

# Bolton Brush Collection File and Directory Schema

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## Schema for acquiring new data

1. User acquires data by scanning or some other form.
2. User organizes the work scanned according the schema above, but on their own K: drive.
3. At the user's discretion (or when K: is full), the user moves to the workstation which is connected to BBGSC-107, and uploads the data there, according to the Schema defined above.
4. At this point, the user can delete the data from their K: drive.