

# Operation Granny Files

## Folder Naming Template

This template helps you name and organize genealogy research files in a way that's clear, sortable, and useful for both present-day research and future generations.

### Standard Naming Pattern

[LastName]\_G#[NameYYYY-YYYY]\_[Location]\_[RecordType]

*Example:*

Maxfield\_G4\_John1833-1891\_UT\_LandDeed.pdf

### Collateral Relatives Convention

*Examples:*

- Maxfield\_G4b\_Isaac1835-1902\_NY\_Will.pdf
- Emery\_G3s\_Mary1850-1912\_UT\_MarriageCert.jpg
- Tuttle\_G5?\_Ruth1880-1940\_OK\_Photograph.png

### Tips for Naming Consistency

- Use underscores (\_) to separate fields
- Use 4-digit years for birth-death range
- Use standard abbreviations for locations
- Keep file types consistent (PDF, JPG, etc.)

Use the same generation number as the shared ancestor, and add a suffix to clarify the relationship:

- G4b = Branch (sibling of your G4 ancestor)
- G4c = Cousin
- G4s = Spouse
- G4a = Adopted
- G4il = In-law
- G4? = Uncertain

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Field Tool Mission 5: File *before* you forget | [Operationgrannyfiles.substack.com](https://www.operationgrannyfiles.substack.com)

*Because someday, someone will bless your name for not calling it  
'DocumentFinal3\_REALfinal.pdf'*