# New Committee Site File Naming Rules

The following requirements for file names must be followed or you will be unable to add your document to the CMS.

## Rules

The file system is case-insensitive, meaning that filename.pdf and FILENAME.pdf are considered the same.

* **Maximum filename length** is 128 characters.
* **Characters NOT allowed:**
  + Special characters such as !@#$%^&\*(){}[]<>|~
  + Spaces
  + Periods other than the one before the file extension
* **Characters allowed:**
  + Upper or lower case letters A-Z
  + Numbers 0-9
  + Hyphens –
  + Underscores \_

## Examples

### Good Names

* Committee-Name-Agenda-11-3-2023.pdf
* 11-3-2023\_Committee-Name\_Minutes.pdf
* committee-name-charge.pdf

### Names NOT Allowed

* Committee Name Agenda 11.3.2023.pdf
* (11-3-2023) Committee #3 Minutes.pdf
* ~Committee-name-charge (1) 11.3.2023 .pdf