

Data entry and naming of corporate records

Department of Health Guideline

QH-GDL-467-3:2020

1. Statement

Public Authorities are required to make and keep ‘full and accurate records’ of their activities in accordance with the *Public Records Act 2002*. This includes the capture of metadata describing the context and content of the records in accordance with the Queensland Government Recordkeeping Metadata Standard and Guideline.

Recordkeeping metadata assists in identifying, authenticating, describing and managing records, in particular digital records, in a systematic and consistent way to meet business, accountability, evidentiary and archival requirements.

Some aspects of this guideline may not be applicable to business systems that have limited recordkeeping functionality. If you require further assistance, please contact Corporate Information Management (CIM).

This advice may be used to assist staff to apply quality data entry and naming of Corporate Records. It is part of the [Corporate Records Management Policy Framework](#) which exists to ensure records are made, kept, and where possible, disposed appropriately.

2. Scope

This advice applies to all employees, contractors and consultants working within, or for, the Department (excluding Queensland Ambulance Service). It applies to:

- corporate records – it does not include clinical records.
- all formats (physical and digital) regardless of the system in which they are maintained.

Compliance with this guideline is not mandatory, but sound reasoning must exist for departing from the recommended principles within a guideline.

This advice may be adopted, or re-branded, for use by Hospital and Health Services (HHS) or statutory bodies.

3. Date Entry Requirements

3.1. Format and case

Use sentence case for general data entry.

- Avoid using all lower case and all upper case.
- Upper case may be used to identify acronyms.
- Title case may be used for names.

Case Type	Example	Use
Sentence Case	<i>Brief regarding the health and safety of frontline staff</i>	General text
Upper Case	<i>BYOD or MNHHS or ieMR</i>	Acronyms
Title Case	<i>Mater Misericordiae Hospital or BreastScreen Queensland Manual</i>	Names

3.2. Spelling

Check the spelling and accuracy of all words and data applied.

3.3. Special Characters

Special characters are those characters that are neither letters of the alphabet or whole numbers. Some special characters are frequently used for grammatical or expressive reasons in written text, and other special characters may have a special purpose in various programs or languages (e.g. HTML).

Where possible, grammatical punctuation and other special characters should be avoided when naming records. More information on acceptable use of special characters is identified in [Appendix 1 – Use of special characters](#).

3.4. Acronyms, abbreviations and contractions

Acronyms, abbreviations and contractions are shortenings (or abbreviated versions) of common words and/or phrases. Some last the test of time (e.g. ATSI, ANZAC, and QANTAS) and may be used as stand-alone words, whilst others lose meaning relatively quickly.

Acronym	<p>Comprised of the initial letter of each word of a name or phrase. When written and abbreviated in a file title it can be used freely within any documents within the file. An acronym should always be written in full the first time it appears in a document, followed by the acronym in brackets.</p> <ul style="list-style-type: none"> – Should not contain a full stop between letters. – Should be represented predominantly in upper case characters 	<ul style="list-style-type: none"> – <i>electronic Document and Records Management System = eDRMS</i> – <i>Queensland Health = QH</i>
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Abbreviation	Comprised of the initial letters, and other letters, of one word or a series of words. It does not include the final letter of a word	– <i>Approximate = Approx</i> – <i>Professor = Prof</i>
Contraction	Comprised of the first letter (or letters) and the final letter of a word	– <i>Department = Dept</i> – <i>Doctor = Dr</i>

If you're not sure about a term, write it in full and enclose the shortened version in brackets. For further guidance refer to **Appendix 2 – Use of acronyms, abbreviations and contractions**.

3.5. Names

All names should be spelt in full and entered in title case as they appear (e.g. including apostrophes, hyphens etc.) with erroneous, alias or preferred names included in brackets.

Case Type	Example	Use
People name	J BLOGGS	Dr Joseph (Joe) BLOGGS
Place name	Bonner Building	Neville Bonner Building
Organisation name	Moreton Bay Council	Moreton Bay Regional Council

3.5.1. People names

People names should be entered, where known, in the following format (see table below). The format allows for various permutations of names, initials and titles (if required). However, titles, degrees or designations need not be entered unless it provides important context to the record.

