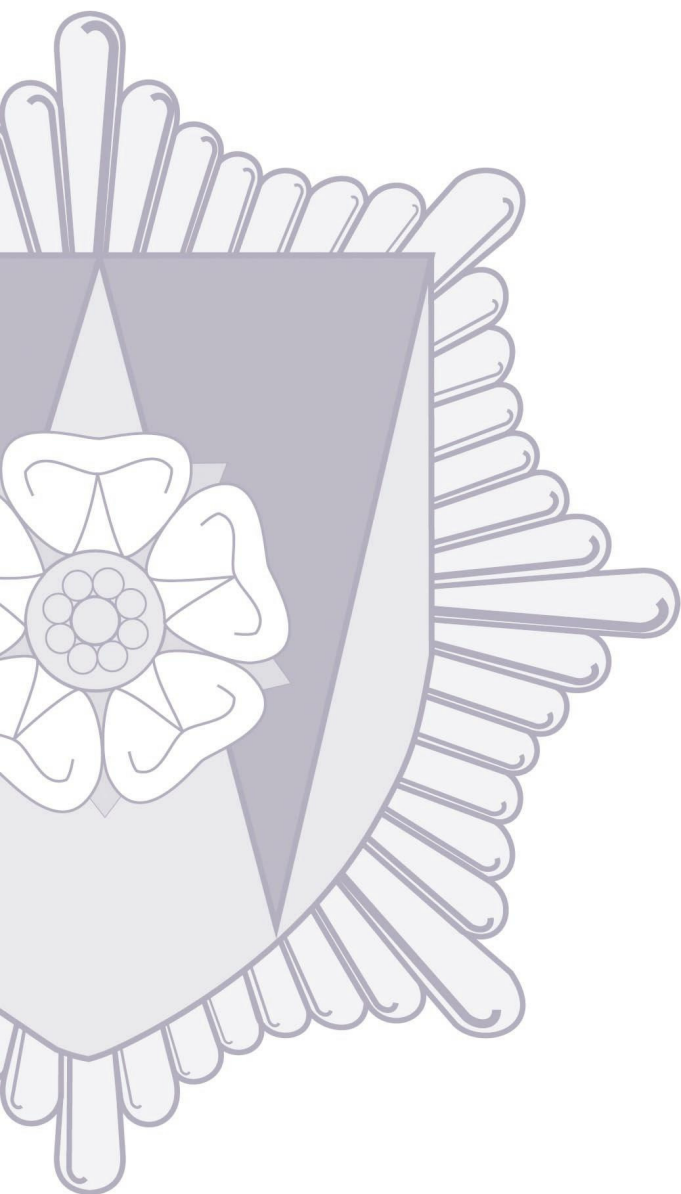


West Yorkshire Fire & Rescue Service

File Naming Convention Policy



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PREVENTING PROTECTING RESPONDING

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1 Introduction

In an organisation the size of West Yorkshire Fire and Rescue Authority (WYFRA), some standards must be in place to enable efficient working across the departments or functions. Establishing a naming convention for folders and files promotes interoperability and continuity of business practice throughout the Authority. It also aids the training of new employees by presenting a consistent approach to **naming** folders and files properly.

In order to effectively manage electronic files, a standard naming convention used consistently across WYFRA is required.

2 Purpose

Using a standard naming convention across the Authority will also provide the advantage of knowing what to expect – if a folder is named “FireSafetyGuidance”, for example, the user would automatically know that the files within would be named (and sorted if named correctly) in sequential order rather than haphazardly. Knowing what file is required, having the files within the folder named as you would expect, according to the convention, makes finding and retrieving files much easier and faster.

The introduction of WYFireSpace (SharePoint) represents a substantial change to all staff and standards are required from the outset to prevent wide-scale Information Management issues.

A standard naming convention will:

- Reduce time spent in finding and controlling information significantly.
- Provide a unique reference for easily identifying a document being referred to, the type of document and the originating department.
- Provide compliance with the records management strand of the approved Information Governance Framework.
- Reduce induction time for new starters and movers in locating information relevant to their role.
- Present a professional approach to external organisations including auditors.
- Simplify the location of information and aid in compliance for Freedom of Information requests.

