AFRICA-BB-MAPS DATA STANDARDISATION PACK

Filing Structure

Component 3 · Volume 2 · Quick Reference Guide

At a glance

What it defines. Where the files, datasets and documents of a national broadband mapping team are kept outside the database, and how folders and files are named, protected, backed up, retained and audited.

The key principle. The authoritative record is the Production database. The filing structure is never an alternative repository: information that is maintained belongs in the database, and information received, produced or issued once belongs in the file system (paragraphs 32 and 36).

How to use it. Create the first two levels exactly as specified, then file by answering the questions in section 3. Levels one and two are requirements; level three and below are recommendations.

Approved title: Broadband Data and Documentation Filing Structure Convention Guidance (Volume 2, ABBM-GD-VOL2). It is cited by paragraph number. Reading time for this guide: about 10 minutes.

1 The standard folder hierarchy

Four numbered roots and one personal branch. No root may be added, renamed or omitted (paragraph 14). The second level is fixed at 51 folders (Annex II).

```
<shared storage root>
├─ 0_govern    running the function: about the team, not the data
│   001_budget              006_training            024_procurement    (R)
│   002_agreement     (R)   007_governance          097_misc
│   003_guideline           021_software      (R)   098_restricted     (R)
│   004_correspondence      022_hardware
│   005_report              023_supplies
├─ 1_receive   as it arrived from outside the team, held unaltered
│   101_operator      (R)   105_partner             109_reference
│   102_regulator           106_survey              197_misc
│   103_ministry            107_imagery             198_restricted     (R)
│   104_statistical         108_mapscan             199_pending        (R)
├─ 2_produce   derived by the team, not yet released
│   201_imagery             207_inprogress          216_thematic
│   202_elevation           211_general             297_utilities
│   203_infrastructure (R)  212_basemap             298_restricted     (R)
│   204_services      (R)   213_coverage      (R)   299_archive
│   205_demand              214_gap           (R)
│   206_investment    (R)   215_investment    (R)
├─ 3_issue     released, in the form in which it was released
│   301_national      (P)   305_dashboard           398_restricted     (R)
│   302_programme           306_service             399_archive        (P)
│   303_other               307_opendata      (P)
│   304_geoportal     (P)   308_transfer      (R)
└─ personal    individual working space; nothing authoritative
    <surname>_<initial> (for example kone_a, diallo_f) · _leavers (kept twelve months)
```

(R) classified restricted · (P) public · all others internal (Annex II). In 2_produce, 20x folders hold derived data and 21x folders hold projects (paragraph 19).

2 Numbering and naming rules

Rule	Requirement
Root folders	Numbered 0 to 3, then an underscore and the name. personal has no number.
Second level	Numbered within the parent's hundred-block: 001–099, 101–199, 201–299, 301–399. Gaps are left deliberately so that folders can be added without renumbering.
Reserved numbers	…97 utilities and miscellaneous, …98 restricted material, …99 archived, pending or in-progress material.
Third level and below	Organised as Annex II recommends (the Organise by column). A departure is recorded in the National Geospatial Database Implementation Plan. Numbering is optional.
Depth and uniqueness	No more than six levels below the root. A file is held in one place only. Empty folders below level two are removed at the audit.
Characters	Lowercase a–z, 0–9 and underscore; one full stop before the extension in file names. No spaces, hyphens, accents or punctuation. English terms.

Rule	Requirement
Limits	Folder name 45 characters · file name 64 characters excluding the extension · full path 200 characters.
File name pattern	`<date>_<subject>_<version>.<extension>`. Date YYYYMMDD, or YYYYMM where only the month matters, giving the date the file relates to, not when it was saved. Version v0_n before approval, v1_0 when first approved, then v1_n (minor) or v2_0 (major).
Subject	For a single dataset, the Volume 1 object name, so that the file matches its database object. For a map series, include the sheet identifier.
Never use	draft, new, latest, copy, old, temp, test, final, or a person's name outside personal.

Conformant file name	Content
20260331_operator_coverage_submission_v1_0.gpkg	Operator coverage submission relating to 31 March 2026
202606_quality_report_v1_2.pdf	Quality report for June 2026, second revision
20260715_gap_analysis_northern_region_v0_3.pdf	Draft gap analysis, third working version
20260601_infra_network_link_ln_extract_v1_0.gpkg	Extract of the link feature class taken on 1 June 2026

3 Where does this file go?

Work down the questions and stop at the first yes (Annex III). Material that passes more than one test belongs to the later stage (paragraph 16).

#	Question	Then
1	Is it about running the team: a budget, contract, guidance, report, training, equipment or procurement?	0_govern
2	Did someone outside the team produce it, and do we hold it as it arrived?	1_receive
3	Have we released it: published, issued to the programme, put on the geoportal or sent to a third party?	3_issue
4	Did we derive it, and is it not yet released?	2_produce
5	Is it only mine, and unfinished?	personal

4 Source, working, validated and published material

The roots follow the order in which information moves, mirroring the database environments of Volume 1, Chapter 12, without being the same thing. Validated, authoritative data lives in the Production database, not in a folder.

