

## **INFORMATION SERVICES FOLDER FOLDER AND FILE NAMING CONVENTIONS**

When creating folder and file names, it is important to be descriptive and consistent. Going forward, please use the following rules and conventions when creating file names.

- **CREATE MEANINGFUL NAMES**  
Folder names should indicate the folder's contents and reflect the functions, activities and transactions carried out. Avoid using vague terms such as "Misc."
- **SPACES**  
Do not use spaces in folder or file names. If a space is needed, use an underscore. For example, use "Information\_Services" instead of "Information Services"
- **ACRONYMS**  
Do not use acronyms in folder or file names. If the use of an acronym cannot be avoided, create a README file in the folder that defines the acronym used
- **CAPITALIZATION**  
Use title case when naming files or folders. For example, use "Information\_Services" instead of "Information services"
- **DATES**  
If you use dates as a part of the file name, use the following format: `yyyymmdd`
- **LENGTH OF TITLES**  
Create short, but descriptive file names. If a longer file name cannot be avoided, keep the title to fewer than 200 characters
- **NUMBERS**  
If you use numbers in the title, use two or more digits (e.g. use 01 instead of 1). If you are unsure how many leading digits you should use, determine the number of related files you might create with the same file name. For every 100 files, add a leading zero (e.g. if you create 1000 files, your numbering scheme should start with 0001)
- **SPECIAL CHARACTERS**  
Avoid using special characters such as: `~ ! @ # $ % ^ & * ( ) ` ; < > ? , [ ] { } ' "`. The use of hyphens and underscores are allowed
- **USE OF ARTICLES**  
Avoid using articles such as the, a, an, the unless part of a proper noun