

**NH DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY
OFFICE OF THE STATE FIRE MARSHAL
NHFIRS SECTION**

ELECTRONIC DATA FILENAME POLICY

In order to efficiently process NHFIRS data from NH departments, the following policy regarding electronic data submission has been adopted.

1. Filenames shall be in the following format:
 - a. The first four letters of the Department name (**MANCHESTER** = MANC)
 - b. The last letter of the department name (MANCHESTER = R)
 - c. The three letter abbreviation for the month being submitted (**JANUARY** = JAN)
 - d. The two digit abbreviation for the year being submitted (**2019** = 19)
 - e. The filename extension should be .TXT
 - f. Only one period is permitted.

For example, the filename for the incident data for the month of January of 2019 for the city of Manchester would appear as

MANCRJAN19.TXT

For departments containing multiple words such as New Durham or hyphenated names such as Campton-Thornton, treat the department name as one whole word without spaces. For example, the filename for Campton-Thornton for the month of February 2019 would appear as

CAMPNFEB19.TXT

For towns with names with less than five letters, please just repeat the last letter until you get five letters, such as BOWWW, RYEEE, LEEEE, etc.

When submitting data containing multiple months, please insert the beginning month and the ending month together after the town name.

MANCRJANMAR19.TXT

2. Electronic data submission using the e-mail attachment process must follow the following guidelines:
 - a. Subject line must read: **[TOWN] Data Submission for MM/YYYY** (where [TOWN] equals the FD name, MM equals the month being submitted and YYYY equals the year. (Example: Anywhere FD Data Submission for 01/2019)
 - b. The body of the e-mail must contain the following information:
 - A. Name of Department
 - B. Contact Person
 - C. FDID of Department
 - D. Filename being attached
 - E. Version of Data being submitted: Version 4.1 or 5.0
 - F. Date range of data included.
 - G. Name of Software being used to create file
 - H. Remarks including any special instructions