Name Type	Example	
Single name	<i>BLOGGS</i>	[As provided]
Initials and surname	<i>Mr J A BLOGGS</i>	[Single space between components of name]
Title and suffix	<i>Hon Steven Miles MP</i>	[Title and suffix mixed case – as provided]
Multiple surname	<i>Mr Peter VAN DEN HOOGENBAND</i>	[All parts of family name upper case]
Multiple surname (hyphen)	<i>Mr Nick FARR-JONES</i>	[No space between hyphen and names]
Preferred names	<i>Dr Joseph (Joe) Bloggs</i>	[Preferred name in brackets]
Alias	<i>Billy the Kid (William H Bonney)</i>	[Alias in brackets]
Correction	<i>Dr J A BLOGGS (BLOGS)</i>	[Misspelled name as Alias in brackets]
Unknown	<i>UNKNOWN</i>	

3.5.2. Organisational names

Organisation names should be spelt in full and entered in title case or as they appear.

Name Type	Example	
Org name with '&'	<i>Peter Jones & Co Solicitors</i>	[As provided]
Org name with 'The'	<i>The Prince Charles Hospital (TPCH)</i>	[As provided, including 'The']
Org name with numbers	<i>TechnologyOne or 3M Australia</i>	[As provided, including caps]

3.6. Addresses

Addresses should be entered as complete as possible in the following format.

- Elements of an address should not be separated by commas.
- Use common abbreviations for streets and roads as identified in the [Australian Government Metadata Online Registry](#)

Unit type	Unit No.	Site/ Building	Level	Street No.	Street name	Street type	Suburb	State	Postcode
Apartment	7A	<i>Apex Building</i>	<i>Level 3</i>	48	<i>Johnson</i>	<i>Rd</i>	<i>Hamilton</i>	QLD	4007
		<i>Ned Hanlon Building</i>	<i>Level 4</i>		<i>Butterfield</i>	<i>St</i>	<i>Herston</i>		

3.7. Dates and times

Date / Time Type	Example	
General Date format	<i>22-04-2014</i>	[DD-MM-YYYY]
	<i>22 Apr 2014</i>	[DD MMM YYYY]
	<i>22 April 2014</i>	[DD Month YYYY]
Reverse Date format	<i>2014-04-22</i>	[YYYY-MM-DD]
Dates in titles	<i>...Report December 2016</i>	[as written]
Years format (range)	<i>2001 – 2010</i>	[YYYY – YYYY]
Years format (financial)	<i>2001-02</i>	[YYYY-YY]
Time	<i>10:20am or 2:45pm</i>	[HH:MM am/pm]

3.8. Numbers

Numbers used in organisation names should be entered exactly as written.

Number Type	Example	
Numbers in names	<i>3M Australia Ltd or Seventeen Mile Rocks</i>	[As written]
Numbers 0-10 11+	<i>Zero, one, two, three...nine, ten, 11, 12, 99, 100, 1000</i>	

3.9. Money

Monetary values should typically be entered with the currency symbol and using numerals.

Money	Example	
Whole dollar amount	\$147 or \$1,200,000	[includes commas for every 3 digits]
Dollars and cents	\$147.20	[No need to include c for cents]
Cents	20c	[Includes 'c' for cents if there is no dollar amount]

