Naming Conventions for Titles/Objects

A. Default Naming Convention (title and object) (This general naming convention may be used where there are no specific naming conventions, and may also be used for documents on shared drives)

- Title: YYYY-MM-DD + Title
- Object: YYYY + Title (The object field value is used to group several documents together)

Example
Title: 2017-05-10 LDMO Meeting Agenda
Object: 2017 LDMO Meetings

B. Documents for the BoS, MB, Standing Committees, Sub-Groups and Task Forces

B1. Documents tabled at Meetings:

- Title: EBA numbering + Title (Final documents)
  Default naming convention (Drafts or documents that do not have the EBA numbering)

  Date = meeting date
  Committee/Sub-Group/Task force Acronym: See list of acronyms

Example
Title: EBA BS 2017 130 Cover Note on Final Guidelines on ICT Risk Assessment under SREP
2017-12-01 Supervisory reporting IFRS 9 transitionals.docx
Object: 2017-02-14 BoS Meeting
2017-02-14 SCARA Meeting

B2. Documents sent via Written Procedure:

- Title: EBA numbering + Title (e.g. documents already presented at a meeting)
  Default naming convention (Drafts/ documents that do not already have EBA numbering)

- Object: YYYY-MM-DD [Committee/Sub-Group/Task Force acronym] Written Procedure. Year = year written procedure launched
  Committee/Sub-Group/Task force Acronym: See list of acronyms

Example
Title: EBA BS 2017 112 Investment firms (documents already presented at a meeting)
2017-06-20 Investment firm presentation at the EC (Drafts/documents that do not already have EBA numbering)
Object: 2017-02-14 BoS Written Procedure

C: Correspondence

- Title: [Date or Reference number] Letter to [Name + Surname Recipient] – [Company/Institution] re [Topic]
- Object: Letter [Sender name + Surname] - [Company/Institution] re [Topic]

Example
Title: EBA-2016-D-942 Letter to Mr Guersent, FISMA re EBA Opinion on First Part of CfA on Investment Firms.pdf
Object: Letter to Olivier Guersent, FISMA re EBA Opinion on investment firms in response to Call for Advice
NAMING CONVENTIONS FOR TITLES AND OBJECTS IN EDEN

*eDEN*

**Classification**
- **EBA Unrestricted**

**Area / Business Function**
- **Consumer Protection, Financial Inn**

**Document Type**
- **Cover Note**

**Subject**
- **Consumer protection**

**Object**
- **2017-06-27 BoS meeting**

**Title**
- **EBA BS 2017 209 (Cover Note on t**

**Committee**
- **BoS - Board of Supervisors;**

**Document Source**
- **internal**
- **Draft**

**Recipient**

**Document Date**
- **14/06/2017**

**Reference Date**
- **27/06/2017**

**Closure Date**

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**Registration conventions**

**Select Classification level**

**Select your Unit or Recipient Unit**

**Select appropriate document type**

**Select appropriate subject**

**YYYY-MM-DD**

**Meeting**
- **Written Procedure**

**EBA numbering + Title**

**YYYY-MM-DD + Title**

Select appropriate committee

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* Final documents
** Draft documents or documents without EBA numbering