Sample File-Naming Templates

You can adapt your file names for different types of records, but generally try to keep a consistent system so you can easily find a particular file. In these three templates, I use hyphens within the name, date or place and underscores between those three parts. But you might find it more convenient to use hyphens throughout the file name.

NAME FIRST

surname-firstname_yyyy-mm-dd_state-place_event.ext

Grant-Alva-A_1921-08-24_MN-Clay-County_Probate.pdf

Note: You could omit the word *County*.

PLACE FIRST

state-county-place_event_surname-firstname_yyyy-mm-dd.ext.

ME-Aroostook-County_Deed-Index_Pennington_1808-1879_FHL-Film-10432.pdf

Note: Here, *FHL-Film* refers to a Family History Library microfilm.

DATE FIRST

yyyy-mm-dd_surname-firstname_ state-place_source.ext

1903-08-13_KY-Lexington_Morning-Herald-Page-1_GenealogyBank.pdf

Note: This file is in a folder all pertaining to the same person, so I didn't include the person's name in the file name.