

Naming Conventions for TRIM

| Folder/Document Type | Proposed Naming Convention |
|---|--|
| Agenda | [YYMMDD date of meeting] Agenda [Committee Name] 080306 Agenda Records Management Steering Committee |
| Copyright Licence | [Date Signed/Draft date YYMMDD] Copyright Licence – [Other Party] – [Subject] 080106 Copyright Licence – Albury City Council – Download CSU Websites for inclusion in community brochures |
| Email from/sent to Faculty/School/Division | [Date on Email YYMMDD] Email from [Sender] to [Recipient] - [Subject] 080105 Email from University Records Manager to Academic Secretariat – Authority to Destroy Records |
| Fax from/sent to Faculty/School/Division | [Date on Fax YYMMDD] Fax from [Sender] to [Recipient] - [Subject] 080405 Fax from Bob Brown University Canberra to Academic Secretariat – Request for information regarding management structure of Faculty’s and Schools |
| File/meeting notes | [Date of note YYMMDD] File Note - [Telephone call from/to, Meeting with...] – [Subject] – [Author] 080704 File Note – Telephone call to University Records Manager – TRIM Training for Academic Secretariat Staff – Sue McGrath |
| Flexi Timesheets | [First date on timesheet] [Faculty/School/Division] – Flexi Timesheet – [Date range] – [First Name Surname] 080401 Academic Secretariat – Flexi Timesheet – 01/04/2008 – 30/04/2008 – Shelley McMenamin |
| Leasing Agreement | [Date Signed/Draft date YYMMDD] Leasing Agreement – [Other Party] – [Subject] 080603 Leasing Agreement – Ricoh – Multi Purpose Devices |
| Letter from/sent to Faculty/School/Division | [Date on Letter YYMMDD] Letter from [Sender] to [Recipient] - [Subject] 080403 Letter from Bob Brown University Canberra to Academic Secretariat – Request for Academic Secretariat to present at conference 04/05/2008 |
| Memorandum of Understanding (MOU) | [Date Signed/Draft date YYMMDD] Memorandum of Understanding (MOU) – [Other Party] – [Subject] 080201 Memorandum of Understanding (MOU) – Bathurst High School – Student Placements |
| Minutes | [YYMMDD date of meeting] Minutes [Committee Name] 080306 Minutes Records Management Steering Committee |
| Offer of Employment | [Date on Letter YYMMDD] - Offer of Employment – [Position] – [Commencement Date DD/MM/YYYY] – [First Name Surname] 050117 – Offer of Employment – University Records Manager – 17/04/2005 – Shelley McMenamin |
| Offer of Secondment | [Date on Letter YYMMDD] - Offer of Secondment - [Position] – [Commencement Date DD/MM/YYYY] – [First Name Surname] 080103 – Offer of Secondment – Lecturer – 01/04/2008 – Shelley McMenamin |
| Performance Management | [YYYY] Performance Management Review – [First Name Surname] 2008 Performance Management Review – Shelley McMenamin |

Probationary Report

[Date of Probationary Report YYYYMMDD] Probationary Report - [Position] – [First Name Surname]

050717 Probationary Report – University Records Manager – Shelley McMenamin