



File Naming Conventions

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Standard File Naming Conventions

az.mar.2008 .af.sr

State of origin (or "US" if from a federal jurisdiction).

Tax Year (or other defining year(s)).

County/City of origin (or Agency if from a federal jurisdiction).

File Descriptor, for example:

bc = building characteristics
bn = builder names
ccs = construction cost system
cm = cost model
cp = cost components
dv = subdivision index
fc = full cost
gc = geocodes (lat/long)
lc = land components
lf = land file
nc = notice of change
ne = notice of error
nv = notice of value
nr = non-residential
ms = residential MAS file
pc = parcel file
ph = parcel history
pp = personal property
rm = residential master
sa = sales affidavits
sr = secured roll
tr = tax rates
tx = tax file

File Extensions:

.zip – indicates that the file is in compressed format (use WinZip or equivalent to uncompress)

.mdb – indicates that the file is in Microsoft Access format

.mdf – indicates that the file is in Microsoft SQL Server format

.csv – indicates that the file is in Comma Separated Values format (fields in quotes with commas separating them).

.sdf – indicates that the file is a Sequential Delimited File (fixed length records terminated by a CR/LF sequence).

.xls – indicates that the file is an Excel spreadsheet

.org – indicates that this is the original, unconverted file

.pdf – indicates that the file is in Adobe Acrobat's Portable Document Format, and can be read/displayed with the free Adobe Acrobat Reader.

File Version (if issued more than once per year), for example:

ps = preliminary secured
cf = certified final
af = actual final