Applying a naming convention at the same time as implementing WYFireSpace (SharePoint) will ultimately save time, resource and future problems in managing information effectively.

3 Scope

This (Strict) Naming Convention is intended to be used **ONLY** for West Yorkshire Fire and Rescue Authority originated documents or files which are published internally or externally (known formally as “Records”) to multiple users. Refer to Appendix B – Information Categories for the types of records that fall within scope.

Any other documents or files with low scale distribution will not be categorised or controlled as strictly as those in this list. The “Open” file naming referred to in the Data Management and Storage Policy (ICT-POL003) should be followed for this type of document or file.

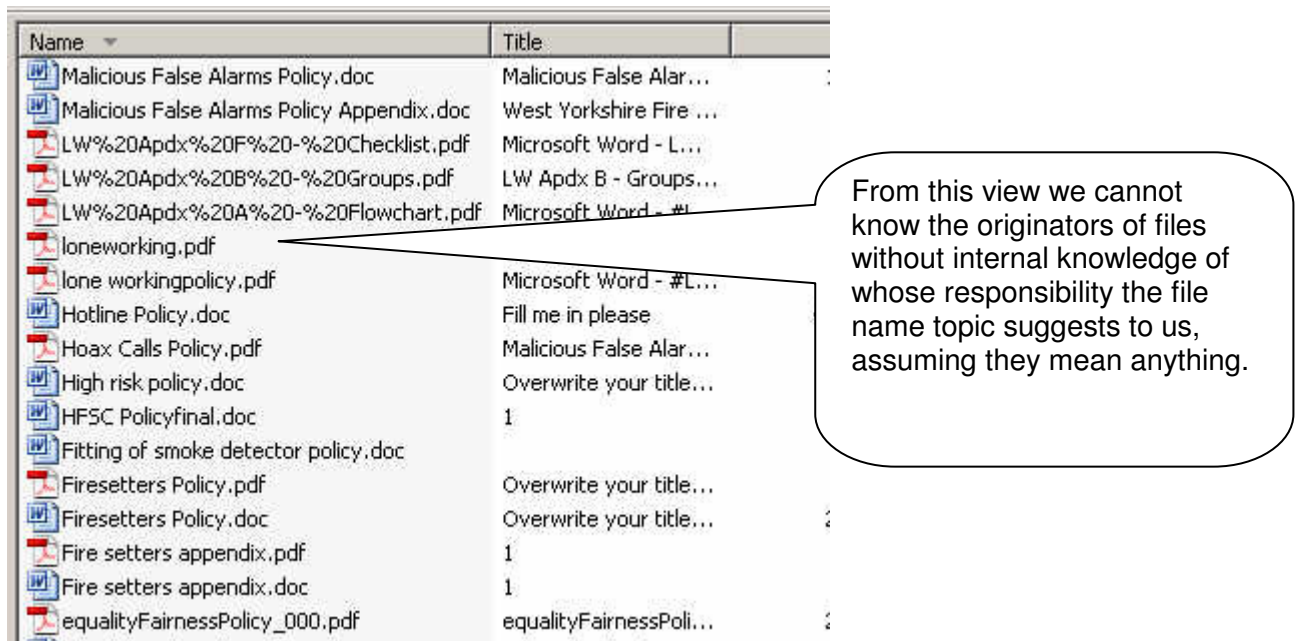
Although, the requirements for these less official documents or files is not as strict, it would still be “good practice” to apply the formatting conditions outlined in the policy to all documents and files.

4 File Naming

Files and folders should be named to identify their origin, ease search and retrieval, and accurately reflect their content.

File titles such as “Draft1.xls”, “ColinsFile.doc”, “WorkFile.xls”, “loneworking.pdf” or “Meetings.xls” (what meetings?) are inappropriate, as they give no clear indication of the originator, subjects or activities to which the files relate.

The following shows an example of the current system found across the Authority.



