

Naming Guidelines

Naming documents and folders may seem insignificant, but proper naming is an essential step toward ensuring all users can locate files quickly and easily.

TOP 5 naming criteria

- Make the title significant: represent the activity or content
- Keep the title short: under 60 characters
- Avoid abbreviations, periods, commas and special characters
- Use ISO date style: YYYY-MM-DD

Examples:

- *Waste Reduction Project 2020.xls*
- *Statistics Admissions 2019.pdf*
- *Team Meeting 2019-11-03.pdf*
- *BUELL, Susie.doc*
- *Reference Documentation.xls*

Do not use “miscellaneous” or “correspondence” in a file name

TOP 3 errors naming electronic documents

- DON'T include the file format in the title:
File Requests Excel Spreadsheet.xls
- DON'T run words together:
MeetingMinutes.doc
- DON'T use employee names: *Julie Project.pdf*

THE KEY IS CONSISTENCY

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