

More Knowledge



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SUBJECT	FILE NAMING CONVENTIONS FOR COMPUTER FILES
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While every effort has been made to ensure the accuracy of the attached information it is given to you as an expression of opinion of the author. File Force does not purport to be nor is it an expert on the topic.

WHAT IS FILE 123456.DOC ???

Well perhaps you know, but no one else will after 2 years.

Each year you back up thousands of files and save them, and in reality, to find a document can mean in some instances opening and viewing all of them to find the one you are after. We have developed a convention, which makes this simpler and more responsive over time.

This convention is all based on the way we name files. Thus a file with the following name is quite locatable.

Keyword One **Keyword Two** **Descriptor one** **Descriptor Three** **DOCUMENT TYPE**
AUTHOR **YYMMDD** **VERSION**.EXTENSION

Each section is divided by an underscore (_) spaces are allowed within a section of the convention, those shown in CAPITALS are MANDATORY.

SECTION	CODE	EXPLANATION
Keyword Words Describing the key functional area of Blue Care as per the classification system	Word	Must be a keyword taken from the classification system for the naming of documents.
Descriptor Words Those words from the thesaurus describing the keyword area of activity to give it more meaning. There may be as many describing words as necessary to adequately describe the record.	May include	
	Descriptors	For the thesaurus of terms located on the intranet
	Location	The location of a facility or building or even the registration number of a vehicle.
	Client	THE FIRST SIX CHARACTERS OF THE CLIENT, SUPPLIER OR RECIPIENT'S NAME. If the name commences with "The" - then ignore "the" If it is a government department – ignore "Queensland" or "Department of"
Document type	Supplier	As for client
	AGE	AGENDA
	MIN	MINUTES
	COD	CONTRACT DRAFT
	COF	CONTRACT FINAL
	LTR	LETTER
	RPT	REPORT
	ATT	ATTACHMENT
	CAL	CALCULATION
	DAT	DATA
IMG	IMAGE	



AUTHOR Your computer login	Surname	Surname and initial or computer login for the person concerned. If staff numbers are used then the staff number may be used to create a unique identifier
DATE Particularly of event e.g. incident or meeting	YYMMDD	The date the record was created in YYMMDD format. Although computer files have automatic dating in some instances, the date and attributes may be changed each time the file is opened. The computer file may be created before or after the event for which the file was created.
VERSION	0	UNCONTROLLED
	1...99	VERSION NUMBER
EXTENSION Generally created by the system the Microsoft Office	DOC	DOCUMENT IN Microsoft Word
	XLS	EXCEL SPREADSHEET
	PPT	POWER POINT PRESENTATION
	BMP, TIF, JPG	IMAGE FILE