

Quick list of naming conventions for files

For quick reference:

District Board Meeting – Approved Minutes - **yyyy_mm_districtname_minutes** (*if your board has a second or third meeting in a given month – yyyy_mm-2_districtname_minutes, yyyy_mm-3_districtname_minutes, etc.*)

Annual Report - **yy-yy_districtname_annualreport**

Supervisor Disclosure Forms (one file per supervisor, annually) - **yyyy_supervisorlastname_SDF**

Secondary Employment Certification Form – District Staff (one file per employee, annually) -
yyyy_districtemployeelastname_SECF

Term of Office Paperwork (oath & employment certification, one file per supervisor, at the beginning of each term) -
termfirstyyyy_supervisorlastname_TOO

Election Report (one file to include all reports, even years) – **yyyy_districtname_electionreport**

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