

# At-Large Document Reference System

The fields are as follows for the At-Large Document Reference System:

- **Group:** Defined at the group behind the document. Options are as follows:
  - ALAC
    - ex: AL-ALAC-ST-0213-01-00-EN
    - ex: AL-ALAC-CO-0213-01-00-EN
    - ex: AL-ALAC-ROP-0213-01-00-EN
  - RALO: The name of the RALO will always be preceded by "RALO-"
    - ex: AL-RALO-EURALO-ST-0213-01-00-EN
    - ex: AL-RALO-EURALO-CO-0213-01-00-EN
  - Working Group: The name of the WG is to always be preceded by "ALAC-" when it is an ALAC working Group, but preceded by RALO name as above, when it is a RALO working group
    - ex: AL-ALAC-Whois-CO-0213-01-00-EN
- **Document Type:** Defined as
  - Correspondence: CO - any type of correspondence that is not a Statement
  - Statement: ST - a Statement is correspondence that has been ratified by a vote from the 15 member ALAC. It can also be correspondence ratified by At-Large Structure members of a RALO.
  - Other: We will need to indicate this document type as they come up (ex: ROP = Rules of Procedure)
- **Date:** A simple two digit month and two digit year format
- **Document Number:** Two digit number, starting back at "01" both for each month and for each type of document.
  - ex: AL-ALAC-ST-0213-01-00-EN and AL-ALAC-CO-0213-01-00-EN
- **Revision Number:** This will always start at "00" for the original document and will sequentially increase with each revision.
- **Language:** The two letter code will be the last reference. They are:
  - EN: English
  - FR: French
  - ES: Spanish
  - AR: Arabic
  - RU: Russian
  - ZH: Chinese
- **File Saving:** Going forward, all files will be saved with the document reference numbers as their titles. This will allow users to search for the specific document they are looking for.