# About the Contents of this Folder

ROOT/ISO3\_COUNTRY\_NAME/\*/ARCHIVE

The archive folder approach to archiving makes it easy to hide old datasets from view but also keep them easy to find for future reference.

The principle is simple. Outdated versions of files (primarily datasets and information products) are moved into the Archive folder, which is located in the same location.

## Datasets

Notice there is no date on in dataset names (see the naming convention section of the OCHA Geodata Manual). This allows us to update data files without breaking links to MXD or other linked files. When a data layer is being updated, the old layer is given a date stamp *of the date it was removed* at the end of the file name in yyyymmdd format. This outdated file is then placed in the co-located ‘archive’ folder. The new layer would have the same name and location as the previous (now archived) file. Any project files referring to the data layer will then automatically use the new layer.

For example:

AFG/Data/Boundaries/afg\_polbnda\_adm1\_1m\_salb.shp

is archived on March 13, 2011 as

AFG/Data/Boundaries/archive/afg\_polbnda\_adm1\_1m\_salb\_20110313.shp.

The updated file has the same name and location as the previous file, maintaining any mxd links to this dataset.