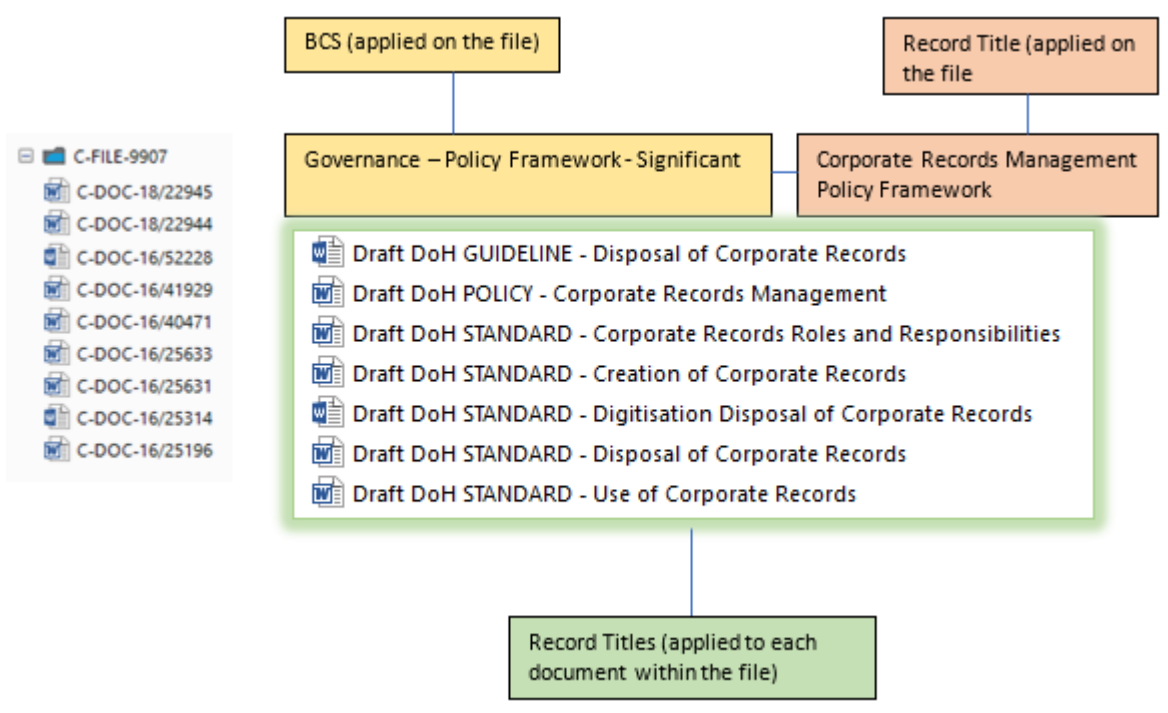
4. Requirements for Naming Records

4.1. Naming records

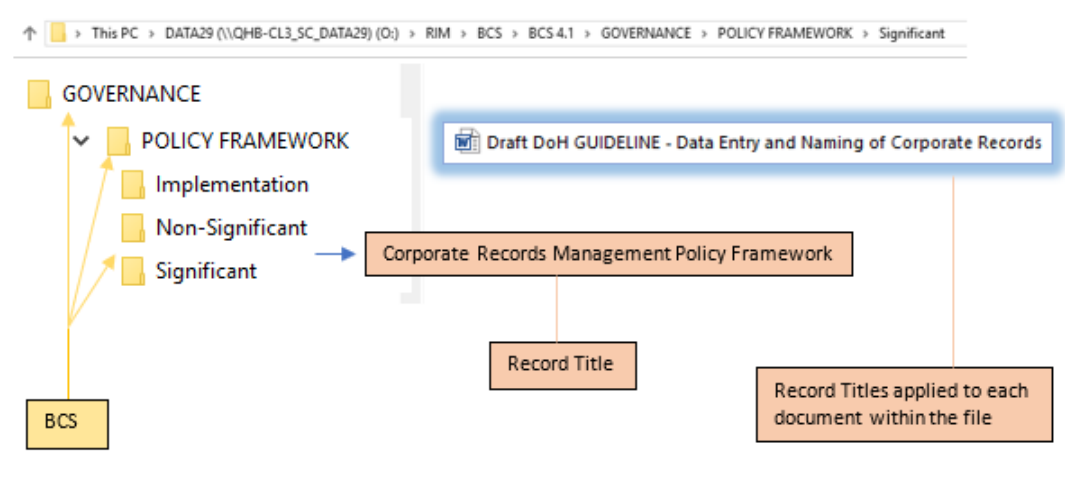
When creating and capturing records there are two important recordkeeping metadata elements that need to be captured:

- **Business Classification Scheme (BCS)** – structured terms that describe the broad business functions of the department and the activities and transactions that enable those functions to be delivered. It is used to categorise information resources in a consistent and organised manner at a file level of aggregation (i.e. a container holding numerous like documents)
- **Record Title** – free text description used to identify and differentiate one record from another. Titles are applied to files as well as documents. As a minimum, titles should:
 - Be given an adequate and meaningful title using the key words and phrases that describe the record (e.g. Human Swine Influenza).
 - Consider alternate words associated with the record (e.g. Swine Flu, H1N1).

