

Naming Conventions

Documents preserved for archives shall be formatted accordingly to the following guidelines.

SWE et HA ppenings Newsletter

YYYYMM_Title:

- Year - 4 digits
- Month - 2 digits
- Underscore
- Title of Document
 - i.e. 201006_SWEetHAppeningsNewsletter

Executive Board Minute Meetings

YYYYMMMDD_Title_Author

- Year - 4 digits
- Month - First 3 alpha characters of the month
- Date - 2 digits
- Underscore
- Title of Document
- Underscore
- Recording Author
 - i.e. 2010Jun01_ExecutiveBoardMeetingMinutes_SecretaryName

SWE HA Marketing and Promotion of Events

YYYYMMMDD_Title_Location

- Year - 4 digits
- Month - First 3 alpha characters of the month
- Date - 2 digits
- Underscore
- Title of Event
- Underscore
- Location or BuildingName
 - i.e. 2010Jun01_ProfessionalDevelopmentMeeting_Location/BuildingName