

Document Control Specification

Subject: Identifier Numbering format: [type]-[status]-[document id and revision]

Purpose: This specification describes the numbering format for tracking document revisions within the ALS Living Fund.

I. Type

- A. The purpose of Type is to distinguish between the kinds of documents and enable specific or sweeping changes. This format makes tracking easier when the volume of documents gets larger. New Types may be added.
1. 100 - Managing documents. These are documents that are used by the ALSLF to manage the organization. Rules, guidelines, charts, specifications, and procedures related to the operation and organization of the ALSLF apply. Agendas and meeting minutes do not apply.
 2. 200 - Forms used by the ALSLF to collect, convey, or distribute information within or outside the ALSLF.
 3. 300 – Media documents, brochures, videos

II. Status

- A. The purpose of Status is to make obvious the condition of the document. Status changes are approved by at least two officers. Documents may change from any status to any other status as directed by the officers.
1. Final – latest, approved, archived, revision.
 2. Beta -document approved to be evaluated through use in lieu of the final document. Only very minor changes would be possible before being approved for Final release.
 3. Working - document which may undergo major changes prior to submission for approval for either Beta or Final release. The choice of Beta or Final is the choice of the officers .
 4. Obsolete – document no longer used or published

III. Document and Revision

- A. The purpose of Document and Revision is to identify the document from a list of files and to track multiple changes over time so early documents are not mistaken as the latest.
1. DDDD - a two or more letter identifier indicating the title of the document.
 2. XXX - a number between 0 and 100, describing the latest revision for reference in communications or meetings.

IV. Examples

- A. 100-Beta-OC001 : Is an organization chart that is about to be finalized after one revision.
- B. 200-Final-APP010 : Is the application form approved for publication after 10 revisions.
- C. 100-Working-DCTL000 : Is this specification under development as a first draft.

V. Location of identifier

- A. The identifier will be located in the header or footer of every page of the document.
- B. The identifier will be the name of the file.

End of file