



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987
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POLICY NO. 100-1.05 ELECTRONIC DOCUMENT AND FILE NAMING CONVENTION

Southern Park County Fire Protection District • Series 100 — Introduction, Mission & Authority

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Series:	100-Series — Introduction, Mission & Authority	
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Reviewed / Revised:	See Document Revision History table at end of document.	<i>Next Review: Annual or upon change in law</i>
Supersedes:	None (new policy)	
Approved By:	Board of Directors, SPCFPD	
Classification:	PUBLIC POLICY DOCUMENT	
Cross-References:	BAM §5.2 (Records Custodian, Records Retention) • Policy 100-1.04 (Document Formatting Standards) • Policy 200-2.11 (Records Retention Schedule) • Policy 300-3.03 (Onboarding — training) • C.R.S. § 24-80-101 (Local Govt Records Act) • Colorado State Archives Special Districts Records Schedule • C.R.S. Title 32, Article 1	

This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station 1 and at www.guffeyfire.net.



1. PURPOSE

The purpose of this policy is to establish a uniform, consistent, and legally defensible standard for naming and organizing all electronic documents and files created, received, or maintained by the Southern Park County Fire Protection District. A consistent file naming convention supports accurate records retrieval, chronological sorting, version tracking, public records compliance, and the long-term preservation of District records consistent with the Colorado Local Government Records Act, C.R.S. § 24-80-101 et seq., and the Colorado State Archives Special Districts Records Schedule. This policy also ensures that file names align with the Policy Manual Table of Contents hierarchy for administrative and governance documents.

2. SCOPE AND APPLICATION

This policy applies to all individuals who create, store, transmit, or manage electronic files on behalf of the District, including Board Directors, paid staff, volunteers in administrative roles, and contractors or consultants engaged by the District. It applies to all platforms and storage media used for District files, including local storage, shared drives, cloud storage (including but not limited to Google Drive and OneDrive), and email attachments. File types subject to this policy include but are not limited to: policy and governance documents, resolutions, Board meeting agendas and minutes, SOGs, personnel records, financial documents, operational reports, incident records, training records, photographs, maps, and correspondence.

3. CORE PRINCIPLES

All District electronic file names shall conform to the following principles:

- A. Descriptive and Self-Contained.** A file name shall identify its content, document type, and status without requiring the file to be opened or relying on folder context. A file moved or shared in isolation must remain identifiable.
- B. Consistent Structure.** All file names shall follow the standard format defined in Section 4 of this policy to enable logical sorting by date, type, and subject.
- C. Search-Friendly.** Category codes and description terms shall be drawn from the approved vocabulary in Section 5 to enable reliable keyword searching across platforms.
- D. Legally Defensible.** Version numbers and status codes shall accurately reflect document lifecycle stage to support audit trails, records retention compliance, and chain-of-custody documentation.
- E. Platform-Compatible.** File names shall use only approved characters and shall not exceed the length limit specified in Section 4.F, to ensure compatibility across Windows, macOS, cloud storage platforms, and email systems.

4. STANDARD FILE NAMING FORMAT

All District electronic files shall be named using the following format:



**YYYYMMDD _ CATEGORY _ [PolicyNo] _ Description _ [Identifier] _
Status-vX.X.ext**

Elements in [] are optional. All elements separated by underscore (_).

Each element of the format is defined as follows:

A. Date — YYYYMMDD

The date element shall use the ISO 8601 eight-digit format with no separators (e.g., 20260313 for March 13, 2026). All dates shall include leading zeros for consistent chronological sorting. Use the document creation date for drafts; the Board adoption or approval date for adopted policies, resolutions, and minutes; and the incident or event date for operational records such as incident reports, inspection records, and after-action reviews.

B. Category Code

A short standardized code identifying the document's functional category. Category codes shall be drawn exclusively from the approved list in Section 5 of this policy. Category codes shall be in all caps. For administrative and governance documents, the category code also conveys the document's place in the three-manual system (Governance, Administrative/Policy, Personnel, Operations).

