Information Titling Guideline

Version	Approved by	Approval date	Effective date	Next full review
1.0	Manager, Records & Archives	21 February 2023	21 February 2023	February 2025

Guideline Statement		
Purpose	This Guideline provides best practice guidance on how to structure and title University records and information.	
Scope	This Guideline applies to all staff, contractors, consultants or other agents of the University.	
Are Local Documents on this subject permitted?	☒ Yes, however Local Documents must be consistent with this University-wide Document.	☐ No
Guideline		

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1. Introduction

Use this guideline to help structure and title the information and records you create in your work at UNSW. The folder structure and titles you use should be 'fit for purpose' to allow everyone in your team to store their records effectively and securely and to find information easily.

Note: All University records must be stored and managed within a UNSW System of Record. Use OneDrive or other secure storage for the management of any information that is not a University record, such as personal files or temporary documents.

2. File Titling

2.1. For both Folder and File names:

1. Avoid acronyms and abbreviations unless they are business specific and recorded consistently throughout the life of the record.
2. Spell check consistently to avoid typos as misspelt words will not be indexed and retrieved during searches
3. The names of files and records may be structured in an order using the following:
    - Alphanumeric (order by numbers, prefaced/suffixed by letters)
    - Chronological (order by date or event)
    - Geographic (order by location or site)
    - Numeric (order by numbers)
    - Subject (order by subject / topic / name / company / supplier / customer)

Only use non-sensitive information in file titles. Do not use unnecessary personal or sensitive information.

2.2. Structure / Syntax

A document title can consist of at least 3 parts that appear before the file document extension format as below:

1. **[File external identifier] – [File Title] – [Version Number/creation/Event Date]. Ext (**the extension of the file name format from its source application e.g., PDF (.pdf), Word (.doc)

- **File external Identifier**

This is a unique reference to identify the document distinctively. This might be generated by a source system or directly linked to business process.

- **File Title**

The title should be concise and meaningful to describe its context, content, purpose, subject. The title should include a combination of descriptors to describe the content as below:

1. Title of the document (e.g., Business Case)
2. Subject name describing a name/place/event/activity (e.g., Jupiter Project 2023)
3. File type which denotes context (e.g., Course, contract, invoice, policy, program, plan)
4. Hyphens can be used as separators in the full title between the descriptors for easy readability and ensure context
    - ✓ Correct — Business Case – Jupiter Project – June 2022
    - × Incorrect — Jupiter BC 22

2.3 Additional File titling conventions

Additional file naming conventions can be included:

a) Version Number

Indicates the version sequence number, to track for drafts, minor updates, or the final version of record. For example.,

Major versions can be v1, v2, v3, …

Drafts or minor versions can be v0.1, v1.1, v1.2, v1.3, …

Refer to the UNSW Version Control guide for more information.

a) Date standard

Depending on the context of the file content, use the following date standards consistently on files

Year: YYYY (e.g., 2023)

Year and month: YYYYMM (e.g., December 2023)

Year, Month, and day: YYYYMMDD (e.g., 5 December 2023)

Date range: YYYYMMDD to YYYYMMDD (e.g., 05 December 2021 to 14 December 2023)

2.4 Character usage in file titling

1. Use text, numbers, spaces, hyphens to separate key parts of the title.
2. Avoid keeping sensitive information in the file title (e.g., PII)
3. Avoid special characters such as %, #, @, &,!, $,^, * , instead use a hyphen to - separate – key words.
4. Use Capitals only for the first letter of words.
5. Use uppercase for surnames (e.g., WILLIAMS Diana)
6. Ensure to keep the length of the title reasonable, operating systems have a limit on the total length of the entire hierarchical file path structure (including the title.)
7. Ensure to keep the same file title for the original and copies, or the various versions of the documents with a suffix in title that differentiates them accurately
8. If a file is converted to a different format, it retains the same name and file will be noticed in two different formats to take further decisions (e.g., a word document saved as a PDF version of record, retains the same name, and only differentiated by the extension)
9. Any descriptive information captured by metadata within any system of record does not need to be included in a file title. It is recommended to use key words describing file content and context for easy search and retrieval without duplicating system generated metadata.
10. Do not use sensitive / confidential details in the file title itself. Right terms usage will allow discovery of the file in its entirety by the right users with the right security permissions rather than disclosing sensitive detail unnecessarily (such as Proprietary, Personally Identifiable information, misconduct details.)

