

Document Naming Conventions

General guidelines:

1. At a minimum, use the first three conventions.
2. Use common acronyms (be sure to check with your kids to avoid embarrassing texting acronyms), but please do not use abbreviations. This is to improve searchability. Most people do not type in abbreviations and if your title uses them, the paper may not be found during a search. The more accurate and descriptive your title, the better for the search function.
3. Put the document title in the subject line of emails.
4. If you have something that doesn't fit the convention, try your best but be sure to use the first three conventions.
5. The Workgroup Chair/Coordinator will be responsible for renaming files that do not meet the naming conventions outlined.
6. Please save all files as a pdf document with a .pdf extension.

A	B	C	D	E	F
Author Name	Date	Title	Attribute	Ticker	Comments
The author's entity or client	The date that is on the document Yearmonthday For example: 20160923	The general topic <ul style="list-style-type: none"> • NCWG Criteria • Developing Regulation 31 • 85 Cost Benefit Study • Effluent Limits • Monitoring PWSR • etc. 	Further describes the document <ul style="list-style-type: none"> • proposal • comments • response • questions • Grubbs Letter • agenda • schedule • presentation • etc. 	See explanation below*	See Comments on next page†
WQCD	20110314	NCWG	Agenda		1
WQCD	20110314	NCWG	Agenda	_01	2
WQCD	20110202	Regulation 31_85	proposal		3
CWUC	20110320	Regulation 31_85	Comments on Regulatory Language		4
CNC	20110320	Regulation 31_85	Comments on Regulatory Language		5
WQCD	20110327	Regulation 31_85	Response to CNC		6
WQCD	20110328	Regulation 31_85	proposal	_01	7

***Column E:** Ticker – this would be a counter used to keep documents from being named the same thing, which should be unlikely but possible. For example, if the agenda is revised, the pdf would be named the same but with _01 (_02, _03, etc.) tacked on the end. Do not use terms like draft, revision, final, etc.

Continued on next page

†**Column F: Comments:**

1. The Division sends out the agenda
2. The Division sends out a revised agenda
3. The Division proposes regulatory language to discuss at the March 14th nutrient criteria workgroup meeting
4. The Wastewater Utility Council has comments on the language
5. The Nutrient Coalition has comments on the language
6. The Division responds to comments from the Coalition.
7. The Division revises the regulatory language.

More examples:

1. **NEIWPC 20110103 Independent Application request**—this is the New England Interstate Water Pollution Control Commission's letter dated January 3, 2011 requesting a ruling on the independent applicability of nutrient standards.
2. **EPA 20110301 NEIWPC Independent Application response**—and EPA's response.
3. **EPA 20011114 Criteria Development Grubbs Letter**—the January 2001 letter from EPA regarding development of nutrient criteria.