

**FLINDERS UNIVERSITY
RECORD-KEEPING GUIDELINES**

Naming conventions for digital documents not in HPRM

- If possible, use only **30 characters** to name your document (This can be difficult, and should only be attempted for records that have to be kept for long periods of time, as it improves digital longevity)
- Use simple, meaningful and clear descriptions for your folders and documents
- **Do not** use spaces, **Do** use underscores, or write the words together
- Only use the following characters: 0-9, A-Z, _
- **Do not** use the following characters: \ / : * ? " < > | ! % & ' - ; = . ()
- **Do not** use the name of the containing file/folder in the document name
- **Do** make use of standardised naming for similar documents
- **As a general rule**, use the following description style:
 - o 1. Date in YYYYMMDD (20150228), or full years for financial years (2010_2011),
 - o 2. Type of document (Minutes, E-mail, Proposal, Agreement etc),
 - o 3. Subject (Committee Meeting, Grant, Employment Offer, Maintenance, Grade, etc),
 - o 4. (optional) Object (University Hall, Victoria Square Level 2 etc),
 - o 5. Author or Person Involved (Individuals should be referenced by first initial (without full stop) and surname),
 - o 6. Version and Status if relevant (for example DraftV0_5, FinalV1_0, RevisionV1_2)
- **Avoid using** jargon, acronyms and abbreviations as much as possible, except where there can be no doubt about the meaning (eg NSW, TEQSA, VC etc). When in doubt, write it out.
- **Do not** use truncated words eg Mtg for meeting.
- **Do not** use the e-mail Subject or scanner-generated information only as the record title.

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RECORD-KEEPING GUIDELINES**

Naming conventions for digital documents in HPRM

- Use simple, meaningful and clear descriptions for your folders and documents.
- Preferably make use of the following characters: 0-9, A-Z, -
- **Do not** use the following characters: * ? & %
- **Avoid** use of the following characters: \ / : " < > | ! ' ; = ()
- Punctuation should not be used in titles except for hyphens (with a space before and after).
- **Do not** use the name of the containing file/folder in the document name
- **Do** make use of standardised naming for similar documents
- **As a general rule**, use the following description style:
 - o 1. Date in full (eg 19 October 2007, or 2010-2011 for financial years)
 - o 2. Type of document (Minutes, E-mail, Proposal, Agreement etc),
 - o 3. Subject (Committee Meeting, Grant, Employment Offer, Maintenance, Grade, etc),
 - o 4. (optional) Object (University Hall, Victoria Square Level 2 etc),
 - o 5. Author or Person Involved (Individuals should be referenced by first initial (without full stop) and surname),
 - o 6. Version and Status if relevant (for example Draft V0.5, Final V1.0, Revision V1.2),
- **Avoid using** jargon, acronyms and abbreviations as much as possible, except where there can be no doubt about the meaning (eg NSW, TEQSA, VC etc). When in doubt, write it out.
- **Do not** use truncated words eg Mtg for meeting.
- **Do** use the Notes field for any remarks about the record.
- **Do not** use the e-mail Subject or scanner-generated information only as the record title.