    ✓ **Correct** **FILE EXTERNAL IDENTIFIER - [*Misconduct Allegation]***

    × **Incorrect** STAFF NAME - [*Allegation of threatening behaviour in School of Study]*

Business units may wish to further develop their own internal guidelines. The key is to document and maintain any guidelines and to follow them consistently over time to realise the benefits of well managed records and information.

Examples of File Titling/Naming Conventions:

Record Type	File Title Structure/Syntax	Examples
Meeting Minutes / Agenda	Minutes/Agenda – [Meeting Title] – [Group/Location/Project] – [Date]	Minutes – Functional Requirements confirmation - Records Management Project Team - 20220812
Contract	Contract – [Program or project name] [Contract Title] – [any reference number] - [Commencement Start date – planned end date]	Contract – Jupiter Project – Consultant and UNSW – June 2023 to June 2025
Agreement	Agreement – [Program or project name] – [any reference number or word] – [Commencement start date – planned end date]	Agreement – Jupiter Project – Vendor and UNSW – June 2023 to June 2025

Record Type	File Title Structure/Syntax	Examples
Report	Report – [Report Title] – [Area or Subject] – [Date]	Report – File Titling Study – UNSW Office 365 – August 2022
Policy/procedural guideline	[Policy Reference number if exists] – [Policy or Procedure Title] – [Area] – [Date]	Information Titling Guideline – UNSW - 20220221
Email	Email – [Area or sender to recipient] - [Subject] – [Date]	Email – Student name to recipient – Assignment submission extension request - Term 1 Semester 2 2022 – 8 December 2022
Training	[Surname] [First Name] – [Training Title] – [Course or certificate] – [Date scheduled or completed]	TARP Wanda – Office 365 – Advanced Training – May 2021

3. Folder Structures

Folders are used to organise information effectively and can be structured using:

- **UNSW Business functions and activities (Recommended)**

Alternative methods include

- **UNSW Project structures**
- **UNSW Organisational structure**
- **UNSW Contracts**
- A combination of the above structures.

Use the highest-level folder to describe and sort the lower folder structures and avoid placing any documents directly in top-level folders. They help users to navigate to the information they need. Documents, emails, and other records are captured to the lower-level folders only.

Ensure unique titles are used with the business unit, avoid duplication as it inhibits findability.

Ensure folder titles are clear, concise and relevant from the start to end of lifecycle of the program/event

3.1. UNSW Business functions and activities (Recommended method)

Create your folder structure using business function, activities, and subjects/topics. This is a best practice approach; business functions and activities are stable over time and align with recordkeeping processes for security and lifecycle management.

The UNSW Business Classification Scheme details the University's core business functions and activities and should be used to inform the creation of your folder structures.

The highest-level folder titles reflect UNSW core business functions and should not hold records directly. This level contains Activity folders and if required, within each Activity folder, Subject/Topic level folders.

Lower-level folders that describe Activities and Subjects contain the Documents.

Example folder structure:

- **LEGAL** (BUSINESS FUNCTION) – (No files stored)
  - **ADVICE** (Business Activity)
    - **INTELLECTUAL PROPERTY** (Another Business Activity)
      - Patents (Subject) – (Files captured here)
      - Trademarks (Another Subject) – (Files captured here)
      - Copyright (Another Subject) – (Files captured here)

If you have legacy records to refer to, they can be organised into a similar folder structure but adding a suffix 'old' or 'legacy files' including a date range if helpful.

