



Establishing Folder Structure and Document Naming Conventions:

(Examples only - please establish a standard based upon your unique office requirements. The most important thing is to make sure everyone in your office is aware of the standard and agrees to use the standard.)

Folder Structure

G:/LPR/Treaty/Archives/TUS/Interviews/Doe.Jane.2009-03-13.Transcript.docx

Shared Drive	Folder Title	Primary Title	Secondary Title	Sub-Folders at this level	Sub-sub-Folder Title	Document Name	File Extension
	<i>Department</i>	<i>Office</i>	<i>Unit</i>	determined within Unit according to office requirements	(eg. Interviews)	(eg. "Naming by Person Convention": last name, first name, date (YYYY-MM-DD), Description)	(eg. ".docx" = Word Document. File extensions are automatically applied when a file is saved)
	(eg. Lands, Planning & Resources Dept., aka. LPR)	(eg. Treaty Office)	(eg. Archives)	(eg. TUS: Traditional Use Studies)			

Types of File Naming Conventions

- Naming by Date:** 2004-06-30.Agenda.doc [YYYY-MM-DD Description, file extension]
- Naming by Description:** Event.Donor.List.2004-06-30.pdf [Description, YYYY-MM-DD, file extension]
- Naming by Person:** Doe.Jane.2009-03-13.Transcript.docx [Last Name, First Name, YYYY-MM-DD, Description, file extension]

Folder Structure and Document Naming Conventions (*your workspace*):



Abbreviations List:

(Examples only - please add to/delete from as required. Use of abbreviations should be limited and used only when absolutely necessary; also ensure chosen abbreviations are commonly used by colleagues.)

ACG.	All Clan Gathering	Lands	Lands Department
Assoc.	Association	LC Mtg.	Land Claims Meeting
Bhlt.	Bah'lats	Mgmt.	Management
Chiefs Mtg.	Chiefs Meeting	Mtg.	Meeting
Conf.	Conference	OH	Oral History
Corr.	Correspondence	Plng. Mtg.	Planning Meeting
Dept.	Department	Ptch.	Potlach
Govt.	Government	Trnscr.	Transcription
Inter.	Interview	Treaty	Treaty Office

Acronyms List:

(Examples only - please add to/delete from as required. Use of acronyms should be limited and used only when absolutely necessary; also ensure chosen acronyms are commonly used by colleagues.)

CSTC	Carrier Sekani Tribal Council
FPCC	First Peoples' Cultural Council
FNESC	First Nations Education Steering Committee
INAC	Indigenous and Northern Affairs Canada
LPR	Lands, Planning and Resources Office
MIBA	Musqueam Indian Band Archives
NCCAH	National Collaborating Centre for Aboriginal Health
TEK	Traditional Ecological Knowledge
TUS	Traditional Use Study
UBCIC	Union of BC Indian Chiefs
YDLI	Yinka Déné Language Institute

NOTES:

- 1) **Document Location:** Once finalized, please ensure each employee within your office or department is aware of the shared drive file path for this document.
- 2) **Document Revisions:** Revise as required and inform each employee within your department of these revisions.