

**ESH Doc Db Suggested Naming Scheme**

In order to more easily find documents in esh docdb, I am suggesting a naming scheme for docdb titles. The general concept is shown in orange. Examples are given below

**EXAMPLES:**

<b>FESHCom Subcommittee</b>	<b>Docdb # Title</b>	<b>Suggested document name:</b>
Minutes	EP Subcommittee Meeting Minutes FY2011	EP Subcommittee Meeting Minutes Jan 2011
Presentations to FESHCom	EP Subcommittee FESHCom Presentations FY2011	EP Subcommittee FESHCom Presentation Jan 2011
Charters	EP Subcommittee Charter	EP Subcommittee Charter
Agenda	EP Subcommittee Agenda FY2010	EP Subcommittee Agenda Jan 2010

**D/S/C ES&H Plans**

PPD ES&H Plan FY2010

PPD ES&H Plan Assessment FY2010

If not applicable then do not fill in. Use this format if it makes sense for the document you are posting. In most cases, something along this line of formatting makes sense. Typically for something done quarterly or triennial (or monthly), have one docdb doc number and list all the documents for a given CY or FY in the one document number.

<b>Specific Name (examples)</b>	<b>Type of Document(s) (examples)</b>	<b>If the Frequency is:</b>	<b>Use this:</b>
FESHCom	Agenda	Annual	FYXXXX
PPD	Assessment		CYXXXX
EP Subcommittee	Audit		XXXX
MiniBoone	Charter	Quarterly	Q1
	Datacall		Q2
	ES&H Plan		Q3
	ES&H Plan Assessment		Q4
	Guidance	Monthly	Jan
	Meeting Minutes		Feb
	Memo		Mar
	Presentation		Apr
	Record		May
	Review		Jun
	Spreadsheet		Jul
	Summary		Aug
			Sep
			Oct
			Nov
			Dec

