Standardizing Document Filenames

Benefits:

The primary benefits a more standardized naming scheme offers are:

1. It is a lot easier to sort through the many files in chronological order and display them automatically as we've done on the Documents page: http://www.imperial.edu/faculty-and-staff/documents/
2. Allows you to pick out the documents by their type or committee name more easily.
3. Avoids name collisions (two filenames with the same name)

Basic Rules:

1. Convert filename to lowercase
2. Replace all spaces with underscores
3. Write dates in YYYY-MM-DD format (this allows you to sort properly by date)
4. Make sure to convert to **PDF**

For Committee Agendas and Minutes:

Below you can see a sampling of minutes/agendas for the DE Committee:

The haphazard naming scheme is not unique to the DE Committee, because the naming has not been standardized up until this point.

After some thought I decided that we should use the following naming convention (all lowercase with words separated by underscores) for our files:

<type>_<committee_name>_<date>_<additional_information>

The above would correspond to:

1. **Type:** Agenda, Minutes, Supplementary, etc.

2. **Committee Name:** Distance Education, Matriculation, Equivalency, Basic Skills, etc.
3. **Date:** YYYY-MM-DD format (e.g. 2009-01-31)
4. **Additional Information:** Bundle, Packet, Attachment, etc.

So if I were to convert the first file shown above to the new naming format it would look like:

minutes_distance_education_2009-05-04.pdf

Examples of Committee Filenames already in use:

Example Agenda Titles:
- agenda_academic_senate_2010-03-03_bundle.pdf
- agenda_basic_skills_2009-03-04.pdf
- agenda_board_of_trustees_2005-05-17.pdf
- agenda_board_of_trustees_2006-03-11_board_retreat.pdf
- agenda_board_of_trustees_2006-11-08_special_meeting.pdf
- agenda_board_of_trustees_2008-12-17_exhibit_a_-_sexual_harrasment_policy.pdf
- agenda_college_council_2006-09-11.pdf
- agenda_college_council_2007-09-24_packet.pdf
- agenda_college_council_2010-02-08_attachment_1_-_email_on_shared_governance.pdf
- agenda_competitive_athletics_2009-08-21.pdf
- agenda_curriculum_2008-10-16.pdf
- agenda_customer_service_2008-11-03.pdf
- agenda_distance_education_2010-02-04.pdf
- agenda_environmental_health_and_safety_2008-08-14.pdf
- agenda_facilities_&_environmental_improvements_2010-03-15.pdf
- agenda_learning_support_services_2009-05-20.pdf
- agenda_marketing_2009-11-11.pdf
- agenda_matriculation_2008-12-04.pdf
- agenda_redistricting_committee_2011-08-30.pdf
- agenda_redistricting_committee_2011-08-30_california_voting_rights_act_presentation_by_gcr.pdf
- agenda_student_affairs_2008-11-03.pdf
- agenda_student_learning_outcomes_2008-07-22.pdf
- agenda_technology_planning_2008-10-02.pdf

Example Minutes Titles:
- minutes_academic_senate_2004-09-01.pdf
- minutes_academic_senate_2011-02-16_adopted_2011-03-02.pdf
- minutes_basic_skills_2009-04-07.pdf
- minutes_board_of_trustees_2000-02-09.pdf

- minutes_board_of_trustees_2002-12-14_special_meeting.pdf
- minutes_board_of_trustees_2005-12-14_with_letters.pdf
- minutes_board_of_trustees_2010-03-27_board_retreat.pdf
- minutes_budget_and_fiscal_planning_2001-2002_all.pdf
- minutes_budget_and_fiscal_planning_2002-2003_all.pdf
- minutes_budget_and_fiscal_planning_2009-12-09.pdf
- minutes_campus_operations_2007-10-18.pdf
- minutes_college_council_2006-02-13.pdf
- minutes_competitive_athletics_2009-08-21.pdf
- minutes_curriculum_2009-03-05.pdf
- minutes_curriculum_2010-03-04_adopted_2010-03-18.pdf
- minutes_customer_service_2008-10-10.pdf
- minutes_distance_education_2009-05-04.pdf
- minutes_environmental_health_and_safety_2008-08-14.pdf
- minutes_facilities_&_environmental_improvements_2010-03-15.pdf
- minutes_insurance_1999-2000.pdf
- minutes_insurance_2000-2001.pdf
- minutes_insurance_2010-03-26.pdf
- minutes_learning_support_services_2008-11-17.pdf
- minutes_marketing_2009-11-11.pdf
- minutes_matriculation_2008-12-04.pdf
- minutes_redistricting_committee_2011-08-30.pdf
- minutes_strategic_planning_2009-06-10.pdf
- minutes_student_affairs_2008-11-21.pdf
- minutes_student_learning_outcomes_2008-12-09.pdf
- minutes_technology_planning_2009-09-15.pdf

For Other Types of Files:

If possible, please follow the Basic Rules above when naming your files (the lowercase and removing spaces parts are not required, but very much preferred).