3.2. Alternative Methods

3.2.1. UNSW Project structures

The highest-level folder titles reflect the project-based work of the organisation and should not hold records directly. This level contains lower-level Project activity folders and if required subject/topic and date-based folders.

Lower-level folders such as Project Administration, Communications and Financials contain the Documents, emails, etc. They can be further sorted chronologically or by topic or activity.

Example Folder Structure:

Corporate Projects 2022 (High level folder, do not store files)

Project ABC - Procurement

Project ABC - Administration

Project ABC - Resources

Project ABC - Financials

Project ABC - Communications

Project ABC - Planning

- Project Initiation Documentation
- Work packages

Project ABC - Training requirements

3.2.2. UNSW Organisational structure (Not recommended)

Important Note: This method is not recommended as organisational structure is not static and will frequently change, resulting in obsolete folder structures that will be increasingly difficult to maintain.

The highest-level folder titles reflect business units in the UNSW organisational structure and should not hold records directly. This level contains lower-level folders based on business activity and/or subject/topic.

Lower-level folders such contain the Documents.

Example Folder Structure:

- DEPARTMENT (Top-level folder – Do not store files)
  - UNIT A
  - UNIT B
    - SUB-UNIT A (Title folder, do not place files)
      - Monthly Meetings – 2022 (Low-Level folder, Capture files)
      - Conferences – 2022 (Capture files)
  - UNIT C

3.2.3. UNSW Contracts

The highest-level folder titles reflect business functions and should not hold records directly.

Lower-level folders like Contract documentation, Communications and Financials contain the documents, emails, etc.

Example Folder Structure:

- Corporate Contracts 2022 [high level folder, avoid capturing files]
    - Contract ANY – Approved Jan 2022 (Title folder, do not place files)
        - ANY Documentation (Low-Level folder, Capture files)
        - ANY Communications (Capture files)
        - ANY Signed Contracts (Capture files)
    - Contract XYZ - Feb 2022
        - XYZ Documentation (Low-Level folder, Capture files)
        - XYZ Communications (Capture files)
        - XYZ Signed Contracts (Capture files)

3.2.4. Combined Approach

You may wish to combine elements of the above suggested folder structures. Remember to avoid capturing records to the top-level folders and creating excessive layers of folders as this can inhibit locating your information.

4. Exceptions

It is anticipated that the above guidance may not be applicable to every circumstance. Specific situations may require additional naming conventions, and these should be documented by the relevant area and followed consistently. The guiding principles of using a limited hierarchical structure (avoid excessive folder layers) and using business function and activity where possible continue to be applicable across any system / situation.

Accountabilities	
Responsible Officer	Manager, Records & Archives
Contact Officer	Manager, Records & Archives
Supporting Information	
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: State Records Act, 1998 (NSW) Evidence Act, 1995 (NSW) Government Information (Public Access) Act, 2009 (NSW) Health Records and Information Privacy Act, 2002 (NSW) Privacy and Personal Information Protection Act, 1998 (NSW) Children and Young Persons (Care And Protection) Act, 1998 (NSW) Public Finance and Audit Act, 1983 (NSW) University of New South Wales Act, 1989 (NSW) Work Health and Safety Act, 2011
Parent Document (Policy and Procedure)	Recordkeeping Policy Recordkeeping Standard
Supporting Documents	UNSW Business Classification Scheme

Related Documents	Cyber Security Policy Data Governance Policy Privacy Policy
Superseded Documents	Record Titling Guideline (2017/25742)
File Number	2023/018959

Definitions and Acronyms

Record	Any recorded information made or received by a staff member of the university in the course of undertaking their duties. Records are evidence or information about university activities. They can be any format.
System of Record	Systems that have been evaluated for their suitability for the capture and management of University records. All University records must be captured to a system of record.

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Manager, Records & Archives	21 February 2023	21 February 2023	2.2, 2.4, 3, 4
0.3	Manager, Records & Archives	5 January 2023	5 January 2023	All