

JEDEC MANUAL

JEDEC File Naming Convention

JM19A

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JEDEC SOLID STATE TECHNOLOGY ASSOCIATION



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FILE-NAMING CONVENTION

(From JEDEC Board Ballot JCB-99-85, formulated under the cognizance of the JEDEC Board of Directors.)

1 Purpose

Documents are frequently issued by the JEDEC Staff, the JEDEC Board of Directors (BoD), and the JEDEC Committees. It would be highly beneficial for all to use a uniform file-naming convention that would identify these documents by type, source, item or ballot number, date, and format of each file issued. The BoD Software Task Group has developed the file-designation system described in this document, in response to this need. It is based on an 8.3 file-name format, i.e., eight characters plus an extension of no more than three letters.

1.1 Guidelines

The following guidelines shall be used to determine file names (see Figure 1). Examples are given in 1.2. Since each file name is limited to eight primary characters (positions 1-8), it has been found necessary to vary the significance of positions 3 to 8, depending on the type of document under consideration, as outlined as follows:.

- 1) Position 1 - A single letter, arbitrarily assigned to identify the BoD or committee associated with the document in question, see Table 1.

Table 1 — Position 1, Committee Identifier

A = JC-10	F = JC-15	L =	S = SWC
B = JC-11	G = JC-16	M =	T = JC-61
C = BoD	H = JC-45	N = JC-40	U = JC-63
D = JC-13	J =	P = JC-70	V = JC-64
E = JC-14	K =	R = JC-42	W =

- 2) Position 2 - A single letter, mnemonically selected to identify the type of document being referenced, see Table 2.

Table 2 — Position 2, Document Type Identifier

A = A gendas	L = item L og reports	P = P reballots
B = B allots	M = M inutes	S = S urveys
I = I tems	N = N otices	T = a t T achments to the minutes

1.1 Guidelines (cont'd)

Positions 3-8 Characters whose significance depends on the type of document:

- a) Agendas, item log reports, minutes, and notices (A, L, M, and N) use four numerals, in positions 3-6, in yymm format, to indicate the date of issuance, e.g., 0011 for November 2000.
- b) Items (I) use six characters, in positions 3-8, to identify the committee's item number, based on the committee's own terminology. Examples:
 - i) For JC-42, this identification of the item number shall consist of the final 3 digits of the designation if greater than 999, plus two decimal numbers (omitting the decimal point), plus the revision level as the last digit; e.g., item 1,017.24C would be expressed as 01724C;
 - ii) For JC-10, item 10D-95-8F, for example, would be expressed as D9508F, in which the 10 is omitted because Position 1 already identifies the committee as JC-10, the leading 0 is added before the 8 to preserve position, and the F indicates the sixth revision.
 - iii) For JC-42.5, item 1,072.53B, for example, would be expressed as 07253B.
- c) Preballots (P) are ballots a committee has prepared or proposed that have not yet been assigned a formal ballot number. For a preballot that is intended for the BoD, use the existing committee ballot number in positions 3-8. For a preballot that is to be sent out for committee vote, use the committee's item number in positions 3-8. (Position 8 will use a "-" for the original (unrevised) ballot, or A, B, ..., for subsequent revisions. Positions that are not used will also use a "-".)
- d) Ballots (B) and Surveys (S) use the ballot number assigned by the JEDEC Office in positions 3-8: year (yy), plus ballot number within that year (nnn), plus revision letter (r), with the committee identification and any punctuation marks omitted. As in c), position 8 for an original (unrevised) ballot or survey shall be occupied by a "-".

Remaining positions, if any Specialized information, depending on the type of document:

- a) All dated documents (A, L, M, N, T) use position 8 to identify the subcommittee originating the document, represented by a single character assigned by the main committee.
- b) Minutes files (M) with auxiliary files attached are so indicated by the letter T in position 7.
- c) Attachments (T) are identified by two symbols in positions 6 and 7, ranging from 0A to 0Z, omitting 0I and 0O, for the first 24 attachments, AA, AB, AC, ..., for the next 24, etc.
- d) Item log reports (L) are often prepared with different sort orders or filters applied. This variation is identified by an appropriate character in position 7, where a new field (o) is introduced to identify the sort order of the report. Each committee may personalize the significance of this character to accommodate its needs. Examples for position 7 might be I for Item Number sort, T for Task Group Sort, S for Subcommittee Sort, and N for Nonvolatile Subcommittee sort.
- e) Position 8 uses a single character to identify a point committee, when significant, or "-" for original (unrevised) ballots.

