CREATION OF README FILES

MINIMUM REQUIREMENTS FOR README FILES

- Title
- Description of folder or subfolder
- Instructions for records retention
- Definition of any abbreviations used in folder/file names (if applicable)
- Names/Title of Responsible Person(s)*

OPTIONAL INFORMATION TO INCLUDE

- Names/Title of Responsible Person(s)*
- Instructions for naming subfolders/files
- Any other relevant information related to the folder/subfolder

REQUIRED for project files; otherwise optional

Requirement Explanations and Examples

README FILE NAME CONVENTION: README_[name of folder/subfolder]

- **Example:** *README_Project_Files.txt*

FOLDER/SUBFOLDER DESCRIPTIONS

- **Example:** *Projects files created for projects carried out by Information Services staff should be saved in the Project_Files subfolder.*

INSTRUCTIONS FOR RECORDS RETENTION

- Consult the Retention Schedule
- Think about what type of record is it, how long does it need to be retained, is it a folder/file that will need to be moved to another location at some point
- **Example:** *If any drafts are created (e.g. draft of a handout), please use the Drafts folder. See the README file in the Drafts folder for further instructions.*

  Once the project is complete, the end product(s) should be moved (cut and paste, do not copy) out of the Project_Files folder and into another relevant subfolder. For example: A Serial Set inventory project, when completed, should be moved to the Collections_Management/U.S. Documents subfolder.

  Before deleting any other files associated with the project, staff should consult the retention schedule to see if any of the files needs to be retained.

  If the files need to be retained, cut and paste the files into the obsolete folder. Once the files are in the OBSOLETE subfolder, rename the files. Add the agency item number (found on the retention schedule) along with the date it became obsolete (formatted yyyy-MM-DD) and a ; to the front of the file name. If you have questions about the retention schedule, please ask your supervisor.

  EXAMPLE: GEN.039_2017-01-17;ARIS_Publication.pdf

DEFINITIONS OF ABBREIVATIONS USED

Example: *Microfilm may be abbreviated to MF, for the purpose of shorter file names.*

NAMES/TITLE OF RESPONSIBLE PERSON(S)

Example: *Mackenzie (Project Lead); Andrew, Caroline, and Maria (Project Team)*