Folder Titles based on DOR Classification

Document name based on conventions

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

Folder Title(s) based on your need

ERecordsMgmnt_GUI_20181016_v1-2.doc

abbreviated Subject written in CamelCase

Version: Major revision
Minor Revision