



**4875**

**Special Release**

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### **REFERENCING**

Sequel to my speech on referencing during the meeting of Administrative Officers in the University that took place on January 08, 2025 at Trenchard Hall, members of staff are, by this, requested to note and adopt the proper referencing of all correspondence.

All documents are stored in files that are organized and arranged by index number and subject. Similarly, the contents of a particular file are numbered with red ink at the right hand top corner in the order they appear in the file.

A letter/memo is expected to bear a reference number that will reflect, first, an abbreviation of the name of the originating Office/Unit/Department/Division/Faculty, then an abbreviation of the name of the receiving office. Following that is an abbreviation of the subject (for subject file) and the file number, volume number in roman numerals (where applicable) and lastly the document number; the document is given the next number after the last document in the subject file.

All abbreviations are written in upper case and are separated by slash symbol(/).

#### **Examples:**

**REG/VC/03/VOL.II/56**

**REG/NUC/25/VOL.X/106**

**VC/APP/106/VOL.II/59**

**VC/PGC/86/VOL.IV/26**

**TECH/BUR/10/VOL.II/35**

**ARTS/BUR/10/VOL.IV/10**

**ECO/VC/9/VOL.XI/55**

Correspondence from/to staff should bear the personal file number of the staff who is the subject of a matter as well as a folio number as indicated above.

It is important to reiterate that proper referencing enables easy tracking, storage and retrieval of documents.

All Registry staff are to note the above for strict compliance and ensure that documents stored in files are folio-numbered forthwith.

Thank you.

**G.O. Saliu, *fspsp*, FCIML, MANUPA, MNIM, MAUA**  
Registrar and Secretary to Council