<u>Railfuture Document Reference Scheme</u>

The objective is to ensure that every document, whether internal or external, historic or future, hard copy or electronic, created by Railfuture or received by Railfuture, is provided with a unique identifier so that it can be logged and retrieved, without creating additional administrative effort. Therefore the document reference scheme must:

- be easy to understand
- not require anyone to allocate references in advance eg from a register
- enable allocation by the author
- work with PODIO
- make it easy to file, archive and retrieve electronic documents

Every document should carry a reference in the following format:

   AAA-BBB-20140302-C

where:

- AAA represents the business function responsible for the document. This would be either part of the organisation, eg BRD = Board, LSE = London and South East branch, PAS = Passenger Group; or a business activity eg SUB = Submission, CNF = Conference. See full list below.
- BBB represents the originator of the document. This would be an individual for a document created by Railfuture, eg RWB = Roger Blake; or an organisation for a document created externally, eg ORR = Office of Rail Regulation.
- 20130302 is the date in ISO format (ie reversed). It should be the operative date for the document, eg the date of the meeting rather than the date the document was produced - in this case 2nd March 2013, the date of the board meeting when this proposal should be considered.
- C is an optional suffix letter to distinguish documents created by the same originator relating to the same business function on the same day, eg Board papers.

The reference should form the first part of the filename for all electronic documents, and should be shown in the header or footer on each page.

The list of business functions identified so far is:

ADV	Advice and Guidance
AGM	AGM
ANN	Annual Reports
ART	Article
AVT	Advert
BRD	Board
BKS	Books
BRF	Briefings
BUL	Bulletin
CAM	Campaigns
COM	Company documents
CON	Contact details
CNF	Conferences
DNC	Devon and Cornwall
EAA	East Anglia
EAS	Eastern

ELN   Elections
EMI   East Midlands
EVT   Events
EXP   Expenses
FGF   Fighting Fund
FIN   Finance
FCG   Finance and Corporate Governance
FRT   Freight
GOV   Governance
HNB   Herts and Beds
ING   Infrastructure & Networks
INT   International
KNT   Kent
LEA   Lea Bridge
LOB   Lobbying
LRT   Light Rail and Trams
LIN   Lincolnshire
LOG   Logos and graphics
MET   London Metro
MEM   Membership
MMC   Marketing, Media and Communications
LON   London and South East
NEA   North East
NIR   Northern Ireland
NWE   North West
NWK   Network
OXC   Ox-Cam
OPS   Operations
PAS   Passenger
POL   Policy
PRC   Press coverage
PRL   Press releases
PRO   Procedures
RAD   Radio interviews
RAF   Railfuture Application forms
PUB   Railfuture publicity leaflets
RCD   Rail company documents
ROL   Rolling stock
RSH   Research
RLA   Rail Action
RWH   Railwatch
RWE   Railwatch Editorial
RUA   RUG Awards
RUG   Rail User Group Liaison
RUX   Rail User Express
SAL   Sales
SCO   Scotland
SEV   Severnside
SPG   Special Projects Group
SSX   Sussex and Coastway
SUB   Submissions
SVF   Surveys
SRY   Surrey
TMP   Templates
TVA   Thames Valley
UCK   Uckfield - Lewes

WAC   Wales Cambrian
WAN   Wales North
WAS   Wales South
WLS   Wales
WMI   West Midlands
WIS   Wisbech
WES   Wessex
YOR   Yorkshire