

DOCUMENT CONTROL

- 1.0 **General.** Document Control is a systematic process for ensuring that correct information is available at the right time. It requires the review and validation of the information by subject matter experts. The subject matter experts are responsible for creating procedures and supporting forms that are required in the daily course of the district's business. The use of version control and removal of outdated or obsolete documents is one of the principles of document control. A primary goal of the document control program is to reduce the number of policies, procedures, forms, etc. that are in use. District staff are encouraged to use the documents located in the repository instead of creating their own.
- 2.0 **Controlled Documents.** Generally, a controlled document originates in the office where the record custodian and subject matter expert reside. One goal of the document control program is to reduce the number of documents in use by creating generic documents that can fulfill the needs of the district staff. Offices and schools are encouraged to work with the Document Control Program Administrator to develop controlled documents that comply with the procedure.
 - 2.1 **Exceptions.** Documents that originate outside of the district that are used by district employees are beyond the scope of this policy. Any external document must be accessed at its source prior to use to ensure it is the most current version.
- 3.0 **Document Control Procedure.** The Document Control Procedure provides guidelines for developing and revising controlled documents. This includes development by a subject matter expert, review by stakeholders who will use the document, and inclusion of comments that improve the document. Final authority resides in the subject matter expert and his/her manager regarding the content of the document.
- 4.0 **Document Templates.** Document templates provide a consistent format for all controlled documents. These templates were developed to help subject matter experts create documents (procedures and forms) that comply with the procedure.
- 5.0 **Classification Schema.** Controlled documents employ a six digit classification number that identifies the record owning organization based on the department's budget number and a sequential number. For example; 602-404 Record Retrieval Request form identifies the owning organization (Records Management); the first digit of the second set of numbers identifies it as a form (4) and the second and third digits are sequential numbers. Procedures are identified with a 1 as the first digit of the second set of numbers.
- 6.0 **Document Control Program Administrator.** The Document Control Program Administrator is a member of the Records Management staff and has responsibility for ensuring the most current version of a controlled document is available in the repository. The Administrator will preserve all archived or obsolete controlled documents in compliance with the records retention schedule. All controlled documents will be managed by the Document Control Program Administrator.
- 7.0 **Controlled Document Repository.** All controlled documents will be available on the Adams 12 website. This will be single resource available to all district staff with a link to documents for community users. The Document Control Program Administrator will be the administrator of this repository.
- 8.0 **Program Assessments.** An annual assessment will be performed on a rotating basis among the departments and schools to promote compliance of the Document Control Program and provide assistance where needed.

Definitions:

Controlled Document – a document (procedure, policy, process, desk procedure, form, template, etc.) that has gone through a process of review and approval prior to issuing for usage. A controlled document has a version indicator and a revision table with authorized approvers' signatures signifying it has gone through the approved process prior to issue.

Repository – a central location where all controlled documents are stored for district staff.
Subject Matter Expert – the authority on a subject or process.

Template – a guideline to develop a document.

Version – usually identified with a numbering schema, versions allow users to determine if they are using the most current information available.

CROSS REFERENCES:

602-107 District Records Retention Schedule

602-104 Document Control Procedure