C. Policy or Section Number — [Optional]

For documents that correspond to a numbered entry in the Policy Manual Table of Contents, include the applicable policy or section number immediately after the category code. Policy numbers shall match the TOC hierarchy exactly (e.g., 100-1.05 for this policy, 400-4.09 for the Wildfire Inspection Policy). This element shall be omitted for non-policy documents such as incident reports, correspondence, photographs, and financial records.

D. Description

A concise, meaningful description of the document's content. Use CamelCase (capitalize each word, no spaces) for descriptions of two or more words (e.g., BoardMeetingPolicy, WildfireInspection, DCJobDescription). Avoid abbreviations that are not in the approved vocabulary. Keep descriptions to four words or fewer where possible.

E. Identifier — [Optional]

An additional identifying element for documents that require further specificity. Common uses include: incident numbers (Inc4567), station designation (Sta1), or an employee's initials for individual personnel records (e.g., AM for Aaron Mandel). The identifier shall be omitted when the description element alone is sufficient to identify the document.

F. Status and Version — Status-vX.X

The status and version element shall appear at the end of the file name, before the file extension, separated from the description or identifier by an underscore. Status codes and version numbers shall conform to the rules in Section 6 of this policy.

G. File Extension

The file extension shall reflect the actual file type (e.g., .docx, .pdf, .xlsx, .jpg, .mp4). Adopted policies and resolutions shall be saved and distributed as .pdf in addition to any editable format.



Audio recordings of executive sessions required under C.R.S. § 24-6-402(2)(d.5) shall be retained in their original recorded format.

H. Length and Character Restrictions

File names shall not exceed 80 characters including the extension. The target length is 40–60 characters. File names shall use only the following characters: letters (a–z, A–Z), numbers (0–9), underscores (_), and hyphens (-). Spaces and all other special characters are prohibited. Square brackets are not permitted; the optional policy/section number element shall be incorporated directly without brackets (e.g., 100-1.05 not [100-1.05]).

Note on the draft format (v0.3): The prior draft used square brackets around the policy number element (e.g., POL[200-2.05]). This policy removes square brackets from the standard. Brackets are not supported in all cloud sync and email environments and create unnecessary complexity. The policy number is incorporated directly into the name (see Section 7, Examples).

5. APPROVED CATEGORY CODES

The following category codes are the approved vocabulary for SPCFPD file naming. The Board may amend this table by resolution at any duly noticed regular or special meeting. The District Chief may propose additions or changes to the category code table to the Board in writing at any time. No new category code takes effect, and no existing code may be modified or removed, without Board approval by resolution. The Secretary/Treasurer shall distribute the updated table to all affected personnel and post it on the District’s shared drive within 30 days of Board approval.

CODE	CATEGORY	APPLIES TO / EXAMPLES
ADMIN	Administrative / Policy	Policy Manual policies (all series), TOC, policy amendments, Board administrative procedures
AGENDA	Board Meeting Agendas	Regular, special, and work session meeting agendas
BUDGET	Budget and Finance	Adopted budgets, proposed budgets, budget amendments, grant applications
CORA	Open Records Requests	CORA request tracking, responses, fee waivers
EMS	EMS / Medical Records	EMS incident reports, patient care records (governed by HIPAA separately)
EQUIP	Equipment and Apparatus	Specifications, purchase records, disposal records (replaces SPEC)
FIN	Financial Records	Invoices, purchase orders, expense reports, audits, treasurer reports
GOV	Governance Documents	BAM, resolutions, bylaws, election documents, Board Admin Manual
INC	Incident and Operational Reports	Fire/EMS incident reports, after-action reviews (AAR), scene photos
INS	Insurance	District liability, property, and workers’ compensation policy documents
LGL	Legal and Compliance	Counsel correspondence, MOUs, IGAs, litigation files, CORA exemption logs



