

## DOCUMENT NAMING – APPROVED DOCUMENT TYPES

|             |
|-------------|
| AGENDA      |
| AGREEMENT   |
| APPLICATION |
| BOARD PAPER |
| CONTRACT    |
| BRIEF       |
| CHECKLIST   |
| DRAWING     |
| EMAIL       |
| FILE NOTE   |
| FORM        |
| GUIDELINE   |
| IMAGE       |
| INVOICE     |
| LETTER      |
| LIST        |
| MINUTES     |
| MEMO        |
| NEWSLETTER  |
| PLAN        |

|                      |
|----------------------|
| POLICY               |
| POSITION DESCRIPTION |
| PROCEDURE            |
| PROPOSAL             |
| PROTOCOL             |
| PRESENTATION         |
| RECEIPT              |
| REPORT               |
| RESPONSE             |
| SCHEDULE             |
| SUBMISSION           |