STANDARD NAMING CONVENTIONS FOR ELECTRON

Standard naming conventions for electronic records

When we save new electronic records we are asked to give them a title. This is the title which will be listed in the file directory. Naming records consistently and according to agreed conventions facilitates the storage and retrieval of records. Colleagues are therefore asked to follow the standard naming conventions set out in this document.

Rules

1. Keep file names short, but meaningful.

2. Avoid unnecessary repetition and redundancy in file names and file paths.

3. Use capital letters to differentiate between words, not spaces or underscores.

4. When including a num

Rule 3 Example		
	J	I
File name:	RiskManagement.doc	Risk_management.doc Risk management.doc

Explanation: Removing the c2**oving the c2**

Rule 5 Example		
	✓	✗
File name:	20040324Agenda.doc 20040324Minutes.doc 20040324PaperA.doc 20050201Agenda.doc 20050201Minutes.doc (Ordered alphanumerically as the files would be in the directory list)	1Feb2005Agenda.doc 1Feb2005Minutes.doc 24March2004Agenda.doc 24March2004Minutes.doc 24March2004PaperA.doc (Ordered alphanumerically as the files would be in the directory list)
Explanation:	This example shows the minutes and papers of a committee. By stating the year 'back to front' the minutes and papers from the most recent meeting appear at the bottom of the directory list.	

Rule 6: When including a personal name in a file name give the surname first followed by the initials.

6. It may be appropriate to include within a file name the name of an individual, usually when the record is a piece of correspondence. However, it will not usually be appropriate to name records after the record owner or creator, i.e. avoid naming records after yourself. When it is appropriate to include a personal name it should be given as surname first followed by initials as it is most likely that the record will be retrieved according to the surname of the individual.

Rule 6 Example		
	✓	✗
File name:	BrownSR20041201.doc	SamRBrown20041201.doc
Explanation:	This is a letter to Mr Samuel R Brown. By putting the surname first the file directory will display this file next to the b's, which is where you would expect to find a letter to Mr Brown.	

Rule 7: Avoid using common words such as 'draft' or 'letter' at the start of file names.

7. Avoid using common words such as 'draft' or 'letter' at the start of file names, or all of those records will appear together in the file directory, making it more difficult to retrieve the records you are looking for.

Rule 7 Example		
	J	**I**
File name:	/…/Publicity/ AdvertisingV01Draft.doc AdvertisingV05Final.doc BudgetReport2002-2003V20Final.doc BudgetReport2003-2004V15Draft.doc GrantS20040312.doc OfficeProceduresV10Draft.doc ThomasA20031205.doc (Ordered alphanumerically as the files would be in the directory list)	/…/Publicity/ DraftAdvertising.doc DraftBudgetReport2003-2004.doc DraftOfficeProcedures.doc FinalAdvertising.doc FinalBudgetReport2002-2003.doc LetterAThomas.doc LetterSGrant.doc (Ordered alphanumerically as the files would be in the directory list)
Explanation:	The file directory will list files in alphanumeric order. This means that all records with file names starting "Draft" will be listed together. When retrieving files it will be more useful to find the draft budget report next to the previous year's budget, rather than next to an unrelated draft record.	

Explanation: The first example shows minutes and agenda of the Sausage Committee. Minutes and papers of a meeting are likely to be retrieved on the basis of the date of the meeting, it is therefore best to have the date at the start of the file name, otherwise all the Agendas will come at the top of the directory list, followed by all of the minutes, and then by the papers.

The second example shows the file names of the files in the Events folder. Because events are likely to be retrieved by the name of the event rather than the date of the event, it is most useful to have that element first.
 theETE4c./P Te3w09 6WTjETEMC 89.40001 74vb.113080 1

Rule 10: The file names of correspondence should include the name of the correspondent, an indication of the subject, the date of the correspondence and whether it is incoming or outgoing correspondence, except where the inclusion of any of these elements would be incompatible with rule 2.

11. The file names of correspondence should include the following elements so that the record can be easily identified and retrieved

Explanation: The first example shows some incoming and outgoing correspondence
concerning complaints. All the correspondence with Mr Joe Bloggs appears
together in chronological order and it is easy to pick out the incoming

Rule 11 Example		
	J	**I**
File name:	/.../Complaints/ BloggsJ20031205.txt BloggsJ20031205attch01of02.pdf BloggsJ20031205attch02of02.pdf BloggsJ20040105rcvd.doc BloggsJ20040220.doc ThomasH20030610rcvd.txt ThomasH20030610rcvdattch01of01.doc ThomasH20030710.doc (Ordered alphanumerically as the files would be in the directory list)	/.../Complaints/ AttachmentFromHThomas10Jun03.doc Attachment1SentToJBloggs.pdf Attachment2SentToJBloggs.pdf EmailFromHelenThomas10Jun03.txt EmailToJoeBloggs5Dec03.txt LetterFromJoeBloggs5Jan04.doc LetterToHelenThomas10Jul03.doc LetterToJoeBloggs20Feb04.doc (Ordered alphanumerically as the files would be in the directory list)
Explanation:	This example shows the incoming and outgoing correspondence concerning complaints. The email sent to Mr Joe Bloggs on 5 December 2003 included two attachments. The attachments are listed below the email and are numbered so that it is easy to see that there were two attachments and both of them are listed. This folder also includes an email from Miss Helen Thomas on 10 June 2003, which included one attachment.	

Rule 12: The version number of a record should be indicated in its file name by the inclusion of 'V' followed by a two digit number and, where applicable, 'Draft' or 'Final'.

18. Some records go through a number of versions, for example they start out as working drafts, become consultation drafts and finish

Explanation: The first example shows two versions of the income and expenditure attribution model for 2003-2004, version 3 is a draft version and version 4 is the final version. The common abbreviation for the model is used. The covering years are given in four-digit format. The version number is given with t