Stage	Where it is held	Rule
Received (source)	1_receive, by provider or authority (101 to 109)	Held unaltered. Reprojecting on load is not editing (paragraph 17). Unclassified arrivals go to 199_pending, which is emptied by the close of each reporting period.
In preparation (staging)	2_produce/207_inprogress	Transient; excluded from backup. Not personal, once more than one person needs it.
Validated and authoritative	Production database	Never maintained in parallel as a file. Extracts in 203 to 206 carry their extraction date, and the database prevails (paragraph 33).
Released (published)	3_issue (301 to 308)	Kept in the form released. Transfer packages go in 308_transfer, in a Volume 1 exchange format and with metadata.
Superseded	299_archive, 399_archive, or the archive inside each …98 folder	Restricted material stays inside its restricted branch, including when archived (paragraph 21).

5 Metadata and supporting documentation

- **Traceability.** Every file-based dataset in 2_produce is traceable to its origin: an extract to its database version and date, a product to its raw material, a derived file to its 1_receive folder. This is recorded in the file name or an accompanying metadata file (paragraph 34).
- **Metadata.** A file-based dataset kept for more than one reporting period carries a record conforming to the Volume 1 minimum profile. Where the format cannot embed it, a separate file with the same base name sits beside it (paragraph 36).
- **Folder notes.** Every root and second-level folder holds `_readme.txt`, generated from Annex II with these fields: purpose, organise by, not for, class, retention, backup, contact, source and reviewed (paragraph 29, Annex V).
- **Standards and implementation records.** The pack itself goes in 0_govern/003_guideline. Records produced by the Volume 3 procedures go where Volume 3, Appendix F lists them: mainly a national-implementation subfolder of 003_guideline, and also 005_report, 007_governance, 022_hardware, 101_operator and 307_opendata. The National Geospatial Database Implementation Plan and its recorded departures go in 0_govern/007_governance.

6 Access, backup, retention and maintenance

Subject	Requirement
Classification	Each second-level folder carries the highest classification its contents may hold, and a file never sits in a folder of lower class. Confidential material is held only in the …98 folder of its branch (paragraphs 45 and 46).
Operator submissions	101_operator is restricted. Access is limited to the Data Manager, the relevant Domain Custodian and the Quality Assurance Lead unless a national determination is recorded (paragraph 47).
Permissions	Granted to roles, set at the second level; never by individual file. No restricted material or personal data on removable media or personal cloud storage (paragraphs 49 and 50).
Backup	Full for 0_govern, 1_receive, projects, derived imagery and surfaces, and 3_issue · incremental for extracts 203 to 206 · full and encrypted for …98 folders · no off-site copy for 107_imagery and personal · none for 207_inprogress (paragraph 51).
Retention (minimum)	Provider submissions, reference datasets and issued products: permanent · agreements: ten years from expiry · extracts in 203 to 206: one reporting period, unless cited in a published product · 308_transfer: five years · projects: five years, permanent if they produced an issued product · personal: twelve months after the holder leaves (paragraph 53, Annex II).
Disposal	Authorised by the data owner, recorded, and irreversible for restricted and confidential material; never during an audit, investigation or proceeding (paragraph 54).
Audit	At least annually, by the Quality Assurance Lead, against the twelve criteria of paragraph 57. The first audit is three months after implementation.
Change	Adding, removing, renaming or renumbering a level-one or level-two folder is a change to Volume 2, approved at programme level. Changes below level two are made nationally and recorded in the folder register (paragraph 59).

7 Practical examples of file paths

Names below the second level are illustrative. They follow the Organise by recommendation of Annex II.

Material	Path
Operator coverage submission, first quarter 2026	1_receive/101_operator/2026_q1/<provider>/ 20260331_operator_coverage_submission_v1_0.gpkg
Administrative boundaries as issued, reprojected on load	1_receive/109_reference/admin/20260115/<file as issued>
Extract of the link feature class for a coverage study	2_produce/203_infrastructure/coverage_study/ 20260601_infra_network_link_ln_extract_v1_0.gpkg
Published national coverage map, 2026	3_issue/301_national/2026/mobile_coverage_map/ 20260630_mobile_coverage_map_v1_0.pdf
Transfer package sent to the statistics office	3_issue/308_transfer/<recipient>/<date of transfer>/…
P-15 conformance test report (Volume 3, Appendix F)	0_govern/005_report/2026/conformance/ 20261115_conformance_test_report_v1_0.pdf

8 Setting up the structure (Annex VI)

Step	Action	Reference
1	Confirm the accountable role for each root folder and record it in 007_governance.	Annex I
2	Create the four numbered roots and the second level exactly as Annex II specifies.	Annex II
3	Generate the folder notes and place one in every root and second-level folder.	Annex V
4	Set access permissions by role at the second level.	Paragraph 49
5	Configure backup to the Annex II scope and record every exclusion.	Paragraph 51
6	Print Annex I at A3 or larger and display it wherever the team works.	Paragraph 31
7	Record any departure from a recommendation in the Implementation Plan.	Paragraph 25
8	Conduct the first audit three months after implementation.	Paragraph 56

Where to find the detail

Root folders and tests: paragraphs 14 to 18 · Numbering: 19 · Restricted material: 21 · Database relationship: Section E (32 to 36) · Naming: Section F (37 to 44).

Access: Section G · Backup, retention and disposal: Section H · Audit: Section I · Folder register: Annex II · Decision questions: Annex III · Naming card: Annex IV.