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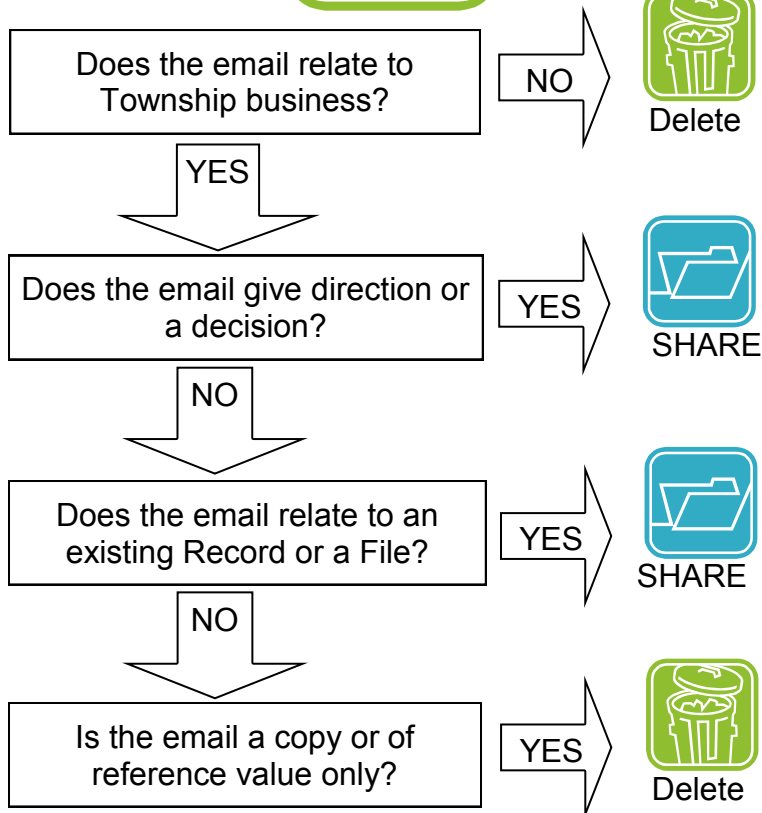
Naming Conventions

File and folder naming conventions are key in maintaining a well-organized electronic directory. The following are only examples; each department may use its own file naming convention procedure as long as it is applied consistently

- **Avoid descriptive terms (e.g. draft, memo) at the start of file names**
 *Advertising Draft*  *Draft Advertising*
- **Include zero for numbers 0-9**
 *Office Procedures v01*  *Office Procedures 1*
- **Version number should be indicated in the file name**
 *Org Chart 2006 v02*  *Org Chart*
- **Order the file name elements according to retrieval**
 *200701 Agenda*  *Agenda 012007*
- **Personal Names—Last name first**
 *Harper, Michelle*  *Michelle Harper*
- **Business Names—Spell in full, include “The” last**
 *Keg Restaurant, The*  *Keg Rest.*
- **Government Names—Identifying information first**
 *Health, Ministry of*  *Ministry of Health*
- **Abbreviations—Spell out completely and include abbreviation**
 *Ontario Provincial Police (OPP)*  *OPP*
- **Street Names and Addresses—Street name, then number**
 *Oak Avenue 245*  *245 Oak Avenue*

Keep your email under control!

Email can become overwhelming if it's not kept organized. Use the following flow-chart to determine if your email should be shared or deleted.



EMAILS ARE RECORDS TOO!

WHAT NEEDS TO BE KEPT?

	May Contain	Records Management
Operational	Messages that reflect opinions, decisions, or positions. Messages that initiate, authorize or complete a transaction.	These should be SHARED.
Functional	Formal agreements. Decisions / confirmation of actions. Confirmation of completion.	These should be SHARED.
Transitory	Information used for casual communication. Information used for reference or convenience only.	Delete when no longer needed or relevant.
Personal	Discussions not related to Township business.	Delete once read.
Reference	Documents downloaded from the web. Documents available electronically which can be used to produce a hardcopy version and/or a duplicate is maintained in the SHARED files.	Delete when no longer needed or relevant.