Example of Naming Records in the eDRMS

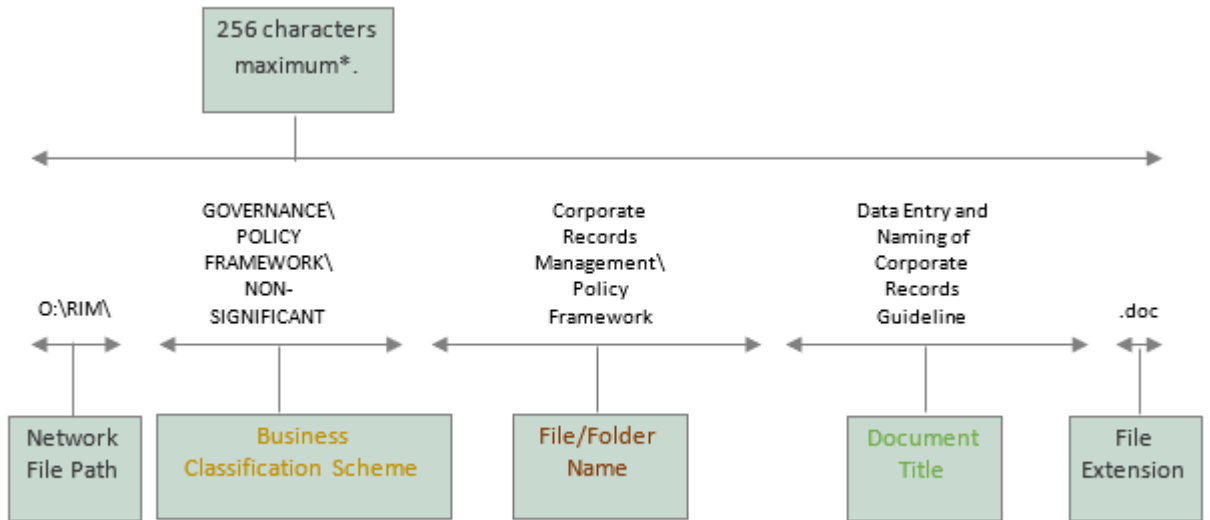


Example of Naming Records in Network Folders and Files



4.2. Length of a name

File/folder names and document titles should be concise, yet meaningful. Free text titles in the eDRMS are limited to 150 characters. There may also be file path limitations in network drives.



When creating folders (and documents within a folder) the titles should complement and not unnecessarily repeat each other (e.g. documents may use acronyms where the full term is used in the folder title).

4.2.1. Creating a file/folder name

All files/folders must be assigned terms using terms from the Department's BCS to provide the business context of why the record was created.

- Use of BCS terms for Function, Activity and Subject are mandatory.

A free text name is used to provide a concise and meaningful description of the record.

File title	File title example
Function (BCS term)	<i>Workforce Management</i>
Activity (BCS term)	<i>Employment Conditions</i>
Subject (BCS term)	<i>Timesheets 2019</i>
File/Folder Name (free text)	<i>Joe Jones</i>

If possible, file/folder names should include full terms with abbreviations enclosed in brackets.

- Use of terms such as general, miscellaneous and various are to be avoided.
- Names should include unique words or identifiers to improve searchability.

4.2.2. Applying document titles

Document titles provide a short summary of the document. They should be concise but descriptive enough to enable a user to gain an appreciation of what the document is about without having to view the actual document. Avoid using:

- automatic populated words from email headers such as 'FW:', 'RE:' etc.
- information captured in other fields of the eDRMS (e.g. record number, dated, revision number, or author). If this information enables better searching and/or sorting of your records, it may be applied.

Document type	Document title example
Briefs	<i>'31-May-2011 – Brief – eDRMS Project Funding.....'</i>
Correspondence	<i>'2013-05-02 – Correspondence – Ida Citizen – Complaint.....'</i>
Reports	<i>'eDRMS Project – Report – Project Initiation Document'</i>
Policy	<i>'QH-POL-032:2013 - Policy – Use of ICT Services Standard'</i>

4.3. Creating a naming convention

A naming convention is a method of titling records using one or more title elements, strategically ordered to enable consistent data entry and search retrieval for a business unit.

Business units should consider developing and utilising naming conventions for their collections of records and information

Naming conventions are best applied to collections of information (rather than to records of random ad-hoc business).

Naming conventions should not depend on any external data source to be able to find appropriate records (e.g. a project number).

4.3.1.1. Elements of a naming convention

The choice of elements and the order in which to apply them is flexible. Consideration should be made to apply 'business rules' to ensure consistency for various collections of records within a business unit.

