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Date: 10/9/20 9:06 AM (GMT-05:00)
To: SS <SS@coj.net>, RES <RES@coj.net>, SEC <SEC@coj.net>
Subject: Naming Documents for Posting

Good morning all,

This is a friendly reminder regarding the format for naming documents for posting.

1st - The date: 20201008

2nd - Type of document: (i.e., minutes, handout, notice, excusal, agenda, late arrival, early departure)

3rd – Name/Subject: Special Committee on Formatting Documents Meeting

Examples:

1. 20201008 Noticed Meeting Special Committee on Formatting Documents (regular in-person meetings)
 1. 20201008 Zoom Virtual Noticed Meeting Special Committee on Formatting Documents (zoom virtual meetings only)
 2. 20201008 Hybrid Virtual/In-Person Noticed Meeting Special Committee on Formatting Documents (virtual and in-person)
2. 20201008 Agenda Noticed Meeting Special Committee on Formatting Documents
3. 20201008 Minutes Noticed Meeting Special Committee on Formatting Documents
4. 20201008 Handout ECA Memo Noticed Meeting Special Committee on Formatting Documents
5. 20201008 Handout Strategic Plan Initiatives Noticed Meeting Special Committee on Formatting Documents
6. 20201008 Handout Examples of Titles Noticed Meeting Special Committee on Formatting Documents
7. 20201008 Amended Noticed Meeting Special Committee on Formatting Documents
8. 20201008 Amended Minutes Noticed Meeting Special Committee on Formatting Documents
9. 20201008 Amended Agenda Noticed Meeting Special Committee on Formatting Documents

10. 20201008 Twice Amended Minutes Noticed Meeting Special Committee on Formatting Documents
11. 20201008 Early Departure CM XXXXX Noticed Meeting Special Committee on Formatting Documents
12. 20201008 Late Arrival CM XXXXX Noticed Meeting Special Committee on Formatting Documents
13. 20201008 Excusal CM XXXXX Noticed Meeting Special Committee on Formatting Documents
14. 20201008 Handout 2020-1111 CM XXXXX Floor Amendment Noticed Meeting Special Committee on Formatting Documents

If I can be of assistance, please let me know.

Thanks,

Yvonne

Yvonne P. Mitchell

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