



DOCUMENT CONTROL PROCEDURES Page (1 of 1)

Chairperson: _____

PURPOSE:

To provide guidance for controlling District Documents.

APPLICABLE REGULATIONS:

None known at this time.

PROCEDURE:

1. When practical all policies and procedures shall follow the template outlined in GAP-P01.
2. Policies and procedures can come from any source and be presented to the District Board at any public meeting.
3. The Board can approve, modify or reject any policy submitted.
4. Policies and procedures will be in effect when approved by the Board and signed by the Chair of the Board.
5. Electronic copies of all policies and procedures shall be maintained by the District Managing Secretary.
6. A hard copy Policy and Procedures Manual shall be maintained by the District Managing Secretary.
7. An updated index and revision history shall be maintained.
8. When a document is revised the date of revision will be updated in the header. The effective date is the date recorded in the header.
9. Earlier revisions to a document shall be maintained by the Managing Secretary in an electronic archive file and a hard copy behind the current revision in the sheet protectors of the Manual.
10. All District Policies and Procedures shall be made available for public information.