

Naming Conventions



Hampton
VIRGINIA

Hampton City Staff



What is a Naming Convention?

- ✦ Identifier
- ✦ Consistency
- ✦ Taxonomy
 - ✦ 757.727.6085
 - ✦ 123-45-6789



Why have a Naming Convention?

- ✦ We need a working naming convention to ensure that we are unambiguous when communicating with each other
- ✦ Makes naming of files and directories easy and predictable.
- ✦ Easier to deal with large numbers of files; eliminates being overwhelmed and unable to locate information.
- ✦ Facilitates the sharing of information.



Who are we? Who needs to know?

My name is Deborah also known as Debbie, daughter, wife, Records Manager, sister, Mrs. Wolff, dwolff@hampton.gov

We're known by different names to different "users," who have separate interests

Family Colleagues Officials

This leads to a multiple names and records which would be very ineffective if we were trying to run Family, Colleagues & Officials as a single enterprise – such as a Telecommunications Company



Different Parties need to Communicate!



These people need to understand each other, and have an overview of what it is, where it is and what it does.



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Clarity, Longevity, Usefulness



I need detailed information associated with the name.



A name that helps me do my job – one I can recall and use.



Readily and easily identifiable information.

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How do we create Naming Convention?

- ✦ Files and directories sorted consistently.
- ✦ Generation of file and directory names is straightforward.
- ✦ Parsing of file and directory names is straightforward.
- ✦ Regular expressions won't require complex quoting of special characters.



Elements of Hampton's Naming Convention

Element Name	Example	Description of Need or Use
Date	080101	Display like documents in a logical order
Version	V03	
Type	RPT	Display the type of document and its subject
Title	Fort Monroe Reuse Status	
File Extension	.doc, .xls, .pdf, .tif, .vsd, .mdb, .ppt, .pub	This element is provided by the application when documents are saved. It is important to remember that this element should not be altered.

