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Guidelines for Version Control

I found a lot of different articles on the guidelines of version control. I ended up using an article written by a journalist, one written by a records manager from a university, and the NIH.

All three articles are very similar. They all include the use of Version Numbers, which I believe to be a necessary part of version control. It is a great way to help others know what version they are using so they do not use the wrong one by mistake. What I am surprised to see though is that only one of the articles (NIH) says to include the date. I think that it is very important to have it just so you might be able to know how long the next version might take to come out. It is funny because the only one that talks about making sure the date is a part of the document is the oldest one, but it also the only one to not include specific files names to further help organize. It seems like the idea of keeping things more organized is something that continues to be improved. The older 2 articles, NIH and UoA, do not have anything for collaboration or feedback, which is a super important part of version control because if everyone is going to use it everyone should have a chance to help fix it or make it easier for the average person. There are not realyl any guidelines that are not relevant today, but there are some that need to be updated for current gen use. Below is a simple guideline for version control.

1. Make Sure the Date and Author are in the Document for Each Version
2. Use Specific files names to help organize version and author i.e. DaleSchool-v11, DaleWork-v23 and so forth.
3. If a Document/Program has a huge change, make sure you are indicating that somehow in the file name or document on the first page.
4. Take all Feedback seriously, even if it might sound stupid at first.
5. Keep it Simple (This means do not over share/over organize. It should be easy enough for everyone to understand.)

I chose most of these for ease of use. We know how headache inducing most of our work can be so if we keep it as simple and understandable to use then that is one aspect of our job that we will not have to worry about.

# **References**

Lott, Ethan. “Document Version Control Best Practices to Make Your Life Easier.” *Filestage.io*, 13 Feb. 2025, filestage.io/blog/document-version-control/.

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NCCIH. *Version Control Guidelines Refer to the Version Control Flow Chart Following the Guidelines*. 24 Apr. 2013.