

Name documents accurately

Content Manager is used by a wide range of business units within the University, so naming conventions may vary depending on the type of record being entered.

Do remember though, that Content Manager is used to store those records that relate to evidence of business transactions, and as such, may need to be located quickly and easily.

A simple Content Manager title or keyword search is based on the matching of individual words, and the naming standard is designed to assist in the searching process.

The naming standard that the Central Records team suggests is that a full description of what the document is should be included in the title details – and that no-one should have to open the document to determine its contents.

On that note, please remember that record titles should:

- Use simple, meaningful and clear descriptions
- Contain a unique identifier (contract or student number) if applicable
- Only use alpha-numeric characters: 0-9, A-Z
- Not contain punctuation or special characters such as: \ / : * ? " < > | ! % & ' ; = . () _
- Contain the full title of external and internal organisations
- Not contain ambiguous abbreviations, truncation, or jargon
- Be in natural sentence structure (with spaces between words)
- Not have words strung together or separated by an underscore
- Not have an email or scanner generated title
- Have parts of the title separated by a space, hyphen, and another space

Examples of descriptive naming standards for documents:

[Agreement Type] – [Other Party Full Name] – [Further detail] - [Date] – [Status]

[Student number] – [Student Name] – [course or topic detail] – [document type] – [Date]

[Business Unit or Committee Name] – [Subject] - [Additional detail] – [Author if required] – [Date]

- **Contract or Agreement:**
Agreement type – name of other party – variation to sample agreement – fully executed – 2023 - ROEC

Lease – property address in full – renewal - 2023-2025
- **Meeting Minutes:**
Flinders University Organisation Committee – August Meeting – Minutes 20230823
- **Student Documents:**
12345678 – Smith – LLAW3211 – extension approval – S1 2023
- **Emails:**
Research agreement X – correspondence re change of conditions – J Smith – 24 August 2023