

# NAMING CONVENTIONS

How should I name this file so people can find it, know what it is, and trust it's the latest version?

## ● Purpose

Use consistent file naming so documents are searchable, versioned, and self-explanatory.

## ● Standard Folder Layout

[Division/Unit]\_[Document Type]\_[Short Description]\_[YYYY-MM-DD]\_[Version]

Example:

OE\_Guide\_AnnualReportChecklist\_2025-08-01\_v1.1

## ● Common Mistakes

- Using vague names like 'Final\_Doc' or 'NewPolicy.'
- Leaving off the date or version number.
- Using symbols like /, %, or emojis - some systems won't play nice.

## ● Quick Reference Examples

- OE\_Policy\_RemoteWork\_2025-08-01\_v1.0
- HR\_Form\_TimeOffRequest\_2025-07-15\_v2.2
- SA\_Report\_StudentSatisfactionSurvey\_2024-12-10\_v1.1

## ● Tips & Tricks

- Use underscores (\_) instead of spaces - improves searchability.
- Use dates in YYYY-MM-DD format so they sort chronologically.
- Start with v1.0 for the first final version; update to v1.1 for small edits, v2.0 for major changes.
- Include your initials if collaborating: e.g.,\_DS\_or\_MT.