

From: [Mitchell, Yvonne](#)
To: [SS](#); [RES](#); [SEC](#)
Subject: FORMAT FOR NAMING DOCUMENTS FOR POSTING
Date: Tuesday, July 06, 2021 5:53:11 PM
Importance: High

Hello all,

Please review the details listed below for naming documents for posting. If you have any questions, please let me know.

1. **ALL documents MUST be saved in either .docx, .xlsx, or .pdf file format.**
2. **Meeting documents should NOT be saved into one file. Make sure to save all handouts separately.**
3. **Naming Documents:**
 - a. **1st** - The date: 20210706
 - b. **2nd** - Type of document: (i.e., minutes, handout, notice, excusal, agenda, late arrival, early departure)
 - c. **3rd** – Name/Subject: Special Committee on Formatting Documents Meeting

Examples:

20210706 Notice Special Committee on Formatting Documents

20210706 Agenda Noticed Meeting Special Committee on Formatting Documents

20210706 Minutes Noticed Meeting Special Committee on Formatting Documents

20210706 Handout CM XXXXX Noticed Meeting Special Committee on Formatting Documents

20210706 Handout Strategic Plan Initiatives Noticed Meeting Special Committee on Formatting Documents

20210706 Handout Examples of Titles Noticed Meeting Special Committee on Formatting Documents

20210706 Amended Noticed Meeting Special Committee on Formatting Documents

20210706 Amended Minutes Noticed Meeting Special Committee on Formatting Documents

20210706 Amended Agenda Noticed Meeting Special Committee on Formatting Documents

20210706 Twice Amended Minutes Noticed Meeting Special Committee on Formatting Documents

20210706 Early Departure CM XXXXX Noticed Meeting Special Committee on

Formatting Documents
20210706 Late Arrival CM XXXXX Noticed Meeting Special Committee on
Formatting Documents
20210706 Excusal CM XXXXX Noticed Meeting Special Committee on
Formatting Documents
20210706 Notice Finance Committee Meeting
20210706 Notice 2021-2022 Jacksonville Waterways Commission Meeting
Dates
20210706 Calendar Finance Committee Budget Hearings 2021
20210706 Schedule Finance Committee Budget Hearings 2021
20210701 Notice 2021-2022 Council Agenda & Council Meeting Notification
(Annual Notice)
20210701 Notice CP XXXXX Committee Charge for Special Committee on
Opioid Epidemic, Vaping & Mental Health Resources
20210715 Notice CM XXXXX and CM XXXXX Meeting RE Community
Development
20210706 Notice CM XXXXX Town Hall Meeting District XX

Yvonne P. Mitchell

Information Systems Administrator

Office of City Council

Research Division

117 West Duval Street, Suite 425

Jacksonville, FL 32202

Email ymitch@coj.net

904.255.5171 Office

904.255.5229 Fax

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