

## Section 3. Archiving Marine Survey data#

### 3.4 Structuring Your Archive#

There are several important things to consider when depositing data; that the files are in the correct format; that proper file naming conventions are used; and that they are accompanied by appropriate documentation. The description of files, their naming and the structuring of the archive are all covered in the Geophysics guide under [Section 7. Depositing to Archives](#). Many archives require that certain conventions be adhered to when transferring files but it is generally good practice that data creators use a consistent scheme and case when naming files and structuring their archive. Descriptive file names help explain the contents of the file while non-descriptive file names (such as unique id numbers) may also be used to relate files to additional documentation files such as image or survey logs or databases. Non-descriptive file names are acceptable but their content must be adequately described in accompanying metadata.

Issues with the physical transfer of marine datasets have been discussed in the VENUS guide ([Section 3.2](#) and [Section 3.1](#)) and individual archives will be able to specify exactly how they require datasets to be deposited.

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