
REVISING, ADDING, OR DELETING A DOCUMENT (PMS-W001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This work instruction outlines the procedure to follow for revising, adding, or deleting a document in the process management system.

The online version of this work instruction is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Management Representative, Data Management Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative(s)

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 **Adding:** To add a new document to the process management system, the Department Manager and/or assistant, either independently or with the help of the Data Management Specialist, creates the new document in electronic form.
- 5.1.1 The Department Manager indicates on the Document Control Form that this is the addition of a new document and completes Section 2 of the form.
- 5.1.2 The Department Manager forwards the completed form, along with a hard copy and electronic copy of the new document, to the Data Management Specialist.
- 5.1.3 The Data Management Specialist assigns the document a new number.
- 5.1.4 The Data Management Specialist formalizes the document in the computer and posts the electronic copy to the PMS web site.
- 5.1.5 Once posted, the Data Management Specialist notifies the originator, who reviews the new document.
- 5.1.6 Once reviewed, the Data Management Specialist signs, dates, files the Document Control Form, and informs the Web Design/Electronic Document Control Specialist whenever a new document is posted.
- 5.1.7 Any issues concerning the new document are resolved between the department and the Data Management Specialist.
- 5.2 **Revising:** To revise a document already in the system, the Department Manager indicates on the Document Control Form that a revision is needed and completes Section 1 of the form.
- 5.2.1 The Department Manager forwards the completed form, along with a hard copy, to the Data Management Specialist.
- 5.2.2 The Data Management Specialist handles the document in the same way as described in steps 5.1.4 through 5.1.7.

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5.3 **Deleting:** To delete a document in the system, the Department Manager indicates on the Document Control Form that a deletion is needed and completes Section 3 of the form.

5.3.1 The Department Manager forwards the completed form, along with a hard copy or electronic copy of the document to be deleted, to the Data Management Specialist.

5.3.2 The Data Management Specialist reviews the document and form to ensure approval for the deletion.

5.3.3 The Data Management Specialist removes the document from the PMS web site and archive.

5.3.4 The Data Management Specialist notifies the originating department when the document has been removed.

5.3.5 The originating department reviews the PMS web site to ensure that the document has been removed.

5.3.6 Once removed, the Data Management Specialist signs, dates, and files the Document Control Form.

6.0 ASSOCIATED DOCUMENTS:

6.1 Document Control Form PMS-F001

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Document Control Form PMS-F001	Internet Support Specialist Office	Latest approval kept indefinitely	Discard old approval when replacing with new	Related procedure on PMS web site

