

## Appendix E : File Naming Conventions Guidelines for Electronic Records at The University of Akron

In order to properly manage and maintain electronic records and to ensure that they are accessible when needed, it is recommended that each office at The University of Akron that creates or receives electronic records set up appropriate file structures with file naming conventions and be consistent in following the file schema and naming conventions. A file naming convention is defined as “a framework for naming your files in a way that describes what they contain and how they relate to other files” (Harvard Medical School “File Naming Conventions”). Some offices may find it helpful



- x Place date at end of file name for easier sorting
- x Contain a file format extension. Use a period followed by a file extension (for example, .doc, .tif, .jpg, .gif, .pdf, .wav, .mpg)
- x Consistency is truly key: spelling, abbreviations, order, date format/placement