Proposed Data Format
for transfer from Admin HP to X.500 Directory Service

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Data to be transferred

This will be extracted from student records and from personnel records. Most items will be common between staff and students:

Surname
Forename(s)
Initials
Title
Home Department

Some items are specific to students:

Course
Type (undergrad, taught postgrad, research)
Year of course where relevant (or joining date?)

Some items will be more relevant to staff:

Room
Phone number

The phone book

The alphabetic phonebook list will be handled separately at this stage, but the format will be the same.

Data format

The most convenient format for me to handle is:

One record per line
Fields separated by some distinct character

I normally use semicolon as the separator character, but almost anything is OK provided that it will not appear in any field. Fixed width fields are OK if they are padded with blanks.

This gives a format of:

Surname;Initials;Forenames;Title;Home Department;Course;Type;Year;Room;Phone;

Fields that are not relevant or that have no data should be left blank, but the separator character should still be present. The final separator ensures that extra fields can be added later without trouble.

A staff example might look like this:

```
Brunel;I K;Isambard Kingdom;Mr;Civil Engineering;;;;TA 900;;
```

It is likely that the room number will not be known in most cases.

A student example might be:

```
Shakespeare;J S;Johan Sebastian;Mr;Arts;Practical Theatre;Undergraduate;1705;;;
```

Telephone list

It seems that much less information is available here, but a similar format could be followed:

```
Brunel;I K;;Mr;Civil Engineering;;;;;2222;
```