



City of New York Policy on Naming Conventions

Purpose: The purpose of this policy is to establish naming standards for digital content in order to facilitate the maintenance, identification, transfer and management, security, and preservation of electronic records.

Policy: To enable the management and retrieval of electronic records, agencies will develop file and folder naming conventions for all records in a record series. Every record must have a unique name that is consistent, descriptive and logical. The name should be understandable within an agency or within a division of an agency. The minimum elements to include in the name or accompanying metadata for every record are: the creation date, subject, document type and version.

Guidance on Naming Records and Folders:

- Folder and subfolders names should be unique and follow the agency's file plan.
- Use names that specifically describe the file's contents, independent of the folder's name. The name should be understandable to all members of the unit or agency.
 - WRONG: Draft letter to Comptroller
 - CORRECT: Storage fees for OEM records-v02-2017-05-24
- Use only standard agency acronyms (e.g. NYC, OEM, DORIS).
- Separate fields with a hyphen (-) or a space.
- Do not use run-on subjects names (e.g. storagefeesforOEMrecordsv2)
- Use the international standard for dates either YYYYMMDD or YYYY-MM-DD. Do not rely on dates that are automatically changed by the system because these are updated whenever the file is opened whether changes are made or not
- Put the naming elements in the order that will be used to retrieve the record, either date or subject.
- Do not vary the order of the elements within file names. Adopt an agency or division policy and be consistent.
- **Use only the characters A-Z, the numbers 0-9, underscores (_) and hyphens (-). DO NOT use any other symbols in the file name.**
 - The file path (folder, sub folder and record name should not exceed the number of characters supported by the system
 - For Windows- 128-200 including file path
 - For MAC- 200 including file path
 - Linux- maximum of 200 including file path.
 - Depending on the program used to create the record, some of the required fields may be auto-generated and do not need to be replicated in the name. Each record must have a unique name.

Applicability: This policy applies to records created after May 30, 2017.