

## APPLYING FILE NAMING CONVENTIONS

With these naming conventions records will be easier to find, collaborate with, and appropriately disposed of\*.

#1

Paper or Electronic Folder Title

#2

Document Title or Email Subject Line

#3

Box Titles or Box Labels (for paper records)

It is important to be consistent

### USE RECORD TYPE

Use common vocabulary for subject/file names. Do not use acronyms or coded language.

Example

Newsletter(s)–Dean’s Office

YYYY-MM-DD - title  
or YYYYMMDD – title  
Or YYMMDD\_title

To help know when the records were created and last used.

Examples

2019-01-01–Newsletter-Dean  
20190101–Newsletter-Dean  
20190101\_Newsletter\_Dean

### USE SENSIBLE SUBJECTS

Use a concise subject line.  
Provide enough detail that the recipient can understand the content of the message without opening it.

Example

20190101\_Newsletter-Dean’s  
Office\_funding\_increase

### USE VERSION CONTROL

Allows everyone to know how complete the records is, or if there is more than one version. (i.e. DRAFT with version number, date, or initials) Once the Final version is complete previous versions become transitory records\*.

Example

Newsletter\_Dean’s\_Office v1

\*See Records Retention Policy