_Akron_OH
Amendment	Amend1_123MainSt_Akron_OH
Photographs	P2_Photos_123MainSt_Akron_OH
Historic Photos	HPhotos_123MainSt_Akron_OH
Photo Key	P2_PhotoKey_123MainSt_Akron_OH
Drawings or Plans	P2_Dwgs_123MainSt_Akron_OH
Existing Drawings	P2_ExDwgs_123MainSt_Akron_OH
Proposed Drawings	P2_PropDwgs_123MainSt_Akron_OH
Demolition Drawings	P2_DemoDwgs_123MainSt_Akron_OH
Response to Hold	P2_HOLDResp1_123MainSt_Akron_OH
Supplemental Information	P2_SuppInfo_123MainSt_Akron_OH

Additional approved file name abbreviations.

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

Please note that these naming conventions are subject to change.