The information shown will be clear to a small number of people within the relevant department but it would take someone new entering the department some time to find the information they needed.

4.1 WYFRA (Strict) Naming Convention

The following explains the naming convention that has been approved for introduction by Management Team at WYFRA. It is straightforward to use and will be easily implemented as departments migrate from network drives to WYFireSpace (SharePoint).

The convention is:

DD or DDDCCCnnn-plaindescription.doc

Where *DD or DDD* is the authoring Department, *CCC* is the category of information (POLicy, LETter etc) and *nnn* is a sequential number. (See Appendix A – Department Identifiers and Appendix B – Information Categories for relevant codes).

Appendix A details the list of relevant Department Identifiers as developed through consultation with the Information Governance Group and the departmental Information Champions.

Appendix B itemises the Information Category Codes that have been identified by the Information Governance Group and the Information Champions to cover the range of formal records (documents or files) that are raised across the Authority.

Departments may need to develop a central logging system to keep track of the records created under the different category types and to identify the next sequential number when required.

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The following examples are taken from three departments which have been trialling the system and show how it would look. They are self explanatory which demonstrates the ease of the system.

The screenshot displays a Windows Explorer window titled 'VEB\CommunitySafety\Policies'. The main pane shows a list of files with columns for Name, Title, Size, and Type. A secondary window is overlaid on the right, showing a detailed view of a sub-directory named 'Home Appra...' containing various policy files like 'Career Break (Grey)', 'Flexible Retirement', etc.

Name	Title	Size	Type
CS-POL000-PolicyTemplate.dot	Fill me in please	1,179 KB	Micr
CS-POL001-HotStrike.doc	Hot Strike Policy	594 KB	Micr
CS-POL001-HotStrike.pdf	Hot Strike Policy	53 KB	Ado
CS-POL004A-ArsonReductionStrategy.doc	Community Safety - ...	5,475 KB	Micr
CS-POL004A-ArsonReductionStrategy.pdf	Community Safety - ...	500 KB	Ado
CS-POL004-ArsonReductionPolicy.doc	Arson Reduction Pol...	5,907 KB	Micr
CS-POL004-ArsonReductionPolicy.pdf	Arson Reduction Pol...	1,443 KB	Ado
CS-POL005-CommunityFireSafetyPolicy.doc	Community Safety ...	546 KB	Micr
CS-POL005-CommunityFireSafetyPolicy.pdf	Community Fire Saf...	66 KB	Ado
CS-POL011-HFRC Policy.doc	Home Fire Safety C...	216 KB	Micr
CS-POL011-HFRC Policy.pdf	Home Fire Safety C...	92 KB	Ado
CS-POL012-HFRCHomeApproach.doc	Home Approach Polirv	196 KB	Micr
CS-POL012-HFRCHomeApproach.pdf	Home Appra...		
CS-POL013-HotLine.doc	Hot Line		
CS-POL013-HotLine.pdf	Hot Line		
CS-POL014-Housing partnership Policy.doc	Housing Pa		
CS-POL014-Housing partnership Policy.pdf	Housing Pa		
CS-POL017-Malicious False Alarms Policy.doc	Policy For F		
CS-POL017-Malicious False Alarms Policy.pdf	Policy For F		
CS-POL022-Youth Training Policy.doc	Youth Train		
CS-POL022-Youth Training Policy.pdf	Youth Train		
CS-POL024-CommunityRooms.doc	Community		
CS-POL024-CommunityRooms.pdf	Community		
CS-POL025-HighRiskPolicy.doc	High Risk R		
CS-POL025-HighRiskPolicy.pdf	High Risk R		
CS-POL029-PartnershipPolicy.doc	Partnership		
CS-POL029-PartnershipPolicy.pdf	Partnership		

