**Version Control**

Version control is important when documents are being created, and for any records that undergo a lot of revision and redrafting. It helps us to track changes and identify when key decisions were made along the way.

**Naming Conventions**

You should choose and describe a file naming convention that will help you identify the different versions easily. Some details to consider using as part of a file naming convention for version control are:

* version number (e.g. v1, v2, v3 or 1.0, 1.1, 2.0)
* initials of the person who modified the data (e.g. JM, KMc, SC)
* date modified (e.g. 20160224)
* status (e.g. draft, revised, final)

**Version Control Table Template**

Much of this information is better captured in a separate version control table, rather than as part of the file name. A version control table documents the edit history of your data.

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| **Title** |  | | | |
| **Description** |  | | | |
| **Created By** |  | | | |
| **Date Created** |  | | | |
| **Maintained By** |  | | | |
| **Version Number** | **Modified By** | **Modifications Made** | **Date Modified** | **Status** |
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