**Recordkeeping Email Alert – What’s in a Name?**

**Tired of spending hours looking for records?**

**Have no idea as to what your colleague (or even yourself) called that really important record?**

**Not sure what is in the Admin - General file?**

**The secret is all in the name….**

The use of naming conventions helps in locating and identifying relevant records, whether they are hardcopy files, documents registered in an Electronic Document & Records Management System or stored on the network drive.

**Good titles or names make it easier to find the information you need now and in the future.**

**When naming records make sure titles…**

* ***Are meaningful and easy to understand*.** Anyone should be able to tell what the record is about by the title or name, not only the person or work area involved at the time the record was created.
* ***Don't contain vague terms.***Terms like 'miscellaneous', 'general' or 'correspondence' do not provide enough information to show what the record is about.
* ***Provide details that will distinguish between similar records.***Include additional information such as the date or version.
* ***Spell out abbreviations and acronyms.***Abbreviations and acronyms can change or lose their meaning over time.
* ***Use standardised date and number formats.*** E.g. use 8-number Australian date format**DD/MM/YYYY,** or financial year format **2011-2012**
* ***Limit punctuation characters.*** E.g. use only Hyphen (-) or dollar symbol ($) when possible. Do not use underscores.
* ***Use sentence case in all record titles.***Do not use all upper case and use capitals only for names and titles of people, places, countries and organisations.
* ***Do not truncate words***. E.g. ‘mtng’ for ‘meeting’. This causes problems when searching.