

# Document naming principles

The purpose of the document naming principles:

- Ability to capture the essential detail
- Ensure spelling and formatting are consistent throughout

PRINCIPLES	
<b>Abbreviation/acronyms</b>	Do not use abbreviations or acronyms
<b>Capitalisation</b>	Keep the use of capital letters to a minimum. Use them as the start of sentences and for proper nouns only.
<b>Currency</b>	[\$] [digits with no space and no commas] eg. \$14000 use decimal points only if there is a cent value
<b>Dates</b>	All dates will be recorded in the format <b>YYYYMMDD</b> For documents that do not refer to a particular day a default day (e.g. either the First or last day of the month will be used).
<b>Dashes</b>	Do not use dashes in file names nor project descriptions
<b>Hyphens</b>	Use hyphens to add prefixes such as <b>non-</b> , <b>anti-</b> , <b>pre-</b> and <b>post-</b> only.
<b>Names</b>	[last name] [first name] eg. Smith John
<b>Numbers</b>	numbers (excluding dates, times and phone numbers) less than 10 are written in words and from 10 on in figures no spaces should be used, eg. 27493 numbers less than one should have a zero before the decimal point, eg. 0.456
<b>Punctuation</b>	The following characters should NOT be used ~!@#%&^*(){}:<>?+
<b>School Information</b>	[School Name] (SUBURB) [document description] eg. St Joseph's School ATHERTON school transport verification
WORKING DOCUMENT EXAMPLES	
<b>Application</b>	[Year Application] [Document type] [School name] 2019 Capital application 2019 Civil works
<b>Drawings</b>	[Date prepared] [Drawing type] [Stage] [School name] 20121112 Drawings elevations preliminary Ryan Catholic College Kirwan 20121112 Drawings hydraulics tender Ryan Catholic College Kirwan
<b>Contracts and Agreements</b>	[Date] [Document type] [Parties] [Document description] 20161123 Agreement TSV CEO and DETE Youth Support Initiative
<b>Correspondence</b>	[Date] [Document type] [Recipient or sender] [Document description] 20131108 Letter Townsville tender evaluations outcomes Ryan Catholic College Kirwan
<b>Photographs</b>	[Date taken] [Document type] [description] 20180814 Image administration building Ryan Catholic College Kirwan
<b>Policies and Procedures</b>	[Date] [Document type] [Document description] 20171026 Policy Maintenance and Facilities Holy Spirit School Cranbrook
<b>Reports</b>	[Date] [Document type] [Document description] 20161123 Report Quantity Surveyor Holy Spirit School Cranbrook
<b>Site Visit Notes</b>	[Date of Visit] [Document type] [description] 20180814 Report site visit notes All Hallows' School Brisbane