Element	Description
Unique value	<p>Unique values (e.g. a project, procurement, asset numbers etc.). For example:</p> <p>2012/XXX (YYYY/SSS Y=year, X=number)</p> <p>ICTXXXX (Prefix and number)</p>
Document Type	<p>A brief description of the type of document. For example:</p> <p>Agreement (Contract, Agreement, Licence, Tender doc)</p> <p>Correspondence (Email, Fax, Memo, Letter, Briefing Note)</p> <p>Form (Docs with data entry fields)</p> <p>Visual Aid (Chart, Graph, Drawing, Photo, Video, Multimedia)</p> <p>Legal Opinion (Legal advice provide or given)</p> <p>Media Release (Releases and Statements)</p> <p>Meeting (Agenda, Minutes, File Notes, Meeting Papers)</p> <p>Plan (Budget, Business, Project, Op, Strategic, Performance, Disaster)</p> <p>Policy (Policy, Procedure, Work Instruction, Role Statement, Guideline)</p> <p>Presentation (Poster, Newsletter, Presentation, Brochure, Pamphlet)</p> <p>Report (Feasibility, Investigation, Research, Audit, Status, Performance)</p> <p>Submission (Proposal, Business Case, Cabinet, Project, Formal Proposal)</p> <p>Technical (Standards, Specifications, Tech Plans, Maps, Tech Surveys)</p>
Date	<p>Dates entered in reverse order (e.g. YYYY-MM-DD) may enable sorting in date order. For a lot of records (e.g. minutes of meetings) this may be the first element used. For example:</p> <p>2014-03-01 – Meeting – ICT Exec Committee - Minutes</p> <p>2014-06-01 – Meeting – ICT Exec Committee - Minutes</p> <p><u>2014-09-03</u> – Meeting – ICT Exec Committee - Minutes</p> <p>└─ Minutes distinguished and ordered by date.</p>
Title	<p>The title may be comprised of multiple meaningful terms and phrases (separated by hyphens) that uniquely describes the record.</p> <p>Submission – <u>DoH eDRMS Pilot</u> – <u>Project Initiation Document (PID)</u></p> <p>└──────────────────┘ Doc name comprised of two elements</p>

Element	Description	
Version	<p>Versions are typically signified by a V (for version) and numbers separated by a full stop. The first number represents approved (major) versions. The second number represents (minor) revisions. For example:</p> <p>v0.1 version 0, revision 1 (i.e. first draft) v0.2 version 0, revision 2 (i.e. second draft) v1.0 version 1, revision 0 (i.e. first signed/approved version) v1.1 version 1, revision 1 (i.e. first revision on version 1)</p> <p>Note: A version number used in network drives is a good way to keep track of major and minor versions. When captured into the eDRMS the version number does not need to be retained as part of the file name.</p> <p>Note: The words FINAL or SUPERSEDED may also be applied after the version number to provide additional context to the status.</p>	Network Files Only
File Extension	<p>The file extension is a suffix denoting the file format of the electronic file. For example: .doc; .docx; .xls; .xlsx; .ppt etc.</p> <p>Note: A file extension is a necessary component of an electronic file when saved to a network drive (or other storage device). When captured into the eDRMS the extension does not need to be retained as a part of the file name. In most cases the extension to the filename is automatically assigned.</p>	
Unique Record Number	<p>The record identifier (e.g. a file number) may be used in the subject line of emails and in the names of electronic files saved to network drives.</p> <p>A file/folder record number applied to documents on network drives may assist another person (e.g. delegated the responsibility) to initiate / complete capture of the record or signify that the electronic file has been captured as a record.</p> <p>A record identifier applied to the subject line of an email may assist another person (e.g. delegated responsibility) to initiate / complete capture of the email to the eDRMS.</p>	Emails and Network Files
Security Label	<p>A security classification may be applied to the subject line of an email to identify upfront the security requirements for any further handling of the content.</p> <p>Within the eDRMS security of electronic documents and emails are inherited from the file container.</p>	Emails only

For further guidance refer to [Appendix 3 – Examples of naming conventions.](#)

5. Legislation

5.1. Queensland Government Legislation

- *Electronic Transactions (Queensland) Act 2001*
- *Evidence Act 1977*
- *Financial Accountability Act 2009*
- *Financial and Performance Management Standard 2019*
- *Hospital and Health Boards Act 2011*
- *Public Health Act 2005*
- *Information Privacy Act 2009*
- *Public Records Act 2002*
- *Public Service Act 2008*
- *Right to Information Act 2009*

5.2. Queensland Government Policies and Standards:

- Information Access and Use Policy (IS33)
- Information Asset Custodianship Policy (IS44)
- Information Security Policy (IS18)
 - Queensland Government Information Security Classification Framework
- Queensland Recordkeeping Metadata Standard and Guideline
- Records Governance Policy
 - Records Governance Policy – Implementation Guideline

