

LAUC-I File Name Conventions

Approved by LAUC-I Ad Hoc Committee on Archives, June 13, 2012

Two parts for naming conventions per file:

1. File Title: Either the name of the URL link or the name on the file itself
2. File Name: The name given to identify it in an electronic folder

Files to Be Named:

Executive Board Meeting Agendas & Minutes [collected by Secretary]

1. Title: LAUC-I Executive Board Meeting Agenda, LAUC-I Executive Board Meeting Minutes
2. Name: LAUC-I_ExecBdAgenda_YYYYMMDD.pdf, LAUC-I_ExecBdMinutes_YYYYMMDD_DRAFT.pdf, LAUC-I_ExecBdMinutes_YYYYMMDD.pdf

General Membership Meeting Agendas & Minutes [collected by Secretary]

1. Title: LAUC-I General Membership Meeting Agenda, LAUC-I General Membership Meeting Minutes
2. Name: LAUC-I_GenMshipAgenda_YYYYMMDD.pdf, LAUC-I_GenMshipMinutes_YYYYMMDD_DRAFT.pdf, LAUC-I_GenMshipMinutes_YYYYMMDD.pdf

Chair Annual Report

1. Title: LAUC-I Chair's Annual Report
2. Name: LAUC-I_ChairReportYYYY-YYYY.pdf

Standing Committee Annual Report [written by Committee Chairs]

- *Library Review Committee*
 1. Title: Library Review Committee Annual Report
 2. Name: LAUC-I_LRC_ReportYYYY-YYYY.pdf
- *Research & Professional Development Committee*
 1. Title: Research and Professional Development Committee
 2. Name: LAUC-I_RPDC_ReportYYYY-YYYY.pdf
- *Program Committee*
 1. Title: Program Committee Annual Report
 2. Name: LAUC-I_PC_ReportYYYY-YYYY.pdf

Academic Senate Representative Annual Report [written by Representatives]

1. Title: Abbreviation for Senate Name Annual Report
2. Name: LAUC-I_Abbreviation_ReportYYYY-YYYY.docx
 - For example: CUARS Annual Report, LAUC-I_CUARS_AnnualReport2010-2011.docx

Academic Senate Compiled Report [compiled by Secretary]

1. Title: Academic Senate Compiled Report
2. Name: LAUC-I_AcadSenateCompiledReportYYYY-YYYY.pdf

Nominations and Other Ad Hoc Committees [written by Committee Chairs]

- *Nominations Committee*
 1. Title: Nominations Committee Report
 2. Name: LAUC-I_NominationsReportYYYY-YYYY.pdf
- *Other Ad Hoc Committees*
 1. Title: Ad Hoc Committee Name Report
 2. Name: LAUC-I_AdHocNameReportYYYY-YYYY.pdf

Calendar [completed by Chair]

1. Title: LAUC-I Meeting Calendar
2. Name: LAUC-I_CalendarYYYY-YYYY_YYYYMMDD.pdf - Update each revised calendar with the edit date.

Charges & Supplemental Charges [completed by Chair]

1. Title: Standing Committee Roster, Charges, and Supplemental Charges
2. Name: LAUC-I_RostersAndChargesYYYY-YYYY.pdf

Systemwide & Acad Sen Reps Roster [completed by Chair]

1. Title: Systemwide and Academic Senate Representatives Roster
2. Name: LAUC-I_AllRepsRosterYYYY-YYYY.pdf

LAUC-I Membership Roster List [updated regularly by Kathryn Kjaer, HR Librarian]

1. Title: LAUC-I Membership Roster
2. Name: LAUC-I_RosterYYYY-YYYY_YYYYMMDD.pdf – Update each revised roster with the edit date.