Name	Title	Size	Type
ESPOL001A-CareerBreakGrey.doc	Career Break (Grey)	580 KB	Microsoft C
ESPOL001A-CareerBreakGrey.pdf	Career Break (Grey)	68 KB	Adobe Acr
ESPOL001-CareerBreakGreen.doc	Career Break (Green)	573 KB	Microsoft C
ESPOL001-CareerBreakGreen.pdf	Career Break (Green)	65 KB	Adobe Acr
ESPOL002-CriminalRecordsBureau.doc	Criminal Records Bu...	576 KB	Microsoft C
ESPOL002-CriminalRecordsBureau.pdf	Criminal Records Bu...	61 KB	Adobe Acr
ESPOL003-FlexibleRetirement.doc	Flexible Retirement ...	581 KB	Microsoft C
ESPOL003-FlexibleRetirement.pdf	Flexible Retirement ...	69 KB	Adobe Acr
ESPOL004-EarlyTermination.doc	Early Termination & ...	579 KB	Microsoft C
ESPOL004-EarlyTermination.pdf	Early Termination & ...	65 KB	Adobe Acr
ESPOL005-ExOffenders.doc	Employment of Ex ...	574 KB	Microsoft C
ESPOL005-ExOffenders.pdf	Employment of Ex ...	59 KB	Adobe Acr
ESPOL006-RelocationAssistance.doc	Relocation Assistan...	607 KB	Microsoft C
ESPOL006-RelocationAssistance.pdf	Relocation Assistan...	88 KB	Adobe Acr
ESPOL007-RetainedtoWholeTime.doc	Retained Duty Syst...	584 KB	Microsoft C
ESPOL007-RetainedtoWholeTime.pdf	Retained Duty Syst...	187 KB	Adobe Acr
ESPOL008-WorkBeyondRetirementAge.doc	Working Beyond No...	574 KB	Microsoft C
ESPOL008-WorkBeyondRetirementAge.pdf	Working Beyond No...	65 KB	Adobe Acr
ESPOL009-MediationPolicy.doc	Mediation Policy Gui...	148 KB	Microsoft C
ESPOL010-FlexibleWorking.doc	Flexible Working (Gr...	638 KB	Microsoft C
ESPOL010-FlexibleWorking.pdf	Flexible Working (Gr...	108 KB	Adobe Acr
ESPOL011-DaycrewDutySystem.pdf		2,088 KB	Adobe Acr
ESPOL012-AdditionalResponsibilityAllowance.doc	Additional Responsi...	168 KB	Microsoft C
ESPOL012-AdditionalResponsibilityAllowance.pdf	Additional Responsi...	88 KB	Adobe Acr
ESPOL013-AdditionalTravelExpenses.doc	Additional Travel Ex...	100 KB	Microsoft C
ESPOL013-AdditionalTravelExpenses.pdf	Additional Travel Ex...	106 KB	Adobe Acr
ESPOL014-Redeployment.doc	Redeployment Polic...	589 KB	Microsoft C
ESPOL014-Redeployment.pdf	Redeployment Polic...	70 KB	Adobe Acr

Name	Title	Size	Type
PIDS			
~\$-POL002-AppointmentSchedule.doc			
BR_PDFs_firesafety.pdf	DCLC		
CFOA-UWFSPolicy.pdf	CFO		
FS-POL001-AFSSPolicy.doc	Auto		
FS-POL001-AFSSPolicy.pdf	Auto		
FS-POL002-AppointmentSchedule.doc	Insp		
FS-POL002-AppointmentSchedule.pdf	Insp		
FS-POL003-AppointmentOfInspectors.doc	Polic		
FS-POL003-AppointmentOfInspectors.pdf	Polic		
FS-POL006-ConsultationPolicy.doc	Polic		
FS-POL006-ConsultationPolicy.pdf	Policy For Consultat...	57 KB	
FS-POL007-DischargeOfDutiesPowers.doc	Discharge Of Duties...	883 KB	
FS-POL007-DischargeOfDutiesPowers.pdf	Discharge Of Duties...	229 KB	
FS-POL008-EnforcementPolicy.doc	Enforcement Policy	133 KB	
FS-POL008-EnforcementPolicy.pdf	Enforcement Policy	182 KB	
FS-POL009-FireInvestigationPolicy.doc	Fire Investigation P...	754 KB	
FS-POL009-FireInvestigationPolicy.pdf	Fire Investigation P...	94 KB	
FS-POL010-ReadMeDontDeleteMe.doc	READ ME - DONT D...	20 KB	
FS-POL013-HousesMultipleOccupation.doc	Houses In Multiple ...	755 KB	
FS-POL013-HousesMultipleOccupation.pdf	Houses In Multiple ...	94 KB	
FS-POL015A-AchievingInspectProg.doc	Achieving Risk Base...	143 KB	
FS-POL015A-AchievingInspectProg.pdf	Achieving Risk Base...	127 KB	
FS-POL015-InspectionProgram.doc	Risk Based Inspecti...	489 KB	
FS-POL015-InspectionProgram.pdf	Risk Based Inspecti...	185 KB	
FS-POL016-LicensingPolicy.doc	Licensing Act 2003 ...	601 KB	
FS-POL016-LicensingPolicy.pdf	Licensing Act 2003 ...	183 KB	
FS-POL018-ExplosivesPetroleum.doc	Policy For Enforcem...	866 KB	
FS-POL018-ExplosivesPetroleum.pdf	Policy For Enforcem...	136 KB	