6. Supporting documents

6.1. Corporate Records Management Policy Framework:

- Corporate Records Management Policy
- Corporate Records Roles and Responsibilities Standard
- Creation of Corporate Records Standard
- Use of Corporate Records Standard
- Digitisation Disposal of Corporate Records Standard
- Disposal of Corporate Records Standard
- Identification and Creation of Corporate Records Guideline
- Data Entry and Naming of Corporate Records Guideline (this document)

- Disposal of Corporate Records Guideline

7. Definitions

Term	Definition
Business Classification Scheme (BCS)	A BCS is a records management tool used to categorise information resources in a consistent and organised manner. It is comprised of a hierarchy of terms that describe the broad business functions of the department and the activities and transactions that enable those functions to be delivered.
Capture	A deliberate action which results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records.
Classification	The process of identifying and grouping records according to the business activity, to facilitate description, control, links and determination of disposition and access status.
Clinical Records	A collection of data and information gathered or generated to record the clinical care and health status of an individual or group. Also referred to as a health record, medical record or healthcare record. Refer Clinical Records Management Policy (QH-POL-280:2014) . See also: <i>Corporate Records</i>
Corporate Records	Records that provide evidence of administrative and non-clinical functions of the Department (e.g. executive correspondence, finance, human resource, legal, research, scientific, cancer screening etc.). See also: Clinical Records
Corporate Records Management	The application of efficient and systematic controls for the creation, receipt, maintenance, use and disposal of Corporate Records.
Digital Records	Records created, communicated and/or maintained by means of electronic or computer technology, including both 'born digital' records and records that have been digitised.
Document	Recorded information or an object which can be treated as a unit. Some documents are records because they have been part of a business transaction or were created to document such a transaction. Conversely, some documents are not records because they do not function as evidence of a business transaction. See also: <i>Record</i>

Term	Definition
electronic Document and Records Management System (eDRMS)	An eDRMS is a system that combines electronic document management with records management functionality by enabling appropriate contextual information (metadata) to support the evidential value of the information. The recordkeeping metadata assists users to find, manage, control and understand the records over time.
Electronic Records	See also: <i>Digital Records</i>
Evidence	Documentation, records or proof of a business transaction that can be shown to have been created in the normal course of business activities and which are inviolate and complete. It is not limited to the legal sense of the term.
File	An organised aggregation of records grouped and managed as a discrete object because they deal with the same activity or transaction.
Free Text Field	The title fields where vocabulary controls from the BCS are not enforced allowing a user to summarise in their own words the contents of a document or folder within the parameters of this advice.
Information	<p>Information is any collection of data that is processed, analysed, interpreted, classified or communicated in order to serve a useful purpose or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, and textual or numerical form.</p> <p>For the purpose of this document the terms, data, information and records are considered synonymous.</p>
Metadata	<p>Data that describes the content, context and structure of records.</p> <p>Metadata is structured or semi-structured, descriptive information about a record and usually includes the title of the record, author, date created, any changes to the record, and applicable disposal or sentencing information.</p> <p>Recordkeeping metadata enables a record to be managed over time and assists in identifying and retrieving records and supporting long term record functionality, reliability, and effective preservation or disposal authentication.</p>

Term	Definition
Recordkeeping	<p>The making and maintaining of complete, accurate and reliable evidence of business transactions in the form of recorded information.</p> <p>Recordkeeping includes:</p> <ul style="list-style-type: none"> • the creation of records in the course of business activity • the means to ensure the creation of adequate records • the design, establishment and operation of recordkeeping systems • the management of records used in business and as archives.
Record	<p>Record has the same meaning as ‘record’ in the Public Records Act 2002, namely:</p> <p>Recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes:</p> <ol style="list-style-type: none"> a) anything on which there is writing; b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or d) a map, plan, drawing or photograph.

Version Control

Version	Date	Comments
v1.0	6 April 2020	<i>New guideline</i>
v1.1	20 October 2021	<i>Approved. Minor amendments (updated references to legislation, standards and policies).</i>

Business area contact

Corporate Information Management is responsible for the strategic direction and support of the Corporate Records Management function of the Department. Please refer any corporate records management queries, or feedback to:

Corporate Information Management Unit

Risk, Assurance and Information Management Branch

Corporate Services Division

Department of Health

Phone: (07) 3082 0582

Email: Records-Corporate@health.qld.gov.au

QHEPS: <https://qheps.health.qld.gov.au/csd/business/records-and-information-management>

