

3. TASK 3 - STORING THE DATA AND MAINTAINING THE RECORDS

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Approved names must be stored together with attribute information:

- On cards, or in toponymic data base, or GIS?
- Perhaps creating data base from existing cards?
- Must consider fields of data, and how structured
- Fields will vary from country to country - but some are "core" ("top ten")

Data fields (elements)

- **Toponym** spelling, hyphens, etc.
 - natural order as on maps, texts:

Rio Tejo

Rio Parana

Rio de Janeiro

- inverted order:

Tejo, Rio

Parana, Rio

Rio de Janeiro (not a river but a city)

- **Feature type** (river/cape/island/town/etc.)

- **Administrative unit**

- first level (state/province/county)
- second level

- **Geographical coordinates**

- What to record?

- latitude
- longitude
- height

- How to select coordinates? (of object or of name?)

- **Locational narrative**

"Situated in Naranja province 20 km SE of capital ... "

- Map sheet references: Sheet 28 K Series D 403
- **Variant names** (also minority names, popular names, abbreviated names)
- **Status of name** (approved, not approved, pending)
- **Date of approval of name** (by names board)
- **Record identifier**
- **Other fields?** Population number, size, historical information, etc

9 Mln, 200 km², Sunda Kelapa in the 12th century, Jayakarta from 1450 onwards, 1617 Batavia, 1949 Djakarta, 1960 Jakarta

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Example of datafiche, IGN France

Spécifications d'un Toponyme	
Identifiant toponyme du produit	Identifiant du toponyme pour la carte à l'échelle du 1 : 25 000.
Numéro de commune	Numéro INSEE de la commune à laquelle se rapporte le toponyme.
X, Y cartographiques	Positionnement du nom sur la carte. (coordonnées exprimées en kilomètres)
Nature	Il y a 6 thèmes: lieux-dits habités, lieux-dits non habités, orographie, hydrographie, communication et divers, comprenant 42 codes nature.
Code écriture	Correspond à la grosseur de l'écriture sur la carte. (Ce code est lié à la nature et à l'importance du toponyme)
Numéro de feuille	Numéro de la carte à l'échelle du 1 : 25 000. (Si l'information n'est pas disponible, c'est le numéro de la carte à l'échelle du 1 : 50 000 qui est fourni)
Date de validation	Date à laquelle la commission de toponymie a validé ce toponyme après la dernière enquête sur la zone.

Example of name record from IGN, France

Name history of all objects will be noted

- Unnecessary name changes should be avoided
- Names should be spelled as much as possible in accordance with orthographic practice
- No significant name elements should be suppressed
- Only one name should be selected as the official one

Storing the data and maintaining the records

- The Names Bureau has the responsibility for updating fields
- Following ISO standards as much as possible
- There should be a description of the records manual in which it is shown how it is operated
- It is necessary to show feature extents in graphic form

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