MAINT	Maintenance Records	Apparatus maintenance logs, pump tests, station maintenance, service records
MAP	Maps, GIS, Pre-Plans	District boundary maps, response area maps, structure pre-plans
MIN	Meeting Minutes	Regular, special, work session, and executive session minute records
MOU	MOUs and Intergovernmental Agreements	Park County BOCC MOU, mutual aid agreements, IGA documents
OPS	Operational Policies and SOGs	SOG documents, operational policies (400-series and above), inspection records
PERS	Personnel Records	Employment agreements, job descriptions, evaluations, disciplinary records, certifications
PHOTO	Photographs and Images	Incident photos, training photos, apparatus photos, station photos
REPORT	Reports and Investigations	Board reports, staff reports, investigation reports
SAFETY	Safety and Risk Management	OSHA records, safety inspections, PPE logs, workers' comp documentation
STUDY	Staff Studies and Research	Staff studies submitted with policy actions; research memoranda; board briefing documents; pre-decision analysis supporting Board resolutions or policy adoption. Distinguish from ADMIN (used for adopted policies and policy amendments): STUDY is used for supporting research and analysis documents accompanying a policy action — not for the policy document itself.
TRAIN	Training and Certifications	Training records, certification documents, drill records, completion certificates
VOL	Volunteer Management	Volunteer rosters, recruitment materials, acknowledgment forms

PUB **Public Notices and Transparency**

Transparency notices (C.R.S. § 32-1-809), annual required public postings, public meeting notices posted under OML, TABOR-related public notices, and other documents produced for mandatory public distribution. Distinct from CORA (which covers responsive records requests) and from ADMIN (which covers internal governance and policy documents).

6. STATUS CODES AND VERSION RULES

The status and version element provides an unambiguous audit trail of a document’s lifecycle from initial draft through adoption or retirement.

A. Status Codes

The following status codes shall be used:



STATUS CODE	MEANING AND USE
DRAFT	Internal working document; not yet submitted for review or Board consideration.
REVIEW	Submitted for internal review by staff, chief, or counsel; not yet presented to Board.
PENDING	Presented to Board; awaiting vote or further deliberation.
ADOPTED	Formally adopted by Board resolution. Use for policies, resolutions, and minutes after approval.
APPROVED	Approved by authorized approver (for non-Board documents such as SOGs and personnel records).
SIGNED	Executed agreement or contract; all signatures obtained.
AMENDED	Previously adopted document that has been substantively revised by Board action.
RESCINDED	Previously adopted document formally withdrawn or replaced by Board action.
FINAL	For non-policy documents (reports, studies, correspondence) indicating no further revision is expected.
ARCHIVE	Superseded, expired, or retained-only version; moved to archive folder.

B. Version Numbering

Version numbers shall follow the Major.Minor convention:

v0.x Working draft. Pre-submission internal document. Increment minor with each revision (v0.1, v0.2, v0.3, etc.).

v1.0 First Board-adopted or Board-approved version of a governance or policy document.

v1.x Minor revision to an adopted document not requiring Board action (e.g., formatting correction, cross-reference update, typographical fix). Increment minor number (v1.1, v1.2).

v2.0 Substantive amendment requiring Board action and a new adoption resolution. Major number increments.

vX.x Legal review, compliance update, or mandatory statutory change increments the minor number without requiring a new major version, provided the change does not alter substantive policy.

The use of 'vFinal' as a version designator is not permitted under this policy. All documents shall use the numbered versioning system. 'vFinal' provides no information about revision history and is incompatible with the legal-defensibility requirements of this policy.

7. STANDARD EXAMPLES

The following examples illustrate correct application of this policy:

FILE NAME	DOCUMENT DESCRIBED
20260313_ADMIN_100-1.05_FileNamingConvention_ADOPTED-v1.4.pdf	This policy — adopted version



20260313_GOV_RES_2026-03-07_DraftLetterTabled_ADOPTED-v1.0.docx	Board resolution, March 13 regular meeting
20260313_MIN_RegularMeeting_DRAFT-v0.1.docx	Draft minutes for March 13 meeting
20260313_MIN_RegularMeeting_APPROVED.pdf	Approved and signed minutes
20260313_AGENDA_RegularMeeting_v1.0.docx	Meeting agenda
20260313_PERS_DCContract_Mandel_v1.1_SIGNED.pdf	Signed Deputy Chief employment agreement
20260313_PERS_WrittenWarning_Stahly_v1.0_FINAL.docx	Confidential personnel document
20260313_OPS_400-4.09_WildfireInspection_DRAFT-v0.1.docx	Draft wildfire inspection policy
20251015_INC_Wildland_Guffey_Inc4821_AR.docx	Wildland fire after-action review
20260215_TRAIN_FFI_Cert_AM.pdf	Firefighter I cert — Aaron Mandel
20260301_MAINT_Engine1_PumpTest_Results.xlsx	Engine 1 pump test results
20260213_REPORT_InvestigateJan8Meeting_Incident_FINAL.docx	Board Chair investigation report
20260101_BUDGET_FY2026_ADOPTED.xlsx	Adopted FY2026 budget
20260101_PUB_TransparencyNotice_ADOPTED-v1.0.pdf	Annual transparency notice per C.R.S. § 32-1-809
20260313_MOU_ParkCountyBOCC_WildfireInspection_SIGNED.pdf	Signed MOU with Park County BOCC
20260304_PHOTO_Stal_TrainingDrill.jpg	Station 1 training drill photograph