Appendix 1 – Use of special characters

Special Character	Use in the eDRMS	Use in Network Files	Usage Advice
® ✓ ¼ © ™ ☺ non-keyboard characters	No	No	Do Not Use. Unsupported in network files and not recognised in eDRMS text search
* asterix	Yes	No	Do Not Use. Unsupported in network files - use hyphen instead. Special character in eDRMS
? question mark	Yes	No	Do Not Use. Unsupported in network files - use hyphen instead. Special character in eDRMS
\ / back & forward slash	Yes	No	Avoid Use. Unsupported in network files - use hyphen instead
< > back & forward arrow	Yes	No	Avoid Use. Unsupported in network files - use hyphen instead
vertical bar (or pipe)	Yes	No	Avoid Use. Unsupported in network files - use hyphen instead
: colon	Yes	No	Avoid Use. Unsupported in network files - use hyphen instead
“ double quotes	Yes	No	Avoid Use. Unsupported in network files - use hyphen instead. Special character in eDRMS
{ } open & close brace	Yes	Yes	Avoid Use. Use parenthesis instead
[] open & close bracket	Yes	Yes	Avoid Use. Use parenthesis instead
% percent	Yes	Yes	Avoid Use. May adversely affect searches
~ tilda	Yes	Yes	Avoid Use.
` acute	Yes	Yes	Avoid Use.
^ caret	Yes	Yes	Avoid Use.
+ plus	Yes	Yes	Avoid Use.
= equals	Yes	Yes	Avoid Use.
# number (or hash)	Yes	Yes	Avoid Use.
@ at symbol	Yes	Yes	Avoid Use.
; semi colon	Yes	Yes	Avoid Use.
! exclamation mark	Yes	Yes	Avoid Use.
_ underscore	Yes	Yes	Avoid Use.
, comma	Yes	Yes	Avoid Use. Use in numbers (e.g. 1,200 or \$12,000). Replace grammatical symbols – use hyphen instead (e.g. His wife, Cath His wife – Cath)
‘ apostrophe			Limited Use. Use as it appears in names (e.g. O’Brien’s Glass)
& ampersand	Yes	Yes	Limited Use. Use as it appears in names (e.g. Smith & Co Pty)
() open & close parenthesis	Yes	Yes	Limited Use. Use to define acronym or preceding text. e.g. Swine Flu (H1N1) or Anthony (Tony)
. period (or full stop)	Yes	Yes	Limited Use. Use in currency or times (e.g. \$12,250.25 or 12.15am)
\$ dollar sign	Yes	Yes	Limited Use. Use in currency (e.g. \$12,250.25)
- hyphen (or minus)	Yes	Yes	General Use. Use instead of grammatical symbols. eDRMS Project – project plan

Appendix 2 – Use of acronyms, abbreviations and contractions

Consideration should be given as to whether acronyms, abbreviations or contractions will be understood as long as the record is required to be retained. The below examples provide some guidance on the longevity (or relevance) over time:

Type	Full Term	Abbreviated Version	Short-term – 10 years	Medium-term 10 - 30 years	Long-term 30 + years
Titles	Mister	Mr	✓	✓	✓
	Miss (woman marriage status unknown)	Ms	✓	✓	✓
	Member of the Legislative Assembly	MLA	✓	✓	✓
	Director-General	DG	✓	✓	✓
	Chief Health Officer	CHO	✓	✓	✗
	Executive Director, Capital and Asset Services Branch	ED CASB	✓	✗	✗
Business Suffixes	Department	DEPT	✓	✓	✓
	Incorporated	INC	✓	✓	✓
	Proprietary	PTY	✓	✓	✓
	Association	ASSN	✓	✓	✓
Countries & States	Australia *	AUS	✓	✓	✓
	New Zealand *	NZL	✓	✓	✓
	Queensland	QLD	✓	✓	✓
	South Australia	SA	✓	✓	✓
Organisation Names	Cape York Hospital and Health Service	CYHHS	✓	✗	✗
	Australian Health Practitioner Regulation Agency	AHPRA	✓	✗	✗
	The Prince Charles Hospital	TPCH	✓	✗	✗
	Lady Cilento Hospital	LCH	✓	✗	✗
	Corporate Services Division	CSD	✓	✗	✗
	Capital and Asset Services Branch	CASB	✓	✗	✗
Systems and Programs	Therapeutic Goods Administration	TPA	✓	✗	✗
	National Disability Insurance Scheme	NDIS	✓	✗	✗
	Consumer Integrated Mental Health Application	CIMHA	✓	✗	✗
	Queensland Health Electronic Publishing Service	QHEPS	✓	✗	✗
	Payroll and Rostering Information System	PARIS	✓	✗	✗
	Hospital Based Corporate Information System	HBCIS	✓	✗	✗
Medical	Human Immunodeficiency Virus	HIV	✓	✓	✓
	Magnetic Resonance Imaging	MRI	✓	✓	✓
	Deoxyribonucleic acid	DNA	✓	✓	✓
	Electrocardiograph	ECG	✓	✓	✓
Technology	Wide Area Network	WAN	✓	✓	✗
	World Wide Web	WWW	✓	✓	✗
	Gigabyte (1000 Megabytes)	GB	✓	✓	✗
	Universal Serial Bus	USB	✓	✗	✗
	File Transfer Protocol	FTP	✓	✗	✗
	Digital Versatile Disc	DVD	✓	✗	✗
Business	Australian Business Number	ABN	✓	✓	✓
	Close of Business	COB	✓	✓	✓
	End of Financial Year	EOFY	✓	✓	✓
	Goods and Services Tax	GST	✓	✓	✓
	Government Information Technology Contracting	GITC	✓	✓	✓
	Non-Government Organisation	NGO	✓	✓	✓
	Standing Offer Arrangement	SOA	✓	✓	✓

