Naming Files and Folders

Proper naming is an essential step towards ensuring that all employees can locate the information they are looking for quickly and easily.

Use consistent, short, well-defined names that describe the function or activity of the file or
document.
Example: Admission Statistics
Avoid using miscellaneous in the title.
Example: Misc 2018
Avoid using employee names in the title.
Example: JII Folder
For dates, follow the International Standard (ISO) YYYY-MM-DD when applicable. This ensures that
records appear chronologically.
Example: Meeting Minutes 2021-11-12
Show Version numbers by the appropriate number.
Example: workplans2018_v1.0
Place surnames before initials or given names to ensure correct alphabetical sorting.
Example: Bell James
of file name.