8. ADDITIONAL RULES AND GUIDANCE

A. Date to Use

Governance and policy documents (resolutions, adopted policies, approved minutes) shall use the date of Board action as the date element. Operational records (incident reports, maintenance logs, training records, inspection reports) shall use the date of the event or activity, not the date the record was created or filed. Draft documents shall use the date of initial creation and update the date element when the document is adopted or finalized.

B. Policy and Governance Documents

All policy documents, SOGs, and resolutions shall include the applicable policy or section number in the file name. Adopted policies shall be retained in both .docx (editable) and .pdf (distribution) format with identical names except for the extension. The .pdf version is the official public record.

C. Draft Management

Outdated draft versions shall not be deleted immediately upon adoption or supersession. Draft versions shall be moved to a designated archive subfolder and renamed with the ARCHIVE status code. Drafts shall be retained in accordance with Policy 200-2.11 (Records Retention Schedule).



Drafts distributed externally (e.g., shared for review) shall be labeled DRAFT in both the file name and in a visible header within the document.

D. Photographs and Media

Photographs shall include date, category code PHOTO, a brief location or subject description, and where applicable the incident number. Original unedited photographs shall be retained in addition to any edited versions. Edited versions shall include _EDIT in the description element.

E. Confidential and Personnel Documents

Personnel records governed by Policy 200-2.11 and BAM §5.2 shall include PERS as the category code. Confidential Board work product shall be stored in a restricted-access folder separate from public records. The file name itself shall not identify the nature of confidential content in a way that would disclose protected information if the file name is visible in a shared directory. Consult District counsel before responding to any CORA request that may implicate personnel or attorney-client privileged records.

F. External File Sharing

Files transmitted externally by email or file-sharing platform shall conform to this naming convention before transmission. Generic auto-generated names (e.g., scan001.pdf, document(1).docx) shall be renamed before external sharing. Files received from external parties shall be renamed to conform to this convention upon receipt and before filing.

G. Alignment with Document Number Field

Where a document contains a formal Document Number field (as used in SPCFPD policy, resolution, and agreement templates), the Document Number field shall match the base file name exactly, excluding the status-version suffix and file extension. Example: a policy with Document Number 20260313_ADMIN_200-2.10_FileNamingPolicy shall be saved as 20260313_ADMIN_100-1.05_FileNamingConvention_ADOPTED-v1.4.pdf.

9. IMPLEMENTATION AND ENFORCEMENT

A. Effective Date and New Files

This policy is effective upon Board adoption. All electronic files created, received, or materially revised on or after the effective date shall comply with this naming convention.

B. Legacy Files

Existing files created prior to the effective date are not required to be renamed immediately. The District Chief shall prioritize renaming of high-use folders (policies, resolutions, minutes, personnel records) during normal annual records review. Full legacy file remediation shall be completed within two (2) years of the effective date.

C. Training

The District Chief shall ensure that file naming convention training is incorporated into the new employee and new volunteer onboarding process (cross-reference Policy 300-3.03) and into annual records management review. Board Directors shall receive orientation on this policy as part of new Director onboarding.

C. Typography Standard (Cross-Reference). Documents named under this policy shall be formatted in accordance with Policy 100-1.04 (District Document Formatting Standards). Applicable font size minimums: 12 point for public distribution documents; 10 point for formal governance and policy documents; 8 point



minimum for supporting elements (captions, footnotes, metadata, headers, footers). Body text alignment: left-aligned for public distribution documents; justified alignment permitted for formal governance and policy documents. See Policy 100-1.04 §§ 5.1 and 5.2 for the complete typography and alignment standards.

