

Naming Conventions for HPE Records Manager

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 – HPE RM Training for Academic Secretariat Staff – Sue McGrath
Flexi Timesheets	[First date on timesheet] [Faculty/School/Division] – Flexi Timesheet – [Date range] – [First Name Surname Employee Number] 080401 Academic Secretariat – Flexi Timesheet – 01/04/2008 – 30/04/2008 – Shelley McMenamin 123456789
Forms	[Date form was signed YYMMDD] [Name of Form] – [First Name Surname of person signing form] 080324 Statement of Material Interests – Mary Smith
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

Folder/Document Type	Proposed Naming Convention
Minutes	<i>[YYMMDD date of meeting] Minutes [Committee Name]</i> 080306 Minutes Records Management Steering Committee
Procedures	<i>[Date Introduced/Reviewed YYMM] [Name of Procedure]</i> 0810 Procedure for Scanning Documents