Standard Operating Procedure (SOP): Document Naming and Storage Conventions

This SOP establishes **document naming and storage conventions** to ensure consistent, efficient, and secure management of organizational records. It covers standardized file naming protocols, folder structure organization, version control practices, access permissions, and guidelines for digital and physical document storage. The aim is to enhance document retrieval, maintain data integrity, and ensure compliance with regulatory requirements across all departments.

1. Purpose

To outline standardized methods for naming and storing documents, ensuring easy retrieval, consistency, and compliance.

2. Scope

This SOP applies to all staff and departments handling organizational documents, both digital and physical.

3. Responsibility

- All staff are responsible for following these conventions.
- Department heads must ensure awareness and adherence.
- IT and Records Management are responsible for implementation and support.

4. Document Naming Protocol

Follow the standardized naming structure as shown below:

Field	Description	Example
`Department`	Abbreviation of department name	HR, FIN, IT
`Document Type`	Type of document	POLICY, REPORT, INVOICE
`Date`	Date in YYYYMMDD format	20240626
`Description`	Short, clear summary of content	AnnualBudget, EmployeeHandbook
`Version`	Document version number	v1.0, v2.1

File Naming Example: `HR_POLICY_20240626_EmployeeHandbook_v1.0.pdf`

- No spaces or special characters (use underscores).
- Keep file names concise and meaningful.
- Include version control in the file name when applicable.

5. Folder Structure Organization

All documents should be stored within a clearly defined hierarchy matching organizational structure.

- Main Folder: `/Department/DocumentType/Year/`
- Example: `/HR/Policies/2024/`
- Subfolders as needed for projects or events.

6. Version Control Practices

- Always update version number in filenames.
- Retain previous versions for audit trail, but mark obsolete versions as `ARCHIVED` if needed.
- For collaborative files, track changes using built-in system features or a change log.

7. Access Permissions

- Restrict folder and file access based on departmental and role requirements.
- Set read/write permissions appropriately; review permissions quarterly.

- Do not share confidential files externally without department head approval.

8. Digital Document Storage Guidelines

- Store all official documents on approved, secure cloud or network drives.
- Backup important files regularly following IT policy.
- Use encryption for sensitive or confidential documents.
- Digitize physical documents when possible and store using same conventions.

9. Physical Document Storage Guidelines

- Label physical files using the same naming conventions as digital files.
- Store files in locked, department-specific cabinets.
- Limit access to authorized personnel only.
- Archive inactive records per records retention policy.

10. Regulatory Compliance

- Adhere to data privacy and information security regulations.
- Retain, archive, and dispose of documents as outlined by applicable legal and company policies.

11. Review & Updates

- SOP reviewed annually, or as regulations or operations require.
- All revisions must be documented and communicated to staff.

12. Appendix

- Document naming examples
- Sample folder tree diagram
- Abbreviation key for departments and document types