FOLDER HIERARCHY & NAMING
As found in the Delivery Recommendations for Recorded Music Projects

RECORDING ACADEMY
PRODUCERS & ENGINEERS WING™

Creating an easy-to-follow hierarchy of folders is as important as creating descriptive and easy-to-understand names for the files that are in those folders. The following chart displays the recommended folder hierarchy for the preservation and organization of all files during the recording, mixing, and mastering phases of a project.

Note: When a date is used in the file or folder name, the International Organization for Standardization (ISO) date format should be used without hyphens (YYYYMMDD). List the date the file was created. For example, May 8, 2017, would be "20170508".
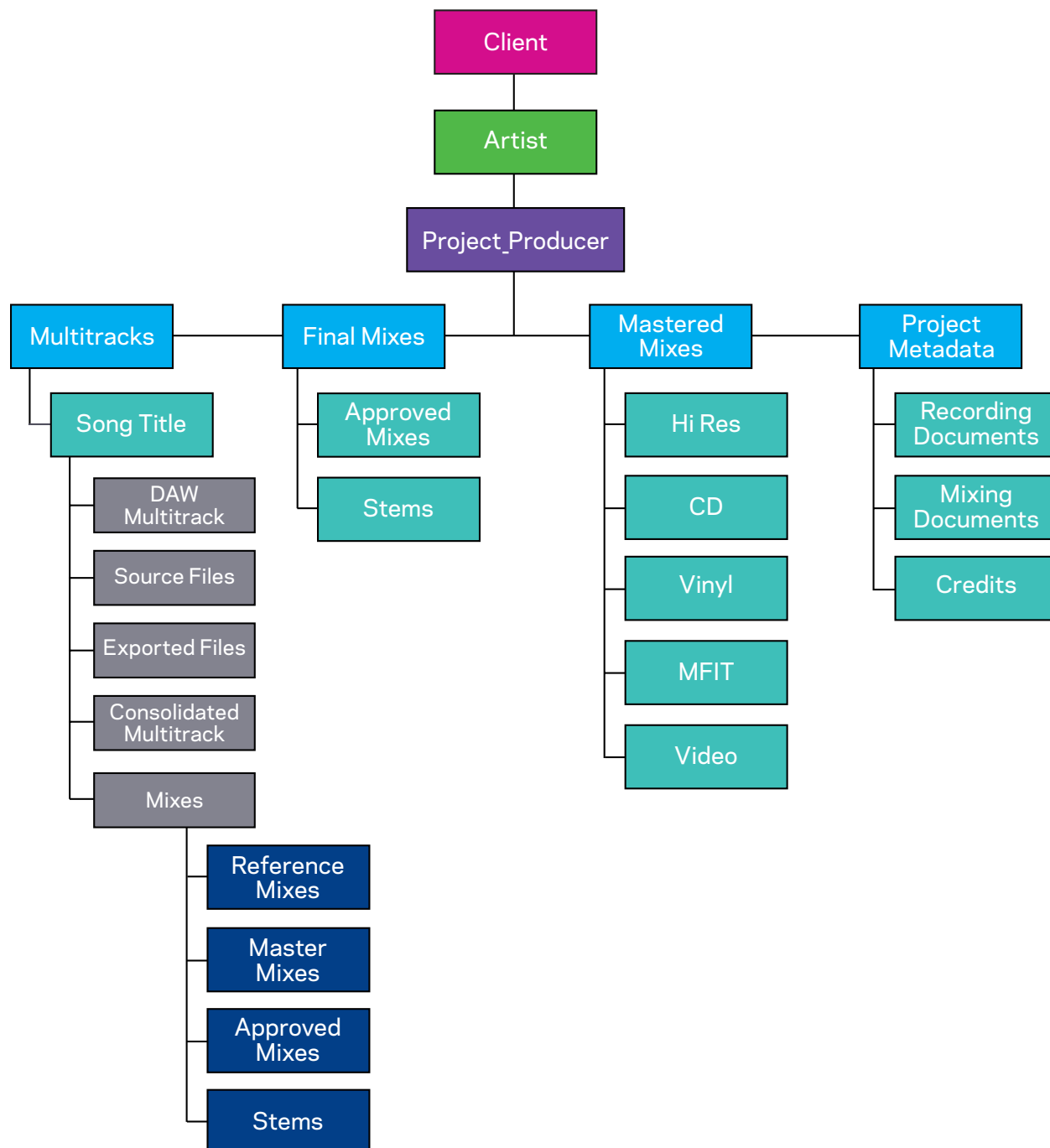
Note: Additional folders can be added within the hierarchy to customize it as needed or appropriate for the project (e.g. "song version").