1.1 Guidelines (cont'd)

In general, note that leading zeros must be inserted as necessary to preserve position, and punctuation marks such as hyphens and decimal points are omitted. All other blank positions shall be occupied by a dash (-). Positions E1- E3, for the extension, indicate the file format, e.g., PDF, FM, DOC.

The diagram in Figure 1 illustrates the significance of each position in the file-naming convention.

<u>Character Position</u>								<u>Extension Type</u>			<u>Document Type</u>	
1	2	3	4	5	6	7	8	.	E1	E2	E3	
C	A	y	y	m	m	-	p	.	x	x	x	Agendas
C	B	y	y	n	n	n	r	.	x	x	x	Ballots
C	I	i	i	i	i	i	r	.	x	x	x	Items
C	L	y	y	m	m	o	p	.	x	x	x	Item log Reports
C	M	y	y	m	m	T	p	.	x	x	x	Minutes
C	T	y	y	m'	a	a	p	.	x	x	x	Minutes Attachments
C	N	y	y	m	m	r	p	.	x	x	x	Notices
C	P	y	y	n	n	n	r	.	x	x	x	Preballots (BoD)
C	P	i	i	i	i	i	r	.	x	x	x	Preballots (Committee)
C	S	y	y	n	n	n	r	.	x	x	x	Surveys

Document type identifier

Committee or BoD (Council) identifier

Point committee or revision identifier

aa	Attachments to the Minutes (0A-0Z, AA, AB, ...)
C	Committee Identifier Code
iiii	Item number, in each committee's terminology
mm	Month, for most file types
m'	Month (in hex notation, 1 through C), used only for attachment files (T)
nnn	Ballot number, i.e., sequence within any given year
o	Item log report: sort order or filter
p	Point committee identifier, in hex notation
r	Revision level ("-", for the original ballot version; A, B, ..., for revisions)
yy	Year (last two digits)
T	In position 7, signifies the attachment of separate files to the Minutes file
xx(x)	File extension, such as DOC, FM, PDF

Figure 1 — Diagram of file-naming system

1.2 Examples

A few specific examples are included to further clarify the proposed file-naming system:

- RB99010-.PDF The tenth ballot issued by JC-42 in 1999, no revision; PDF format
- CM9905--.PDF Minutes of the May 1999 BoD meeting; PDF format
- RI98304B.FM A JC-42 proposal, Item 983.04, Rev B; FrameMaker format
- MA0005-5.PDF Agenda for the May 2000 JC-25 meeting; PDF format
- RM9906-4.PDF Minutes of the June 1999 JC-42.4 meeting, with no attachments; PDF format
- RT00CAC3.DOC Attachment AC to the minutes of the Dec 2000 JC-42.3 meeting; WORD format
- AT98BOJ-.PDF Attachment J to the minutes of the Nov 1998 JC-10 meeting; PDF format
- BI11645A.PDF Revision A of JC-11's item no. 11-645; PDF format
- DB99028-.PDF JC-13's ballot no. 99-28, no revision; PDF format

2 Inactive Committees

When a committee becomes inactive the letter assignment will be maintained for a period of six (6) months. At the end of the six month time the letter will be recycled into the available letters to be reassigned to a new committee. Table 3 details the committees that have become inactive, the letter assigned to the committee, and the inactivation date.

Table 3 — Inactive Committees

Committee	Letter Assigned	Inactivation Date
JC-17	H	1999
JC-22	K	October 2013
JC-25	M	October 2013
JC-60	S	2001
JC-65	W	August 2008

NOTE For reassigned committee letter identifiers, the inactive date serves to identify the committee ownership.

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