Quick list of naming conventions for files

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 scanned together, 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**

Audit (one file for each account where state funds are deposited) – **fy-fy_districtname_audit_"county", or fy-fy_districtname_audit_"district"**

NRCS-CPA-6 notes (one file for each IRA TA fund request) – **federal program contract number**