The above convention has been successfully piloted in the following departments or functions:

- Fire Safety
- Community Safety
- Employment Services
- Occupational Health
- Information Technology
- Information Management
- Business Continuity Management

5 File Name Length


5.1 Name Length Handling Basics

Keep folder and file names **short, but meaningful**.

Why is this important? Long folder or file names cause long file paths (or “Bread Crumb Trails” in WYFireSpace), which are more difficult to remember, but also very likely to cause errors or file corruption if not referenced correctly.

 Bad Example:

EnvironmentalWorkingGroupReportOnGasAndElectricUtilityUseageInLeedsDistrictReport20100215.doc

 Good Example:

EnvWorkGrpLeedsUtilityReport20100215.doc

Why use the shorter name? In the longer “Bad” example above, the words “Environmental Working Group” can be safely abbreviated to “EnvWorkGrp” as all relevant Authority staff will understand that abbreviation. The word “On” is unnecessary and, therefore, redundant. “Gas and Electric” are collectively known as Utilities and the subject will become apparent when the file is opened so do not need to be stated in the title as will be the case with “Useage In”. “Leeds” is recognised as one of the five districts of the Authority and, therefore, there is no need to include “District”.

As a result the shorter “Good” example above is more concise yet still accurately describes the content of the file but only uses 40 characters instead of 92.

5.2 Folder and File Name Length – Finding a Balance

If the folder or file name is too short it may not provide enough information to correctly identify the file's content. Using too many abbreviations or acronyms can cause problems with topic clarity.

If the folder or file name is too long it could lead to file corruption and/or file loss.

6 Characters

6.1 Allowed Characters

Folder and file names should contain **only** the alpha characters A-Z, numbers 0-9, the hyphen character (-) and the apostrophe (').

6.2 Forbidden or Disallowed Characters

There are numerous character restrictions in various computer environments, including Windows, NTFS(New Technology File System)/FAT(File Allocation Table), Novell Netware and others. As a result the following “master list” of forbidden or disallowed characters should not be used in folder or file names:

~ ` ! " £ \$ % ^ & * () _ = [] { } ; : @ # ~ , . < > ? / \ |

And also any character that can be accessed or typed with the **Ctrl** key.

Why? There are many reasons for these restrictions, based on the particular character in question. For example, the asterisk (*) symbol, the question mark (?), and the percentage sign(%) are often used by database programs as “wildcards”. If a database requires access to files via a path that contains one of these wildcards in a folder or file name, it could possibly misinterpret the character to mean “all files”, potentially with disastrous results.

Other characters in the list are reserved within Windows or Netware for specific programmatic purposes and again, it would not be good for the file system to encounter these characters in a folder or file name (see Section 8 – Reserved Names).

