

APPENDIX E: TRANSCRIPT FILE/FOLDER, HEADER/FOOTER CONVENTIONS, REV 2025

ISSUE	CONVENTION	COMMENT
Font	Calibri	Convert as new documents created and existing documents utilized. Calibri is available in Word or at www.freefonts.com and other sites.
Labels on files to upload to IRSJA Transcript+ database	Date (convention), Candidate last name in sentence case, Item name in caps. No spaces. Use – instead.	If for full Training Year, use 2025-2026-Rigby,E-RC-FEEDBACK If a one-time document, use 2025.10.31-Rigby,E-QUESTION-RE-ANALYSIS - HRS
Names	Last,first initial	Use legal name. Avoid nicknames.
Dates	Full year, month, day.	Example: 2023.02.09. Utilize 0s in single digit months and days to support computerized sequential filing, so that 02 will s before 12 and 09 will file before 19.
Headers/Headings	Date, title. Optional: Draft #/Revision #.	2024.05.17 CONVENTIONS: AUTOMATED RECORDS, TRANSCRIPT, TRAINING MANUAL IRSJA. Date using date (by convention), title. If use “IRSJA”, put last in title.
Footers	Date, author or origin name, revision date, revisor name.	1985.05.08.CBates. Revised 2023.05.29.MBlake.
Individual transcript folders on Transcript Portal	Admissions Agreements Analysis Colloquia Communications Consultations(s) Diploma Exams Local Training Seminar Personal Statement /Reflection Paper Propaedeuticum Exams Review Committee Transcript Word Versions	IRSJA retains file of applicants and grads for five years as required by law. IRSJA Training Committee members delete their paper files after filing on the IRSJA Transcript + database or at least five years after graduation. Upon graduation, DoT deletes Communications file of grads.