

# Explanation of the Australian Document ID Numbering Structure

Every page of each document should be uniquely identified by a Document ID that accords with either the three or four level document numbering format, for example:

**AAA.001.001.0001**



AAA is the “Party” code, which identifies the party that has produced the documents.



001 is a three digit sequential box number.

For hard copy documents, every box of documents held by a party will be allocated a box number.

For electronic documents, the box number is a “virtual” box number.



001 is a three digit sequential folder number.

(Optional)



0001 is a four digit sequential page number.