7 Spaces

7.1 Folder and File Names Should Not Contain Spaces

Folder and file names should not contain spaces for a number of reasons as outlined below:

- The primary reason for removing all spaces is that when sending folder or file links to colleagues the links do not always work if there are any spaces at all in any folder name in the path or in the file name itself.
- Secondary, spaces in names for any file that is to be used online, or that will be converted to html, xml or pdf for Intranet or Internet use may also fail as spaces are not tolerated in these file types.

We want to encourage the sending of links (rather than attaching files to emails, which burdens an already overburdened email system) but this will be somewhat self-defeating if

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the links never work due to SPACES in the folder or file name. WYFireSpace is intended to only have one copy of any file, document or page with users directed by links or workflows to the information.

❌ Bad Example:

<http://wyfirespace/teams/firesafety/Guidance/FS-NFG018> Licensing Act 2003.pdf

✅ Good Example:

<http://wyfirespace/teams/firesafety/Guidance/FS-NFG018-LicensingAct2003.pdf>

In the “Bad” example above the link has been broken due to the presence of the spaces in the file name FS-NFG018 Licensing Act 2003.pdf. Clicking on this link would return an error message such as:

“Unable to open http://wyfirespace/teams/firesafety/Guidance/FS-NFG018. The Internet site reports that the item you requested could not be found. (HTTP/1.0 404)”.

In the “Good” example the file name has been amended to remove the spaces and the link now works as it should.

This does not mean that the user only sees this “odd looking” file name when navigating through WYFireSpace. The file owner determines how the subject “Title” will appear in the relevant document libraries, pages and areas of WYFireSpace that other users will see. For the example above, the document display title that the user sees is actually “Alcohol and Entertainment” which obviously better describes the subject.

To steps to access the “Title” field will vary slightly depending on the version of Microsoft Office that a user currently has installed on their computer:

- For Office 2003 - go to “File”, “Properties” and then the “Summary Tab” – “Title” is then the first field.
- For Office 2007 – go to the “Office Button”, “Prepare” and “Properties” – this will then bring up a series of fields below the Ribbon and the “Title” field will be visible.

This “no spaces” concept may seem strange at first when configuring folders and files. In the past, an alternative has been to use the underscore character (_) to delineate words but with the “no spaces” concept the simple convention is to **capitalise** the first letter of each word. This makes the file name JUST as easy (or in fact easier) to read as the “underscored” one:

A_File_Name_With_Underscores.txt

AFileNameWithoutUnderscores.txt

7.2 Use of the Hyphen (-) Character as a Delineator

Hyphens can be used within folder or file names to delineate concepts. Using the “Good” example file name above:

<Department Identifier>
<Information Category and Number>
<Subject>
<.>
<Extension>

This is delineated using Hyphens to become:

FS-NFG018-LicensingAct2003.pdf

8 Reserved Names

The following file names are reserved under Windows. Folder and file names that you create should not contain these reserved names:

com1, com2, com3, com4, com5, com6, com7, com8, com9, lpt1, lpt2, lpt3, lpt4, lpt5, lpt6, lpt7, lpt8, lpt9, col, nul, and prn.


A “reserved” name is simply a name that Windows uses for its own purposes – i.e. the name is required by Windows for its exclusive use. It would cause a conflict if users named files with the same name. For example, **lpt1** is a printer port and, behind the scenes, Windows uses the name **lpt1** when sending messages about handling print jobs that are destined to go to a printer via port **lpt1**. If a user used this reserved name in an ordinary file it could possibly confuse Windows into trying to perform some internal action or command with regard to **lpt1**.


To avoid all possible conflicts users **must not** use these Windows “reserved names” when naming any folder or file.

9 Numbering Folders or Files

Numbers included in folder or file names should always be typed as either two-digit numbers (01-99) or three-digit numbers (001-009).

Ensuring that all numbers are listed in two-digit format allows for files to be sorted into numeric and alphanumeric order.

 Bad Example: TrainingPlan1
 TrainingPlan10
 TrainngPlan11
 TrainingPlan2

 Good Example: TrainingPlan01
 TrainingPlan02
 TrainingPlan10
 TrainingPlan11

What this means is that by using the two-digit format, the files will be sorted in numeric order, which makes retrieving them much easier. If you anticipate having more than 99 files in a batch then you would need to move to a three-digit approach, which would enable up to 999 files to be kept in numeric order. Generally speaking though, two-digit numbers cover most situations with 99 or fewer possible files.

