# Butler County Iowa – Document path and naming nomenclature

- Upcoming Agendas
  - o Path to files: images/docs/departments/supervisor/agendas
  - Naming nomenclature: YYYY-MM-DD Agenda
- Special Agendas
  - Path to files: images/docs/departments/supervisor/special-agendas
  - Naming nomenclature: YYYY-MM-DD\_SA-AGENDA-NAME-HERE
- Board Minutes
  - Path to files: images/docs/departments/supervisor/board-minutes
  - Naming nomenclature: YYYY-MM-DD BoardMinutes
- Assessor > Sales
  - Agricultural
    - Path to files: images/docs/departments/assessor/sales/agricultural
    - Naming nomenclature: YYYY\_AG\_SALES
  - Rural Residential
    - Path to files: images/docs/departments/assessor/sales/rural-residential
    - Naming nomenclature: YYYY-MM RURAL RES SALE
  - Urban Residential
    - Path to files: images/docs/departments/assessor/sales/urban-residential
    - Naming nomenclature: YYYY-MM URBAN RES SALE-#
  - Commercial Industrial
    - Path to files: images/docs/departments/assessor/sales/commercial-industrial
    - Naming nomenclature: YYYY-MM COMM IND
  - Multi-Residential
    - Path to files: images/docs/departments/assessor/sales/multi-residential
    - Naming nomenclature: YYYY-MM MULTI RES SALES

- GIS
  - Incorporated City Street Maps
    - Path to files: images/docs/departments/
    - Naming nomenclature: FileName
  - Unincorporated Areas
    - Path to files: images/docs/departments/
    - Naming nomenclature: FileName
  - Miscellaneous Maps
    - Path to files: images/docs/departments/
    - Naming nomenclature: FileName
- Auditor > Financial Information
  - o Path to files: images/docs/departments/auditor/financial-information
  - Naming nomenclature: #-FY-YYYY\_NAME
- Auditor > Tax Levies
  - Path to files: images/docs/departments/auditor/tax-levies
  - Naming nomenclature: YYYY\_TaxLevy\_NAME
- Auditor > Butler County Ordinances
  - o Path to files: images/docs/departments/auditor/bc-ordinances
  - Naming nomenclature: Title-#\_NAME
- <u>Elections > Election Results</u>
  - General Election Results
    - Path to files: images/docs/departments/elections/elections-results/general
    - Naming nomenclature: Manually added in SP Page Builder, Follow existing nomenclature.
  - Primary Election Results
    - Path to files: images/docs/departments/elections/elections-results/primary

 Naming nomenclature: Manually added in SP Page Builder, Follow existing nomenclature.

### City/School Elections

- Path to files: images/docs/departments/elections/elections-results/school
- Naming nomenclature: Manually added in SP Page Builder, Follow existing nomenclature.

### City Elections

- Path to files: images/docs/departments/elections/elections-results/city
- Naming nomenclature: YYYY-MM-DD\_City\_Election

#### School Elections

- Path to files: images/docs/departments/
- Naming nomenclature: YYYY-MM-DD School Election

### Special Elections

- Path to files: images/docs/departments/elections/elections-results/special
- Naming nomenclature: YYYY-MM-DD\_City\_Name\_Special\_Election

# • Public Health > Board of Health Minutes

- o Path to files: images/docs/departments/public-health/board-minutes
- o Naming nomenclature: YYYY-MM-DD BOH-Name

#### • Supervisors > Agendas

- Path to files: images/docs/departments/supervisor/agendas
- Naming nomenclature: YYYY-MM-DD\_Agenda

#### • Supervisors > Special Meeting Agenda

- o Path to files: images/docs/departments/supervisor/special-agendas
- Naming nomenclature: YYYY-MM-DD\_Special-Agenda\_Name

## • Supervisors > Supervisor's Board Minutes

Path to files: images/docs/departments/supervisor/board-minutes

- Naming nomenclature: YYYY-MM-DD\_Minutes
- <u>Supervisors > Supervisor's Resolutions</u>
  - o Path to files: images/docs/departments/supervisor/resolutions
  - Naming nomenclature: YYYY-MM-DD\_Resolution-#
- Zoning > Planning and Zoning Commission
  - o Path to files: images/docs/departments/zoning/planning/board-minutes
  - Naming nomenclature: YYYY-MM-DD\_PZ-Minutes
- Zoning > Board of Adjustment
  - o Path to files: images/docs/departments/zoning/adjustment/board-minutes
  - Naming nomenclature: YYYY-MM-DD\_BoA-Minutes