

MIDDLE RIO GRANDE WATER ASSEMBLY

POLICIES AND PROCEDURES SYSTEM

POLICY NUMBER: EC006

TITLE: Policy for Sequential Identification of Draft Regional Water Plan Working Documents

1. **Background.** As various editions of working papers, spreadsheets, graphs, and other documents prepared by Water Assembly individuals, teams and groups are disseminated, it becomes increasingly difficult to identify the latest edition. Failure to readily identify a document may result in great confusion and significant waste of time. In order to aid identification, a system for the sequential identification of draft regional water planning working documents is essential.
2. **Discussion.** In the dissemination of water planning working documents there are normally two sets of sequences of action related to document editions, i. e.; internal and external. The system for sequential identification must clearly distinguish between the two sets of action sequences. Generally speaking, the internal action sequence occurs when documents are circulated to individuals or team members within the Water Assembly. The external action sequence occurs when documents become available for distribution or publication outside the Water Assembly.

In order to identify the various editions of documents and to distinguish between internal and external action sequences, a series of whole numbers in combination with decimals will be used. The whole number will identify the external action sequence for a document and the decimal number the internal action sequence for a document. Each action will normally be considered a subsequent edition or "draft" of a document.

Because the numbers standing alone would not always be readily identified as the sequential identification system, the number set should be preceded by the word "DRAFT" in capital letters. In addition, providing an acronym containing letters indicating the subject of the document would permit further identification of the document.

In addition to identifying the various drafts of documents, the document identification system should permit tracking of the document through the review and approval process. This can be accomplished by identifying the working teams, constituency groups or committees in sequence in the identification set with their initials in parenthesis immediately following the word "DRAFT"

The entire identification set should be in large type of not less than 20 point depending on the font style and should be placed in the lower right corner of the document.

The final edition of all documents should normally be identified as such by replacing the word "DRAFT" with the word "FINAL" unless it would be considered inappropriate on the final document. However, inasmuch as documents considered final often may subsequently require revision, a document that has

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been changed should be identified in the lower right corner with the word “REVISION” followed by the sequential number of the revision.

3. **Policy.** Effective immediately, editions, versions, or drafts of regional water planning working papers, spreadsheets, graphs, and other documents prepared by Water Assembly individuals, teams, and groups shall contain the following sequential identification system.
 - The document identification shall be placed in the lower right corner of the document in capitals in 20 point font (depending on font style) with each element separated by a hyphen.
 - The identification shall begin with a short acronym containing letters indicating the subject of the document.
 - Next will be the word “DRAFT”.
 - Next - in parenthesis – the initials of the working teams, constituency groups and/or committees who have reviewed the document shall appear in sequence.
 - Following this, a whole number will identify the external action sequence (draft) for the document and a decimal number the internal action sequence (draft) for the document.
 - The final edition of all documents should normally be identified as such by replacing the word “DRAFT” with the word “FINAL” unless it would be considered inappropriate to include such extraneous material on the final document.
 - A document that had been previously identified as FINAL but is subsequently changed should be identified in the lower right corner with the word “FINAL” followed by the word “REVISION” followed by the sequential number of the revision.
4. **Examples:**
 - A draft of this Policy/Procedure reviewed by the Administration and Finance Team reflecting the third instance of internal action (draft) but with no external action.
PP6-DRAFT-(AFT)-0.3
 - A draft of this Policy/Procedure reviewed by the Administration and Finance Team and the Executive Committee reflecting the third instance of internal action (draft) and the first instance of external action.
PP6-DRAFT-(AFT)(EC)-1.3
 - A draft of this Policy/Procedure reviewed by the Administration and Finance Team and the Executive Committee reflecting the third instance of internal

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action (draft) with the first instance of external action being considered the final action.

PP6-FINAL-(AFT)(EC)-1.3

- The first revision to the final policy.

FINAL-REVISION 1

Recognition of the importance – and compliance with – this policy should result in reduced confusion and more efficient handling of the regional water planning working documents.

This policy has been established by action of the Executive Committee on

Date

Signed _____

Secretary