

## **FOLDER NAMING CONVENTIONS: IAO RECORDS MANAGEMENT FILES**

Each CS SSBC CBS INFORMATION ACCESS OPS E-FOLDER/CS SSBC CBS INFORMATION ACCESS OPS P-FOLDER is accessible to all Information Access Operations staff (unless specifically restricted). In order to differentiate folders for specific ministries/teams the following conventions are recommended. **There are 3 GENERAL naming conventions.**

<b># 1</b>	<b>PURPOSE:</b> File topic common to many teams. Any IAO staff may file here.	
<b>FORMAT:</b>	RETRIEVAL CODE	FREE TEXT TITLE
	Optional. Usually a 4-digit acronym of the file title.	Descriptive title following <i>Free Text Title Naming Guidelines for Folders &amp; Documents</i> : <a href="http://www.gov.bc.ca/citz/iao/records_mgmt/guides/TRIM/guide_title_standard.pdf">http://www.gov.bc.ca/citz/iao/records_mgmt/guides/TRIM/guide_title_standard.pdf</a>
<b>EXAMPLES:</b>		
		Legal review of national scanning standards
	MROC	Ministry records officer council
	FOIP	Freedom of Information and Protection of Privacy Act (FOIPPA)

<b># 2</b>	<b>PURPOSE:</b> File specific to a single client ministry	
<b>FORMAT:</b>	RETRIEVAL CODE	FREE TEXT TITLE
	4 digit ministry acronym & (optional) 4-digit acronym of the file title	Ministry name & descriptive file title (avoid use of "Ministry" in title)
<b>EXAMPLES:</b>		
	MAL	Agriculture and Lands indented organization charts ARS 472
	TRAN IAGR	Transportation infrastructure agreements
	EDUC IDES	Education Inter-Ministry data exchange strategy (IDES)

<b># 3</b>	<b>PURPOSE:</b> File specific to a single team	
<b>FORMAT:</b>	RETRIEVAL CODE	FREE TEXT TITLE
	4 digit team acronym & (optional) 4-digit acronym of the file title	Team name and descriptive file title
<b>EXAMPLES:</b>		
	BUSI	Business vital records program
	RESO RMIS	Resources records management issues
	HEAL DPRO	Health Education disposition procedures

Citizens' Services Phase 2: ERM for IAO



TEAM CODES	
Central	CENT
Justice/Social	JUSS
Health/Education	HEAL
Business	BUSS
Resources	RESO

MINISTRY CODES	
Aboriginal Relations and Reconciliation	MARR
Advanced Education and Labour Market Development	ALMD
Agriculture and Lands	MAL
Attorney General	MAGE
Children and Family Development	MCFD
Community Living BC	CLBC
Citizens' Services	CITZ
BC Public Service Agency	PSA
Public Affairs Bureau	PAB
Shared Services BC	SSBC
Community and Rural Development	MCD
Education	EDUC
Energy, Mines and Petroleum Resources	EMPR
Environment	MOE
Environmental Assessment Office	EAO
Finance	MFIN
Forests and Range	MOFR
Integrated Land Management Bureau	ILMB
Health Services	HLTH
Healthy Living and Sport	HLSP
Olympic Games Secretariat	OGSE
Housing and Social Development	MHSD
Labour	LABR
Office of the Premier	PREM
Public Safety and Solicitor General	PSSG
Office Chief Coroner	OCCO
Small Business, Technology and Economic Development	STED
Tourism, Culture and the Arts	TCA
Transportation and Infrastructure	TRAN