File naming guide

Use a consistent pattern that helps you find files without exposing sensitive identifiers in filenames. The naming examples are fictional; no files are renamed automatically.

Part	Purpose	Fictional example
Date	YYYY-MM-DD when known	2026-03-14
Category	Short, useful type	receipt
Subject	Non-sensitive supplier or topic	hotel
Description	Optional concise detail	booking
Full filename	Separate parts with hyphens	2026-03-14-receipt-hotel-booking.pdf

Avoid passwords, full account numbers, government IDs and health details in a filename. Check your storage system's filename rules; use folder permissions and backup tools separately.

Your pattern: _____