

## JSP 747: IM PROTOCOL 007 – DOCUMENT AND RECORD NAMING

### Purpose

1. This document is one of a series of protocols published by the Chief Information Officer (CIO) to help you improve the way you manage and use information, and to promote good information practices across Defence. This protocol defines the Document and Record Naming Standard, which is mandated across Defence, and replaces 2006DIN05-045.

### Overview

2. CIO has, after consultation with Top Level Budget (TLB) holders, mandated this Defence Document and Record Naming Standard. It has been designed to be flexible enough to respond to most business needs and technologies, and will be reviewed regularly to ensure that it reflects advances in technology (such as automated tools to help generate valid, meaningful names) and changes to ways of working.

### Applicability

3. This standard applies to all electronic documents and records created, amended or received, and judged to be of sufficient value to be retained in shared electronic storage. There is no requirement to rename existing items retrospectively.

4. For the purposes of this standard, “document” covers a wide variety of file types such as word-processing files, text files, spreadsheets, presentations, drawings, databases and emails.

5. Where a different standard is required, units should apply through their TLB to CIO (Head of ISP), and the request will be considered by the Information Dimension Steering Group (2\*-chaired, with 1\* representatives from across Defence).

### Format

6. Document and Record names must consist of three elements, separated by hyphens (-):

#### **Date–Title–Protective Marking**

7. Only the following characters are normally allowed:

A-Z, a-z, 0-9, hyphen, round brackets, space, underscore.

8. Where an application is unable to handle round brackets or spaces satisfactorily, or where TLBs mandate, use underscores instead.

9. The three elements, consisting of mandatory (listed in **BOLD UPPERCASE**) and optional parts are described in the paragraphs below.

10. Date - This must show when the version of the document was created or amended. It consists of:

- a. **DATE** (in the format YYYYMMDD);
- b. An UNDERSCORE - this is only required if a time is included;
- c. **TIME** (in the format HHMMZ, where Z is the appropriate Time Zone).

11. Title - consists of the following parts, separated by single spaces:

- a. **DESCRIPTION** – this should be meaningful but concise;
- b. **DOCUMENT STATUS** – this should be included where the status of the document is important or requires clarification. Examples include `Draft`, `Under Review`, `Final` and `Published`;
- c. **VERSION** (in the format “vx\_y” where x represents the major version identifier, and y the minor one – see **Version Numbering**, below) if required;
- d. **ORIGINATING UNIT** or **ROLE**, if required;
- e. **FILE REFERENCE**, if required.

12. Protective Marking (for further guidance refer to JSP 440 Part 3, Chapter 4) - this consists of two parts, one mandatory, one optional, separated by a single space or underscore:

- a. **PROTECTIVE MARKING ABBREVIATION** ('U', 'P', 'R', 'C', 'S', 'TS'), where;

U = Unclassified (No Protective Marking)

P = PROTECT (To be followed by an approved Descriptor)

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R = RESTRICTED (JSP 440 definition)

C = CONFIDENTIAL (JSP 440 definition)

S = SECRET (JSP 440 definition)

TS = TOP SECRET (JSP 440 definition)

b. SPECIAL MARKING (eg Caveat, Descriptor, Privacy Marking), if applicable.

### 13. Examples

a. A short name complying with the standard would be:

**20100913-Camp Bastion Air Conditioned Kennels-U**

b. A longer name utilising some of the options would be:

**20100911\_1135A-FOI and T45 Contracts Draft v2\_B-R Commercial**

14. Remember that automatically generated names and, in the case of some emails, release phrases, (eg “Release-authorised:”) should not form any part of the name.

15. File extensions (the suffix at the end of a filename, such as .doc and .xls) do not form part of the name. They should be appended to it as normal, and should not be modified from the system default.

### **Version Numbering**

16. When documents were usually created and maintained locally the lack of a standard system of version numbering rarely caused difficulties, but as collaborative working and pan-Defence reviewing has become more common, differences in local practices are becoming an issue. We recommend the following system:

- a. the major identifier is the number of the version promulgated (or, for drafts, **to be** promulgated);
- b. the minor identifier is numeric for live versions and **alphabetic** for draft versions. (To avoid confusion with 0, O is eliminated from the alphabetic sequence. Z is followed by AA, AZ by BA, and so on.)

### 17. Examples

- a. The first draft of a document is v1\_A, and subsequent drafts are v1\_B, v1\_C.
- b. The first live document is always v1\_0.
- c. Minor amendments for live are v1\_1, v1\_2, v1\_3.
- d. Drafts of the next major release are v2\_A, v2\_B, v2\_C.

### **What you need to do**

18. Always use this protocol when naming any document (including word-processing files, spreadsheets, presentations, drawings, and emails). It’s not just the format that counts – the titles need to be meaningful.

### **Exceptions**

19. In exceptional circumstances CIO may waive the Document and Record Naming Standard. For example, when recording signals in an EDRMS where reformatting and renaming would lose provenance information, the original record may be stored unaltered under its original name with any associated metadata.

20. A waiver from the naming convention must be sought on a case-by-case basis. Contact your TLB Information Management staff if you think that your situation is exceptional.

### **Feedback**

21. Please send any feedback you may have about this protocol to [CIO-JSP747-Enquiries](#).