D. Oversight and Compliance

The Board Secretary, as official records custodian under BAM §5.2.1, is responsible for monitoring compliance with this policy for governance and administrative records. The District Chief is responsible for compliance with operational records. Compliance shall be reviewed during annual records audits. Material non-compliance identified during audit shall be reported to the Board.

E. Renaming Tools

The District may use bulk file renaming utilities to assist with legacy file remediation. The District Chief shall evaluate and document any tool used for bulk renaming to ensure accuracy and preservation of the original file content.

10. AMENDMENT

This policy may be amended by majority vote of the Board of Directors at any duly noticed regular or special meeting. The category code table in Section 5 may be updated by the District Chief without Board action, provided the updated table is presented to the Board at the next regular meeting and incorporated into the official policy file. All amendments shall be reflected in the version number and amendment record on the cover page.

ORIGINALS WITH SIGNATURES ON FILE AT STATION 1

ADOPTED BY RESOLUTION OF THE BOARD OF DIRECTORS

Southern Park County Fire Protection District

Sean English

Board Chair — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026



DOCUMENT REVISION HISTORY

Document No. 20260313_ADMIN_100-1.05_FileNamingConvention_DRAFT-v0.5 • Policy 100-1.05 • Southern Park County Fire Protection District

Ver.	Date	Author	Changes / Status
v0.1	March 13, 2026	Board of Directors	Initial working draft. Added STUDY category code (§ 5); removed “staff studies” from REPORT code description. Chief update per § 10.
v0.2	March 2026	Board of Directors	Interim working version. Structural and formatting refinements. See archived working files.
v0.3	April 8, 2026	Board of Directors	Records integrity and category code correction. (1) Header/footer correction: all page footer references to superseded document number 20260313_ADMIN_200-2.10_FileNamingPolicy_v1.0 updated to 20260313_ADMIN_100-1.05_FileNamingConvention_DRAFT-v0.5; errant header reference to Policy 200-2.10 corrected to Policy 100-1.05. This error was present since the v1.0 renumbering from 200-2.10 to 100-1.05 and was not corrected in v1.1 or v1.2. (2) ADMIN category description corrected: removed “staff studies” (now covered exclusively by STUDY code per v1.1 amendment) and corrected "(200-series)" to "(all series)" to reflect that ADMIN covers all Policy Manual series. (3) STUDY category description amended: added boundary note distinguishing STUDY (supporting analysis documents) from ADMIN (adopted policies and amendments). File renamed per Policy 100-1.05: v1.3_DRAFT status code applied.
v0.4	April 8, 2026	Board of Directors	Four amendments. (1) § 5 category codes: added PUB (Public Notices and Transparency) as approved category code, covering transparency notices, OML public meeting notices, TABOR-related public notices, and mandatory public distribution documents. Distinct from CORA (responsive records) and ADMIN (governance/policy documents). (2) § 7 standard examples: corrected all example file names to comply with Status-vX.X format: removed double-status from self-referencing example; corrected status-after-version ordering; added ADOPTED code to resolution example missing a status code; added version number to DRAFT-only minutes example; added PUB example (20260101_PUB_TransparencyNotice_ADOPTED-v1.0.pdf). (3) Added cross-reference to Policy 100-1.04 § 5.1 for applicable typography standard. (4) File renamed from v1.3_DRAFT to DRAFT-v1.4 to comply with Status-vX.X convention (status code before version number, separated by hyphen, per § 6.F).
v0.5	April 8, 2026	Board of Directors	Amendment 7 of 10 (District Chief authority realignment). § 5: Removed the “Board by direction to the District Chief” pathway for amending the category code table without Board action. Removed District Chief from the list of authorized new-code inventors. Chief’s role is now limited to PROPOSING changes to the Board in writing. Distribution of any updated table is transferred to the Secretary/Treasurer, consistent with BAM § 5.2.1 (Secretary/Treasurer as records custodian). No category code change takes effect without Board approval by resolution.
V1.0	April 8, 2026	Board of Directors	Adopted v0.5 as v1.0 at Regular Meeting

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