10 Dates

10.1 Date Formats

When including a date in a folder or file name it is recommended to set it out in one of the following formats:

YYYYMMDD	e.g. 20100312	Not:	12/03/2010, 100312, 12 Mar 2010, Mar 12 03
YYYYMM	e.g. 201003	Not:	03/10, Mar 2010, Mar 10
YYYY	e.g. 2010	Not:	10, '10
YYYY-YYYY	e.g. 2009-2010	Not:	09-10, 2009-10

10.2 Date Applications

When dates are typed in these formats it allows files to be **sorted into chronological order**, helping to retrieve files referring to specific dates MUCH easier.

So in a folder called "IGGAgendasAndMinutes" we might find:

20090205IGGMinutes.doc	Not:	05Feb2009IGGMinutes.doc
20090507IGGMinutes.doc	Not:	07May2009IGGMinutes.doc
20090601IGGMinutes.doc	Not:	01Jun2009IGGMinutes.doc
20090806IGGMinutes.doc	Not:	06Aug2009IGGMinutes.doc
20091112IGGMinutes.doc	Not:	12Nov2009IGGMinutes.doc

The date could equally go after the title depending on your preference as the chronological ordering would still apply:

IGGMinutes20090205.doc
IGGMinutes20090507.doc
IGGMinutes20090601.doc
IGGMinutes20090806.doc
IGGMinutes20091112.doc

11 Repetition – Implicit Terms

Do not include implicit terms in a file name that are obvious from the file's extension.

Examples of file extension implicit terms:

- A file ending in ".ppt" indicates a presentation so there is no need to include the word "Presentation" in the file name.
- A file ending in ".xls" indicates a spreadsheet so there is no need to include the word "Spreadsheet" in the file name.

12 Version Control

When many different users can access files, problems can arise from various individuals making changes sometimes resulting in several different versions of one file. In order to reduce the risk of duplication and confusion in this area, amendments should be controlled in a standard fashion. Version control can be used to track the progression of a file from draft to final status.

Version control is the mechanism that provides documentary evidence of how a document has evolved from the initial draft to the final approved version. This is important as it provides the documents author the ability to see when, how and who influenced parts of the document during its development.

WYFireSpace (SharePoint) will be set up to automatically create version control for official documents using what is known as “major” and “minor” versions. “Minor” versions refer to the drafts of a particular file and are numbered sequentially from 0.1, 0.2, 0.3... until a finalised version is complete. Once this version is approved it becomes a “major” version and would be numbered 1.0. If version 1.0 is to be revised, drafts would be numbered as 1.1, 1.2... until version 2.0 is complete.

The version history of a file can be tracked in WYFireSpace with previous versions (major and minor) accessible if required for reference, but only the latest version will be displayed in the public document library in WYFireSpace. This ensures that only the latest and correct version of any particular file is available to users.

Although this version control will be applied automatically when creating files in WYFireSpace, the same convention should be manually applied for files created outside of WYFireSpace. To ensure you maintain the integrity of your version, you may find it convenient to do a ‘save as’ and increment the version number before editing your next version.

13 Duplicates

One of the biggest problems we encounter on Authority servers is duplication. For details of how to avoid duplication as departments migrate across to WYFireSpace please refer to the Data Management and Storage Policy (ICT-POL003).

