



Document Naming Tips Sheet

[Records Management 101: Document naming conventions - YouTube](#)

Watch the above video and create a best practices tips sheet for document naming conventions, including the naming elements, underscores, maximum characters, dates and revisable documents discussed in the video. List one tip in each text box below:

Tip for Naming Elements:

Tip for use of Underscores and other Characters:

Tip for Maximum Number of Characters:



Tip for using Dates:

Tip for Revisable (draft) Documents:

Tip for Saving Final Documents: