

## Naming Files and Folders

Proper naming is an essential step towards ensuring that all employees can locate the information they are looking for quickly and easily.

<p>Use consistent, short, well-defined names that describe the function or activity of the file or document.</p> <p>Example: Admission Statistics</p>
<p>Avoid using miscellaneous in the title.</p> <p>Example: Misc 2018</p>
<p>Avoid using employee names in the title.</p> <p>Example: Jill Folder</p>
<p>For dates, follow the International Standard (ISO) YYYY-MM-DD when applicable. This ensures that records appear chronologically.</p> <p>Example: Meeting Minutes 2021-11-12</p>
<p>Show Version numbers in file names as “v” followed by the appropriate number.</p> <p>Example: workplans2018_v1.0</p>
<p>Place surnames before initials or given names to ensure correct alphabetical sorting.</p> <p>Example: Bell James</p>
<p>Distinguish between draft and final versions by indicating “Draft” or “Final” at the <b>end</b> of file name.</p>