Document Naming Convention

**Folder Titles**
- based on DOR Classification

**Folder Title(s)**
- based on your need

**Document name**
- based on conventions

**Date:**
- YYYYMMDD

**Subject**
- written in CamelCase

**Version:**
- Major revision
- Minor Revision

**Electronic Records Management - GUI - 20120416 - v1-2.doc**