

## FTP Rules & Policy

### Rules:

1. Users should not upload any executable, program codes or databases without prior approval
2. Users must adhere to the File Management Naming policy & this policy for all directories & files that are created
3. SysAd will review all files and directories; non-compliance will result in deletion. SysAd assumes no responsibility or liability for improper implementation of this naming policy; it is the end user's full responsibility
4. SysAd will maintain an audit log and reserves the right to audit usage policy

### Policies:

1. Directory Structure:  
All Projects should have a folder existing on the root directory, the folder is to be created by the individual uploading content to the FTP.

2. Folder Names:
  - a. All folder names MUST be lower-case
  - b. For one word project names, the folder name will be the project name
  - c. For two or more word project names, the folder name will be the project name with an underscore between the words

#### Examples:

|            |           |           |                |                 |
|------------|-----------|-----------|----------------|-----------------|
| CORRECT:   | irreversi | deep_gold | midnight_movie | ftv_model_month |
| INCORRECT: | Deep-Gold | deep gold | midnight-Movie | ftv-model month |

3. Sub-Directories:  
All projects should utilize sub-directories and not create other root level directories. This includes sub directories such as final\_mix, archive, and other directories that are related to the project
4. Archiving:  
Any previous version that is on the ftp server MUST be Deleted or Moved to the archive directory that is within the project directory. This should occur at the same time a new file is being uploaded. Only files that are deemed necessary should be archived.
5. Standard Naming Procedure
  - a. ST2-R2\_edit\_080321 (Screen Test 2, Reel 2, edit, March 21, 2008)
  - b. MM-R5\_edit\_080214 (Midnight Movie, Reel 5, edit, February 14, 2008)
  - c. MM-R4\_col\_071227 (Midnight Movie, Reel 4, color pass, December 27, 2007)
  - d. COC-Tralier\_070504 (Curiosity of Chance, Trailer, May 4, 2007)
  - e. HL-R1\_aud\_080126 (HuiLu, Reel 1, Audio, January 26, 2008)
  - f. IRR\_R1\_080321 (Irreversi, Reel 1, March 21, 2008, first version)
  - g. IRR\_R1\_080321\_v2 (Irreversi, Reel 1, March 21, 2008, second version)