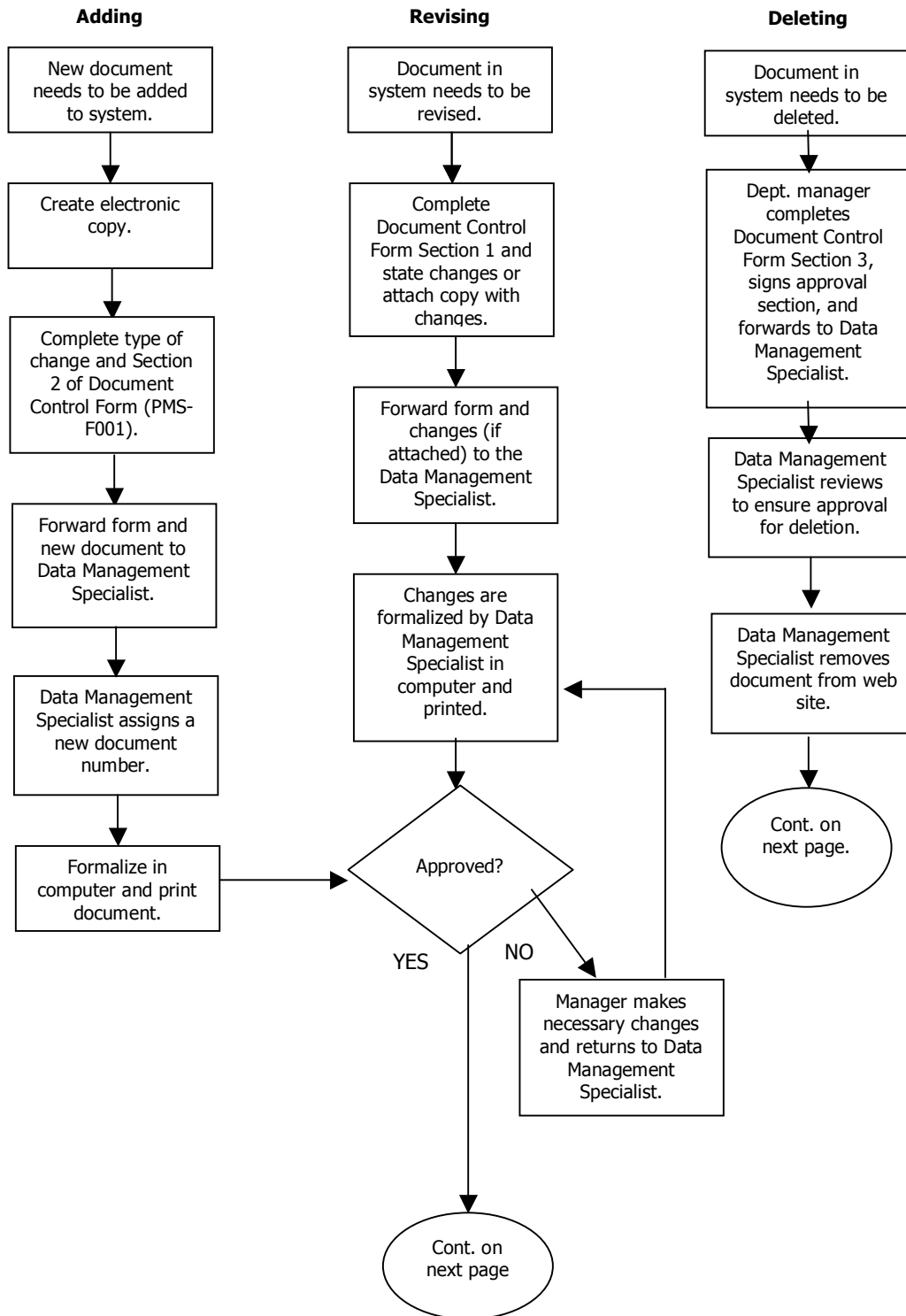
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Apr-01	A	Original Release
07-Feb-02	B	Changed approval authority from Department Managers to Management Representative in Section 3.0; Revised work instructions to accommodate changes made to the Document Control Form to streamline the process.
08-Jan-03	C	Replaced Process Design Team with Internet Support Specialist and streamlined procedure accordingly
14-Nov-03	D	Replaced Process Design Coordinator with Internet Support Specialist and streamlined flowchart
05-Nov-07	E	Replaced Internet Support Specialist with Data Management Specialist and in 5.1.6 added document link will be shared with Web Design - Electronic Document Control Specialist whenever a new document is posted.

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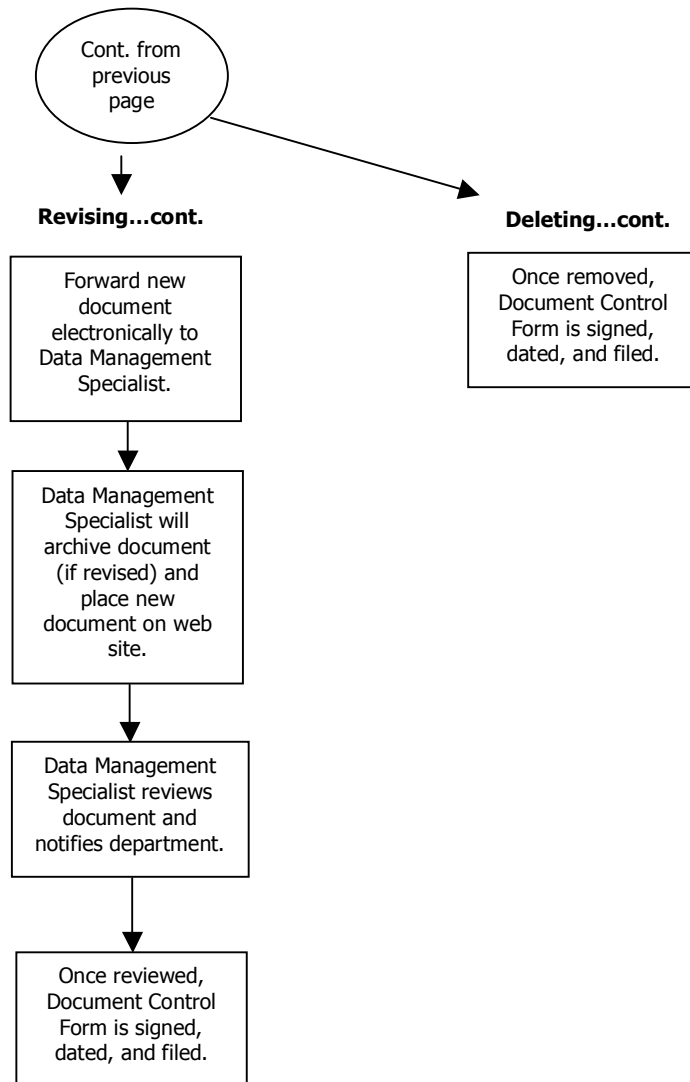
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Exhibit "A"



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**** End of procedure ****