Appendix 3 - Examples of naming conventions

The following are examples of naming conventions.

Network Drive – Document Titles Examples

- ICT2718 – Technical – Requirements Traceability Matrix – v1.2.xls
- 2008 – Policy – Records Management Policy – v1.0.pdf
- F-00009255 – 2015-06 – Meeting – DMT Committee – Minutes.docx
- 2007 – Report – HACC MoG Transfer – Catalogue of Records.xls
- 2014-2018 – Plan – Department of Health Strategic Plan.pdf

As can be seen in the following example, a naming convention makes it easier to quickly scan the contents, to find the document you are after.

Electronic File Naming Example

ICT6757 – eDRMS Platform Service – Agreement – HSIA SOA ICT 5705 Panel – Establishment v0.1 – Initial draft.pdf
ICT6757 – eDRMS Platform Service – Agreement – HSIA SOA ICT 5705 Panel – Establishment v1.0.pdf
ICT6757 – eDRMS Platform Service – Brochure – Overview v0.1 – Initial draft.pdf
ICT6757 – eDRMS Platform Service – Brochure – Overview v1.0.pdf
ICT6757 – eDRMS Platform Service – Brochure – Getting Started Fact Sheet v0.1 – Initial draft.pdf
ICT6757 – eDRMS Platform Service – Brochure – Getting Started Fact Sheet v1.0.pdf
ICT6757 – eDRMS Platform Service – Proposal – Concept Brief v0.1 – Initial Draft.pdf
ICT6757 – eDRMS Platform Service – Proposal – Concept Brief v0.2 – Feedback Business Engagement.pdf
ICT6757 – eDRMS Platform Service – Proposal – Concept Brief v1.0.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide – Request for Feedback.msg
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v0.1 – Initial draft.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v1.1 – Review and comment.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v1.2 – Amend s6.4 on configuration.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v2.0 – HSIA requirements and scope.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v2.1 – Reviewed contents.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v3.0 – Consistent language.pdf
ICT6757 – eDRMS Platform Service – Technical – Implementation Supplier Engagement Guide v3.1 – Records Unit feedback.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v0.1 – Initial draft.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v0.2 – Feedback Project Director.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v0.3 – Feedback Executive Director.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v0.4 – Key stakeholder feedback.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v1.0.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v1.1 – Records Unit feedback.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v1.2 – Key stakeholder feedback.pdf
ICT6757 – eDRMS Platform Service – Technical – Service Handbook v2.0.pdf

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eDRMS – Document Titles Examples

- ICT2718 – Technical – Requirements Traceability Matrix
- 2008 – Policy – Records Management Policy
- 23-Jun-2014 – Presentation – QH ICT Strategic Roadmap
- LN14.0700 – Advice – 03-Jan-2015 – Section 219A Public Service Act 2008
- Brief – Mail Transformation Project – Departmental Representative

Email Examples

- 05-Jun-2015 – Media Release – Appointment of Director-General – Queensland Health
- Correspondence – CIM – Requisition Request – One-2-One Editor
- 14-Feb-2015 – Form – OH&S Incident Notification – Justin Example
- Security: In-Confidence – 360 Degree Feedback – Mayfair Leader
- F-00065780 - Selection Report – 2015 Principal Policy Officer