



eCabinet - Cabinet naming conventions and record numbers

The purpose of this fact sheet is to outline the appropriate naming conventions for Cabinet submissions lodged through the eCabinet system and to explain the format for record numbers.

Naming conventions in eCabinet

All Cabinet documents lodged through the eCabinet system should adhere to the following naming conventions.

Please ensure all documents are uploaded as PDFs.

Document type	Naming convention
eCabinet Record	<ul style="list-style-type: none"> Title of the Minute / Briefing E.g., <i>Additional funding for Regional Areas</i> <p>*Do not include the word 'Minute' / 'Briefing' / 'Appointment' *Do not use all caps.</p>
Cabinet Minute	<ul style="list-style-type: none"> Minute – Title of the Minute E.g., <i>Minute – Additional funding for Regional Areas</i>
Cabinet Briefing	<ul style="list-style-type: none"> Briefing – Title of the Briefing E.g., <i>Briefing – Release of the Cabinet Handbook</i>
Appointment Briefing	<ul style="list-style-type: none"> Appointment – Title of the position / board E.g., <i>Appointment – Homes Tasmania Board</i> Sizing Statement: Att # - Sizing Statement – Name of Board E.g., <i>Att 1 - Sizing Statement – Homes Tasmania Board</i> Tasmanian Women's Register Certificate: Att # - Tasmanian Women's Register Certificate – Name of Board E.g., <i>Att 2 - Tasmanian Women's Register Certificate – Homes Tasmania Board</i> <p>*Do not include Names in document or record titles *Do not include the word 'proposed'</p>

Attachment	<ul style="list-style-type: none"> • Att 1 – Title of the attachment • Att 2 – Title of the attachment • Att 3 – Title of the attachment <p>E.g., <i>Att 1 – Business Case</i></p>
Cabinet Comment	<ul style="list-style-type: none"> • Comment – Department acronym – Minute number <p>E.g., <i>Comment – DSG – CABM-250100034</i></p>
Cabinet Advisory	<ul style="list-style-type: none"> • Advisory – Department acronym – Minute / Briefing number <p>E.g., <i>Advisory – DSG – CABM-250100034</i></p>

The above naming conventions will ensure that documents are named in a consistent way which means:

- Documents can easily be distinguished from one another;
- The title of the document has enough information to explain its content and purpose;
- Documents can be easily retrieved in the future using the search function in eCabinet; and
- Documents can be sorted logically, and related documents can be grouped together.

When lodging a submission, users can rename each document to be consistent with the naming conventions.

Record numbers in eCabinet

A Cabinet submission record number is populated by the eCabinet system once an approved and signed submission is lodged by the Departmental Liaison Officer in eCabinet.

This record number has a unique identifier for each type of submission, and includes the document type, year and month, and sequence number for the present month.

For example: **CABM – 240300001**

Document Type (Cabinet minute)

Year (2024)

Month (March)

Sequence number

Additional examples are included in the table below.

Document type	Record number pattern
Cabinet Minute	CABM-240300001
Legislative Minute	LEGM-240300001
Information Briefing	INFB-240300001
Appointment Briefing	APPB-240300001
Final Bill Briefing	FNBL-240300001
Submissions to Inquiries and Reviews	STIR-240300001
Cabinet Decision	CABD-240300001

Users do not need to include the record number in their naming conventions. The record number will be automatically applied to the file and Cabinet meeting Agenda.

Contact Information

Further information regarding Cabinet matters, including the Tasmanian Government Cabinet Handbook can be found at [Department of Premier and Cabinet - Cabinet Office \(dpac.tas.gov.au\)](http://dpac.tas.gov.au).

Cabinet Office can be contacted on 6185 6088 or email Cabinet.Office@dpac.as.gov.au.