



## Records & Information Management Service (RIMS)

### How To Name Electronic Files and Folders

**Authority:** AS 40.21 (Public Records Act) and 4 AAC 59 (Archives & Records)

#### Naming Electronic Files and Folders

The amount of records being created, especially electronic records, is increasing at a rapid rate. As a result, to quickly find information, it is increasingly important to name files and folders in a consistent way.

#### Rules for Naming Electronic Files and Folders

When saving a document e.g. a word or excel document, use these rules when naming them:

**Rule 1:** Avoid using special characters such as \ / ; \* ? " < > ` { } [ ] & \$ % , .

**Rule 2:** Do not use spaces between words and elements – use dashes or underscores.

**Rule 3:** Be brief – use no more than about 30 characters to name your file/folder.

**Rule 4:** Include a date or version number.

**Rule 5:** Be consistent in the words you use to name files and folders.

#### Examples

RIMS\_Manual\_v01

Staff-Meeting-Agenda-01-26-2012

Staff\_Meeting\_Minutes\_01\_26\_2012

Ethics\_Policy\_2008

#### Who Do I Contact For More Information?

You can contact Gordon E. Brown, State Records Manager ([gordon.brown@alaska.gov](mailto:gordon.brown@alaska.gov)).