Appendix A – Department Identifiers

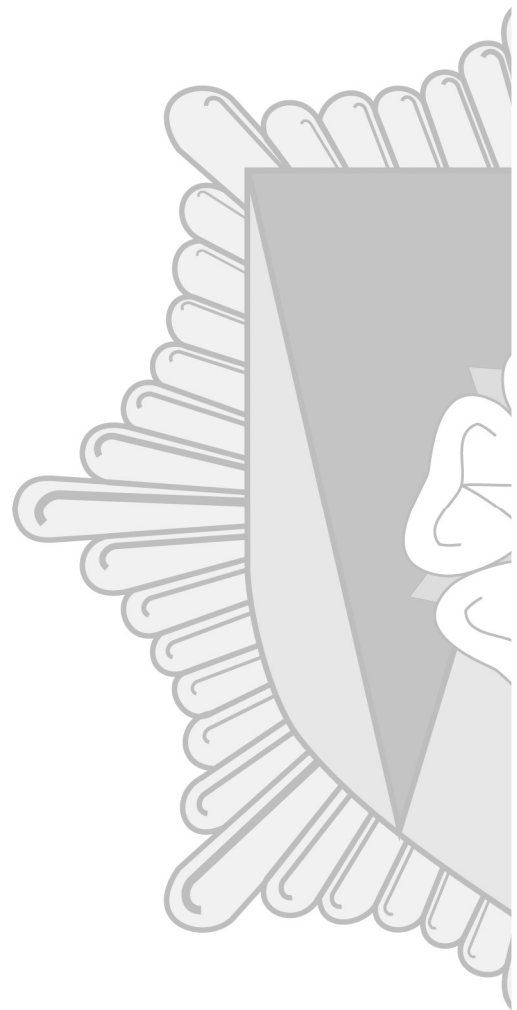
The following tables show the suggested department identifiers and information categories.

Department	Identifier
BA Training	BA
Business Continuity Management	BCM
Casualty Care Training	CAS
Command Training Department	CTD
Committee Services	FA
Corporate Communications	CC
Corporate Services	CS
Driver Training	DRT
Employment Services	ES
Equality and Diversity	ED
Finance	FIN
Fire Prevention	PRE
Fire Protection	PRO
Human Resources	HR
Information Communications Technology	ICT
Information Security	IS
Occupational Health and Safety	OHS
Occupational Health Unit	OHU
Operations Preparedness	OPP
Operations Response	OPR
Property Management Unit	PMU
Road Traffic Collisions	RTC
Supplies	SUP
Technical Rescue	TEC
Training and Development	TD
Training Support	TNG
Transport	TR
Visual Services	VS

Appendix B – Information Categories

Information Categories		
Information Category Code	Description/ Notes <small>The list below is to be used ONLY for documents which are published internally or externally (Records) to multiple users. Any other documents with low scale distribution will not be categorised or controlled as strictly as those in this list.</small>	Applies To
POL	Policy – Describes WHAT we do. NB to date “Memorandum of Understanding” “Protocols” and “Agreements” have been combined within POL so that this list is not flooded with loosely the same objects.	CORP
PRO	Procedure	CORP
STR	Strategy	CORP
NFG	Guidance – Describes HOW we do things including Briefings	CORP
PID	Policy Information Document – Often, but not always linked to a policy or guidance. Often clarifies and addresses issues arising or used as a “management instruction”.	DEPT
PAN	Public Advice Note – any document which imparts formal WYFRS advice or information to the Public	DEPT
LET	Letter	CORP
FRM	Form	CORP
EIA	Equality Impact Assessment	CORP
PLN	Plan – Formal plans such as the Business Continuity Plan and CAD Plans	CORP
REP	Report – Formal reports issued as public information or Data Reports generated from Information Systems	DEPT
ANX	Annex to Report	DEPT
SCH	Scheme – official public facing schemes such as the Corporate Single Equality Scheme	DEPT
MIN	Minutes – Minutes of formal Authority meetings that we are obliged to publish under the constitution	CORP
AGE	Agenda – Agendas of formal Authority meetings that we are obliged to publish under the constitution	CORP
TNG	Training Related Documents	DEPT
PRS	Press Releases	DEPT
PRD	Premise Risk Database	DEPT
IRS	Incident Recording System Document	DEPT
SCW	Schedule of Works	DEPT
MAP	Maps	CORP
RAS	Risk Assessments	DEPT
IMG	Image File – Stills or Video	DEPT
MAN	Manuals – includes Technical Bulletins, Work Instructions and User Operations	DEPT
CAS	Case Study	DEPT

PREVENTING PROTECTING RESPONDING



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