

PIM 2022-012 – Attachment 2
File Naming Convention for Land Status Record Documents in GLORAS

Geo State (2)	Meridian (2)	Tier (Township) Number (3)	Tier (Township) Fractional (1)	Tier (Township) Direction (1)	Range Number (3)	Range Fractional (1)	Range Direction (1)	Township Duplicate (1)	Dash (1)	Document Category (2)	Page Number (2)	File Extension (3)
AZ	12	012	0	N	033	0	E	A	-	10	00	.tif

Document Categories

Note: For each Plat type, the document category includes the main township Plat and any associated supplements.

Master Title Plats

- 10 – Master Title Plat
- 11 – Status Plat
- 12 – Composite MTP
- 13 – Townsite Plat
- 14 – Index to Segregated Tracts
- 15 – Index to Segregated Lots
- 16 – Supplemental Note Sheet
- 17 – Multiple Use Areas
- 18 – Supplemental Remarks

Historical Indices

- 20 – Historical Index
- 21 – Acquired Historical Index
- 22 – Composite Historical Index
- 23 – Mineral Contest
- 24 – Acquired Mineral Historical Index
- 25 – Index to Mineral Locations and Contests
- 26 – Table of Conflicts

Index Sheets

- 30 – Index Sheet
- 31 – In Lieu Base Index Sheet
- 32 – Power Site Index
- 33 – Miscellaneous Index Sheet
- 34 – Supplemental Index KGS

Use Plats

- 40 – Use Plat
- 41 – Leaseable Mineral Plat
- 42 – Leaseable Resource
- 50 – Gilsonite
- 60 – Oil and Gas
- 62 – UA Status Plats
- 65 – Oil Shale
- 70 – Geothermal
- 80 – Coal

- 82 – Sulfur
- 83 – Sodium
- 84 – Phosphorus or Phosphate
- 85 – Potassium or Potash
- 86 – Mineral Material
- 87 – Free Use Permit
- 88 – Bentonite
- 90 – Mineral or Multi-Mineral
- 91 – Hardrock
- 92 – Uranium
- 95 – ACEC
- 96 – Wind Energy

Page Number

Page number assigned to document (e.g., page number of HI).
 For Plats (MTP/USE), main township Plat is designated as page 00.
 Supplemental Plats are designated with corresponding supplement number
 For HI/Index Sheets, the first Index is designated as page 01

Examples:

Record	Document Category	Page Number
MTP	10	00
MTP Supplemental Plat 1	10	01
MTP Supplemental Plat 2	10	02
HI Page 1	20	01
HI Page 2	20	02
O & G Plat	60	00
O & G Plat Supplemental Plat 1	60	01
O & G Plat Supplemental Plat 2	60	02
Index to Segregated Tracts Page 1	14	01
Index to Segregated Tracts Page 2	14	02

Prior to the Document Category a “-“ is needed in the file name to make it easier to identify the Document Category. See file name examples below:

Examples

A file name for an Arizona Historical Index Page 1
 AZ140120N0310E0-2001.tif

A file name for an Arizona Master Title Plat
 AZ140140S0170W0-1000.tif

A file name for an Arizona Master Title Plat Supplemental Plat 1
 AZ140140S0170W0-1001.tif

A file name for an Arizona Master Title Plat for a duplicate township
 AZ270160S0220EA-1000.tif