



Abbreviations for File Names

List is not all inclusive. "There are always exceptions." Contact Archives for complete list.

Offices & Ministries:

ALWAYS put at the beginning of the filename.

Example "ABOfilename20090103.doc"

ABO=Archbishop's Office
ADU=Adult Ministry
ARC=Archives and Records, Office of
BCM=Black Catholic Ministry
CCA=Catholic Charities Atlanta
CCS=Catholic Construction Services
COM=Communications and Advocacy,
Office of
CSO=Catholic Schools, Office of
CHN=Chancellor, Office of the
CYP=Child and Youth Protection, Office of
DIS=Disabilities Ministry
DWO=Divine Worship, Office for
FAC=Facilities Management, Office of
FDO=Formation and Discipleship, Office of
FIN=Finance Office
GAB=Georgia Bulletin
HIS=Hispanic Ministry
HR=Human Resources, Office of
IT=Information Technology Office
MTR=Metropolitan Tribunal
PCA=Provincial Court of Appeals
PRO=Planning and Research, Office of
PED=Permanent Diaconate, Office for the
PIN=Parish Information Systems
PPO=Priest Personnel, Office of
RLM=Respect Life Ministry
STE=Stewardship, Office of
VOC=Vocations, Office of

Types of documents:

ALWAYS put at the end of the filename.

Example "Filename2009MEM.doc"

AGD=Agenda
ANN=Announcement
COR=Correspondence
FOR=Form
LTR=Letter
MEM=Memo
MIN=Minutes
NSL=Newsletter
POL=Policy
PUB=Publication
RPT=Report

Executive Personnel:

ABD=Archbishop Donohue
ABG=Archbishop Gregory
BHZ=Bishop Zarama

Special Exceptions:

Put at the end of the filename in caps.

DRAFT=Draft
FINAL=Final approved version
Example "Filename2009FINAL.doc"
V=Version (including number)
Example "Filename2009V03.doc"
or "Filename2009v03.doc"
Delete all versions and drafts when FINAL.

Other:

Saint=Saint *Always spell out...do not abbreviate.*
St=Street
AOA=Archdiocese of Atlanta