

DOCUMENT NAMING CONVENTION

G:/Governance/GV330-02-PolicyandProceduresManual/**Guidelines**/ElectronicRecordsManagement-GUI-20120416-v1-1.doc

Folder Titles
based on DOR Classification

Folder Title(s)
based on your need

Document name
based on conventions

- | | |
|------------------------|--------------------|
| AGD (Agenda) | LST (List) |
| AGR(Agreement) | MEM (Memo) |
| ARS (Action Request) | MIN (Minutes) |
| BRN (Briefing Note) | MTG (Meeting) |
| CPA (Cover Page) | NTS (Notes) |
| CON (Contract) | PLN (Plan) |
| DFT (Discussion Draft) | POL (Policy) |
| EXA (Example) | PRS (Presentation) |
| FRM (Form) | PRC (Procedure) |
| GRA (Grant) | RPT (Report) |
| GUI (Guidelines) | SCH (Schedule) |
| IDX (Index) | SPE (Speech) |
| LTR (Letter) | SUM (Summary) |
| | SUP (Supplement) |

Version:
Major revision
Minor Revision

ElectronicRecordsManagement-**GUI**-20120416-**v1**-**2**.doc

Subject
written in CamelCase

Date:
YYYYMMDD