# Naming conventions

Recordkeeping fact sheet 3

Benefits of naming conventions

Naming conventions are guidelines that help to ensure records are titled consistently across the department. This means that records can be easily located, identified and retrieved when needed.

Business Classification Scheme

The *Business Classification Scheme (BCS)* enables you to categorise records and to create titles that are meaningful to other staff.

The BCS lists the core business functions of DHHS and the activities carried out to achieve these functions. It is a two-tier hierarchy of predefined terms, moving from a *function (broad term)* to a specific business *activity (narrow term).*
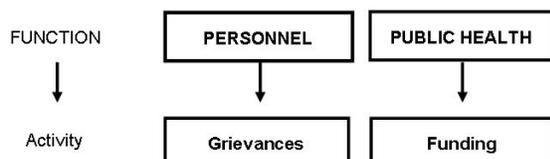
You can access the BCS on the Corporate Hubs.

How to name files

When naming TRIM files, each title must specify a *function (broad term)* and *activity (narrow term)* selected from the BCS, as well as 'free text' that describes the contents in more detail.

1. Look at the contents of your records and determine the *function (broad term)* they relate to in the BCS. Refer to the BCS scope notes for definitions of terms and directions on how to use them.

2. Choose an *activity (narrow term)* related to the function you have selected.

3. Add more detail to the title in the 'free text' field.

Free text tips

✓	Ensure the free text clearly describes the file contents.
✓	Keep free text as short and succinct as possible.
✓	Em dashes '-' may be used provided a space is left before and after the dash.

How to name documents

✓	Use up to 255 characters in the document name.
✓	Make the name meaningful to other staff by using key words appropriate to the subject.
✓	Use plain language and keep names short, specific and unique.
✓	Use sentence case e.g. Report on incident at Malmsbury Youth Justice Centre.
✓	Only use UPPER CASE for proper names E.g. SMITH, John.
✓	Date formatting: Use Date Month Year (1 December 2015) for specific dates, and YYYY - YYYY (2014 - 2015) for year ranges, including financial and calendar years.
✗	Do not use general terms such as 'Correspondence' or 'Ministerial briefings'.
✗	Do not use acronyms, unless they are accompanied by the full meaning E.g. Occupational Health and Safety (OH&S).
✗	Do not use abbreviations E.g. 'Jan' for 'January'.
✗	Do not use underscores '_'
✗	Avoid words such as 'the', 'and', 'a', and 'an' as they are not searchable.
✗	Avoid using words such as 'draft', 'latest', or 'final version' as these can be superseded.

Department of Health & Human Services

Related documents

- Managing emails – recordkeeping fact sheet 2
- DHS Business Classification Scheme
- DH Business Classification Scheme

Further information

For further assistance, please contact the:

Records Service Centre: 9096 8999
Email: RecordsService.Centre@dhhs.vic.gov.au

or your local Records Management Unit:

Records Unit East Division: 9843 6090

Records Unit North Division: 9412 5427

Records Unit South Division: 8765 7164

Records Unit West Division: 5333 6088

To receive this publication in an accessible format phone 9096 8999, using the National Relay Service 13 36 77 if required, or email RecordsService.Centre@dhs.vic.gov.au