



FROST STUDENT ASSOCIATION

Policy 15
Type: Board of Directors Policy
Name: Document Control

All Policy and Operational documents of the Frost Student Association (i.e. Constitution and By-Laws, Policies, Human Resources Policies Manual, Job Descriptions) will be controlled and managed in the following manner:

- 1) The recipients of all documents will be identified in a registry held by the Office Manager. The registry will be kept for 7 years upon release of the documents, consistent with other document retention procedures.
- 2) All documents will be named, dated, its version numbered, and the author identified
- 3) When a document is revised, the date and version number will also be updated. It will indicate the author of the revision. In addition, the registry will be updated and provided to all Directors.
- 4) All recipients will be provided with the updated document version. The former version of the document will be identified and destroyed.

The Vice-President is responsible for managing the Document Control System, although this can be delegated to the Office Manager.