



National Park Service
U.S. Department of the Interior

Natural Resource Stewardship and Science

GRSM Standard Operating Procedure: Directory Structure

Suggested Citation: National Park Service. 2016. GRSM Standard Operating Procedure: Directory Structure. Version 2016-07-20. National Park Service, Great Smoky Mountains National Park. Gatlinburg, Tennessee.

Contents

Purpose.....	3
Scope	3
Procedures	3
Roles and Responsibilities.....	4
Contact Information	4
Attachments	4
References.....	4

Version History		
Version	Update Date	Changes
20160719	20160719	Revised draft to appropriate format

Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish and maintain a well-documented directory structure for electronic data accessible to all GRSM RMS staff.

Scope

These guidelines apply to all staff that create and maintain files and folders on the GRSM shared network drives also known as the V and U drives.

Procedures

Appendix A of this document outlines the share directory structure with a brief description of the directories' content. Any staff member can make additions or modifications to the directory structure. Additions or modification to the structure require updating Appendix A to reflect the change, and notification of all GRSM staff of the change. Prior staff notification of changes is not required, however, staff comments should be considered and additional changes may be necessary based on those comments.

NOTE:

- A modification to Appendix A does not affect the procedure and therefore does not require a version change.
- Changes to the root of the U or V drive are always communicated via email to staff.
- Changes of modifications to second or third level directories should be communicated to staff members if:
 - o It affects the placement of files in similar directories (e.g., all Inventory folders should use similar structure).
 - o Not notifying staff members may lead to the creation or use of a similar directory with similar record sets.
- A root level directory should not be created if a single second level directory is its only content. It is OK to create a root level directory with a single second level directory if it is certain that other second level directories will occur in the future.
- The server-based copy of all electronic files will be the primary version/ Local electronic file versions on personal computers are not authoritative.
- Generally, all electronic files should be maintained in a networked environment that enables immediate retrieval. Although there are some exceptions, off-line storage and retrieval of electronic files from external media will be discouraged (except for the off-site backup storage of data files for security).
- Working files are kept separate from archived products.
- Finished products are read-only.
- Version control is implemented in both active and archived directories

Directory naming should be descriptive enough to easily identify its content, but kept as short as possible. Appendix A is intended to provide a comprehensive description of a directory's content and knowledge of this appendix is essential for all staff members. Directory names cannot include any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (*), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;). Other special characters, including the space and the period, should also be avoided. Use acronyms in common use within and outside the National Park Service and related to natural resource management.

Creation of directories should be considered carefully. If the creation of a directory is necessary, it may be appropriate to create the same directory within other directory structures to promote and ensure consistency. The creation of a sub-directory for one file is inefficient and should be avoided if at all possible. Staff coordination is essential to prevent the duplication of storage location of similar data in multiple locations.

Roles and Responsibilities

Role	Responsibility
GIS Specialist	Ensure that park staff adheres to the directory structure guidelines.
Data Manager	Ensure that park staff adheres to the directory structure guidelines.
GRSM Staff	Branch or program leader is responsible for RMS files posted to these servers and that conventions laid out in this document and appendix are observed. Branch or program leader is responsible for ensuring Appendix A is updated when a modification is made and that other staff members are informed of the change.

Contact Information

Great Smoky Mountains National Park
National Park Service
Gatlinburg, TN

Kendra Straub
Data manager
(865)436-1703
Kendra_Straub@nps.gov

Thomas Colson
GIS Specialist
(865)436-1701
Thomas_Colson@nps.gov

Attachments

None

References

NPS-CHDN. 2008. CHDN_SOP_02-0004, Directory Structure. National Park Service, Chihuahuan Desert Network, Las Cruces, NM.

National Park Service. 2008. [Data management guidelines for inventory and monitoring networks](#). Natural Resources Report NPS/NRPC/NRR-- 2008/035. National Park Service, Fort Collins, Colorado.