080101 v03 RPT Fort Monroe Reuse Status.doc

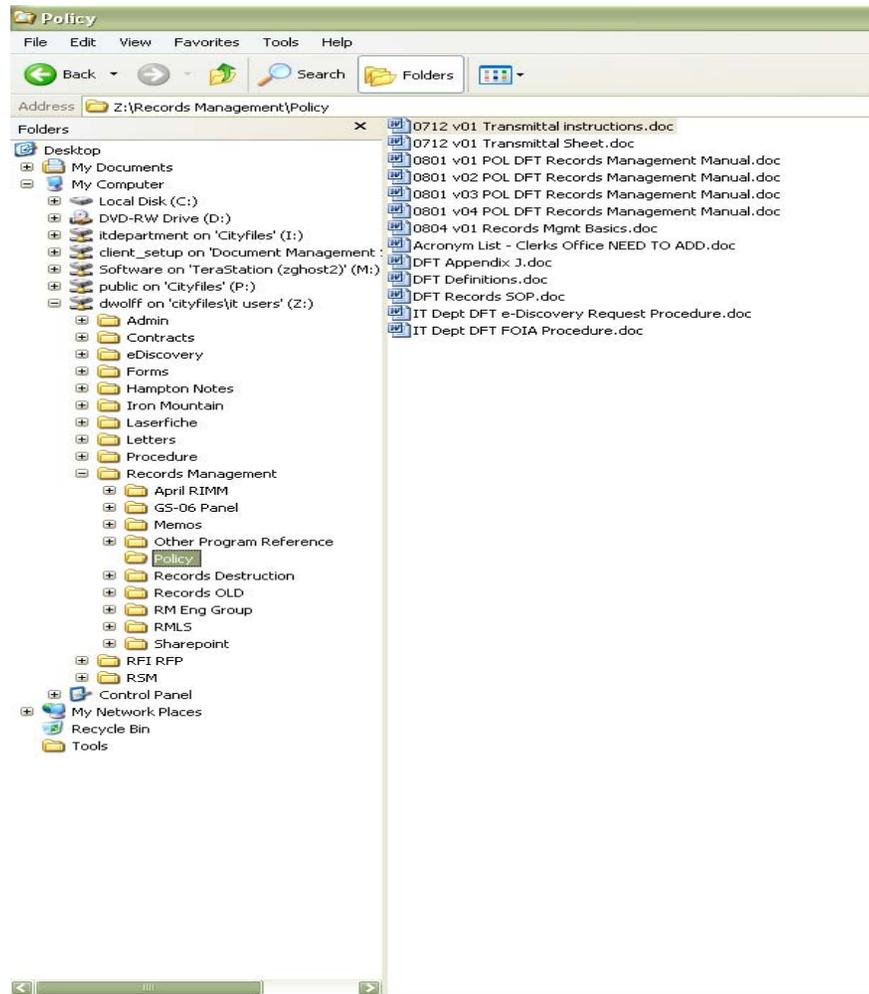


Examples

This	Not This
080101 AGN PC 080101 ATT (A or 1, etc.) City Council 080101 MIN Neighborhood Committee 080201 AGN PC 080201 MIN Youth Coalition	1 Jan 2007 Agenda 2008 Agenda Jan 01 Jan 01 07 Minutes Agenda 020108 February, 1, 2008 Minutes



Examples



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Your Examples

- ✚ What do you create?
- ✚ Who accesses this information?
- ✚ How easy is it to find?
- ✚ How is it saved?



Using Metadata for Retrieval

0B01 v04 POL DFT Records Management Manual... X

General Summary Statistics Contents Custom

Title: RECORDS MANAGEMENT MANUAL

Subject: Records Management

Author: Debbie Wolff

Manager: IT

Company: City of Hampton

Category: policy records management

Keywords: records information management

Comments: v04

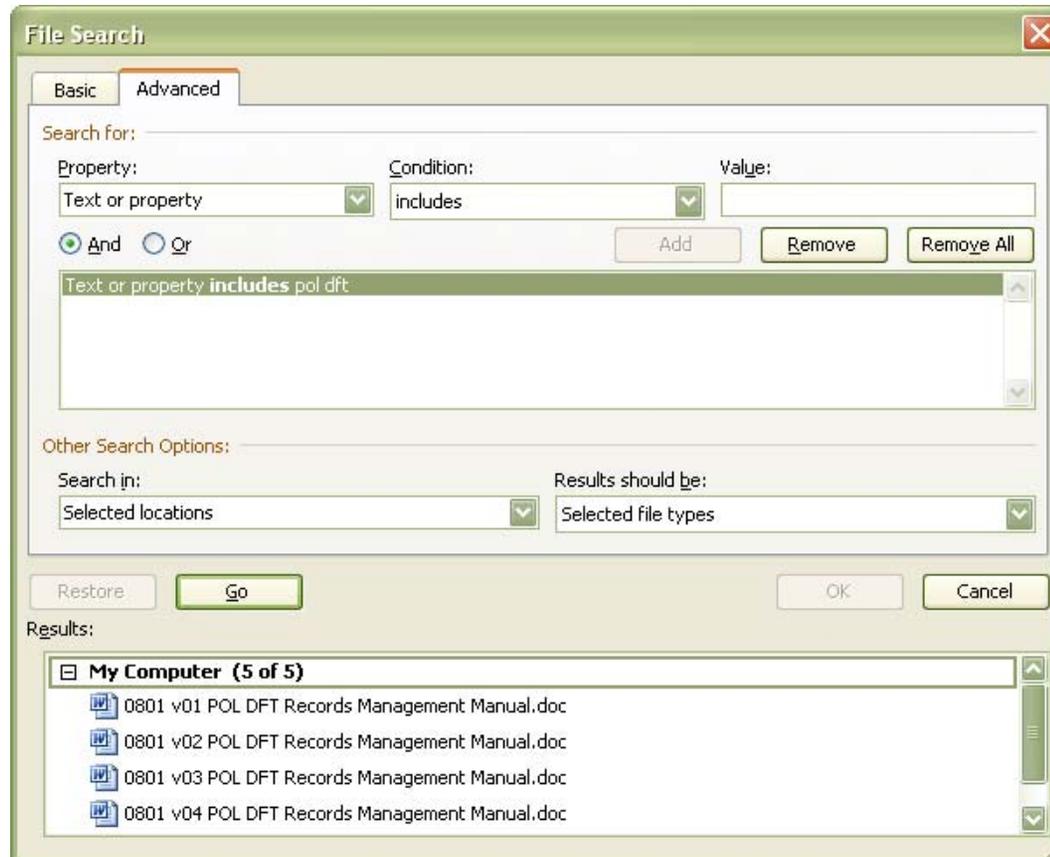
Hyperlink base:

Template: Normal.dot

Save preview picture

OK Cancel

Searching Metadata



Questions?

