



# Secretariat

## ELECTRONIC FILE NAMING CONVENTION GUIDELINES

(as at 11 November 2014)

These Guidelines provide advice on the file naming convention:

- a) for documents intended to be posted to a Committee webpage (e.g. Agendas, Minutes and Late, Replacement or Tabled documents) on the Secretariat website; and
- b) for documents saved to a Committee meeting folders to foster consistency within meeting folders and across a range of Committees.

### General considerations

- Always consider the overall file path length (including drive and folder name) when naming documents. The overall file path should not exceed 256 characters in total.
- Document names should be as simple as possible yet contain sufficient relevant information to allow the Committee member to easily recognise the document.
- Use the date format of ddmmyyyy (e.g. 16092014) rather than 16 September 2014.
- Start the item file name with the item number as this aids in ordering and bookmarking the agenda PDF.
- In some circumstances it may be helpful to create an order hierarchy for agenda items with attachments (and Appendices).
  - Insert two (2) spaces after the Item number and before the Item name – this can assist with ordering items.
  - Insert one (1) space after the Item number and Item name for Attachments.
- Use the following abbreviations to shorten the overall file path length to avoid exceeding the 256 character limit:
  - 'Doc' for 'Document';
  - 'Repl' for 'Replacement'; and
  - 'Tbld' for 'tabled'

## DOCUMENTS FOR POSTING TO COMMITTEE PAGES:

- **Agendas and Minutes**

The naming convention outlined below is recommended when saving Agendas and Minutes that will be posted to a Committee's webpage.

- Agendas – "XX nn-yy Agenda ddmmyyyy" (e.g. CC 08-14 Agenda 07102014)
- Unconfirmed Minutes – "XX nn-yy Minutes Unconfirmed ddmmyyyy"
- Confirmed Minutes – "XX nn-yy Minutes Confirmed ddmmyyyy"

- **Replacement, Late or Tabled documents**

The naming convention outlined below is recommended when saving Replacement, Late or Tabled documents to be posted to a Committee's webpage.

- Replacement Document - "XX nn-yy Item No. Item name Repl Doc"
- Late Document – "XX nn-yy Item No. Item name Late Doc"
- Tabled Document - "XX nn-yy Item No. Item name Tbl'd Doc"

Example:

CC 07-14 Agenda 02092014  
CC 07-14 Item 4 Business Arising Repl Doc  
CC 07-14 Item 4 Business Arising AttA Repl Doc  
CC 07-14 Item 4 Business Arising AttA App7 Late Doc  
CC 07-14 Item 5.3 User Defined Codes AttA Repl Doc  
CC 07-14 Minutes Unconfirmed 02092014  
CC 07-14 Minutes Confirmed 02092014

- **Circular resolutions:**

- Briefing paper – "XX CR nn-yy Item name ddmmyyyy" (e.g. CC CR 01-14 MChemEng 16092014)
- Unconfirmed Minutes – "XX CR nn-yy Minutes Unconfirmed ddmmyyyy"
- Confirmed Minutes - "XX CR nn-yy Minutes Confirmed ddmmyyyy"

- **Special meetings:**

Adopt the conventions outlined above but use 'SP' after the Committee abbreviation to denote a Special Meeting of a Committee e.g. CC SP 08-14 Agenda 07102014. Use sequential numbering for special meetings in the same way used for Regular meetings and Circular Resolutions.

### Legend:

XX = Committee Acronym e.g. C for Council, AB for Academic Board.

nn-yy = sequential Committee meeting number and meeting year e.g. 01-14, 02-14 and so on.

ddmmyyyy = meeting date expressed in numerals e.g. 07102014.

## COMMITTEE MEETING FOLDER:

The naming convention outlined below is intended as a guide when saving Committee meeting documents within each Committee meeting folder. Some variations may be required to accommodate each Committee's individual requirements.

- Briefing paper: Item No. Item name
- Attachment to a briefing paper: Item No. Item name AttA (include further description only if required)
- Appendix to an Attachment to a briefing paper: Item No. Item name AttA-App1 (include further description only if required)
- Replacement briefing paper: Item No. Item name Repl Doc
- Late or Tabled briefing paper: Item No. Item name Late(or Tbl'd) Doc

**Note:**

- Attachments are identified alphabetically commencing with 'A'.
- Appendices to Attachments are identified numerically commencing with '1'.

**Example:**

