MOD INFORMATION MANAGEMENT – 'HOW TO' GUIDES

NAMING DOCUMENTS AND RECORDS

(includes emails, spreadsheets, presentations, etc.)

Background

Naming documents clearly makes it easier to find them, and using a standard naming convention across Defence is more sensible than everyone having their own.

There are mandatory components, each separated by a hyphen:

- **Date** and **Title** apply in every case.
- Where a document has a security marking of OFFICIAL-SENSITIVE, or is classified SECRET or TOP SECRET, then there is a third mandatory component of **Marking**.

What you should do

Name documents (such as word-processing files, text files, spreadsheets, presentations, drawings, databases and emails) this way.

> **Date–Title**   (for OFFICIAL)
>
> **Date–Title–Marking**   (for OFFICIAL-SENSITIVE and above)

- Only the following characters are normally allowed: A-Z, a-z, 0-9, hyphen, round brackets, space, underscore.
- Some TLBs say "Don't use spaces, use underscores instead"
- **Date**
  - Written in format YYYYMMDD (e.g. 20140713)
  - Optionally, and if it's important, you can add time (and zone) after an underscore (eg 20141125_0930Z)
  - Use the date that you're creating, or amending, the document (i.e. today)
- **Title**
  - Make it meaningful and concise – use spaces or underscores to separate the words
  - Add any of the following if it helps clarity, or if it is your TLB standard
    - Document status (eg DRAFT, FINAL)
    - Version in form vx_y (eg v2_5)
    - Originating unit or role
    - File Reference
  - For emails only, if there are any special handling instructions, these should be referred to within the title (see GSC Survival Guide)
- **Classification**
  - Use one of the following abbreviations (from 2 Apr 14)
    - OS   (for Official-Sensitive)
    - S   (for Secret)
    - TS   (for Top Secret)
  - If there is a descriptor, you should add it after the classification
    - PERSONAL
    - COMMERCIAL (can abbreviate to COMRCL)
    - LOCSEN (not accessible to locally engaged staff overseas)

> Documents created before 2 Apr 14 will have abbreviations: U (Unclas); P (Protect); R (Restricted); C (Confidential); S (Secret); TS (Top Secret)

Examples

Here are two examples, one with the basic terms only, and one with some options:

- 20140402-Presentation on new Government Security Classifications
- 20141126_1135Z-Jackal Maintenance Contracts DRAFT v2_5-OS COMRCL