Don't let email get out of hand!

Record vs. Document

RECORD:

An unalterable piece of information that reflects an activity, transaction, or decision. A record has an assigned retention period and conditions for destruction. A record must hold up to the 'best evidence' rules, and be admissible in any potential court case.

If a duplicate copy of a record is kept for reference purposes, the duplicate is not a record.

Examples of Records:

Policies, By-laws, Reports to Council, PowerPoint Presentations that have been delivered, Newsletters, Completed forms, Printed brochures, pamphlets, correspondence, Signed/executed agreements.

DOCUMENT:

A living piece of information, in an alterable format, which can be revised, updated, and collaborated on. A document only becomes a Record when it is put into an unalterable format and assigned a retention period and destruction conditions. Documents should be kept at least as long as the 'active' column indicates in the Retention By-law. Not all documents become records, but all records were at one point, a document, whether internally or externally.

Examples of Documents:

Draft by-laws, Draft policies, Templates, Empty forms, Background research, Copies of records or documents, Non-critical personnel information (day-to-day absences and scheduling, personal emails, files), External, non-critical, publications

Best Evidence Rule

The *best evidence rule* is the requirement that the best evidence available be presented to the court. If an original is available, a copy is not acceptable as evidence.



Application of Best Evidence Rule

Where the *best evidence rule* is applicable in respect of an electronic record, it is satisfied on proof of the integrity (authentication) of the electronic record.

Authentication (Integrity)

The person seeking to introduce an electronic record has the burden of proving its authenticity by evidence capable of supporting a finding that the electronic record is what the person claims it to be.

The authentication (integrity) should speak to the reliability of the method of:

- Input: Evidence about the manner in which the data was originally entered into the system and measures taken to ensure accuracy of data entered may be required.
- Storage: The main issue with storage is alterability. (Unintentional or deliberate.)
- Output of the system: "Garbage in, garbage out."
- Reliability and reliance of the computer system: Depends not only on the physical media but also access security.



Common Classifications Used by Department

Administration: A09, A22, F11, H08, L01, L02, L05, L06

All: A00, A01, A02, A04, A05, A06, A07, A08, A14, A16, C08, D05, D18, D20, F00, H00, H12, J00, L00, L04, L07, L08, L09, L13, M07, M08, P03, P04, P11, T00, V00

Corporate Services: A03, A10, A11, A12, A13, A17, A21, C00, C01, C02, C03, C05, C06, C07, D16, D17, J01, J02, J03, L12, M00, M01, M02, M03, M05, M06, M09, P00, P01, P02, P08, P09, P14, P15, R01, R03

Finance: A15, D04, F01, F02, F03, F04, F05, F06, F07, F08, F09, F10, F12, F13, F14, F15, F17, F18, F19, F20, F21, F22, F23, F24, F25

Emergency Services: P16

Human Resources: H01, H02, H03A, H03B, H04A, H04B, H05, H06, H07, H10, H11, H13, H14, M04

Library: R02

Planning: C04, D00, D01, D02, D03, D06, D07, D08, D09, D10, D13, D14, D15, D19, D21, D22, E00, D16, D17, D04, D11, D12, E05, P06, T08


Public Works: D11, D12, E01, E02, E05, E06, E07, E08, E09, E10, E11, E12, E13, E16, T04, T06, T07, T08, T10, T11, V01, V2, V05


Recreation: A18, A19, A20, A21, E04, R00, R04, R05, R06, T01, T02

SCAN AND FILE (KODAK)

1. Login to computer.

Login scanning
Password scanning

2. Select Smart Touch scan option, with the  arrow button.

3. Press the scan button. 

4. Select done.

5. Save on SHARED system within the TOMRMS structure.

6. If necessary, create a new digital file folder.

7. File original paper document in physical file folder.



