See Also: LOM 7101.2
PRO-7101.2B, *Reviewing, Approving, and Posting Controlled Documents: Headquarters*
PRO-7101.2A, *Reviewing, Approving, and Posting Controlled Documents: Laboratories*

To post documents to the Document Control Center (DCC), the Office of Forensic Sciences Document Control Officer (HQDCO):

1. **Receives** approval email notification from SharePoint for document control action request.

2. **Opens** the appropriate folder in the SFDCC website and the corresponding OBSOLETE folder in the SFDCC website**.**

3. **Copies** current documents to the corresponding OBSOLETE folder.

4. **Rename** file as REDACTED adding the archival date (YYYYMMDD) to the filename.

5. **Marks** obsolete documents including the Master Lists with a watermark (MS Word and PDF), or clip art (MS Excel) that annotates the documents as "OBSOLETE YYYYMMDD".

6. **Replaces** existing documents in the appropriate folders with new documents from the laboratory-specific folder on the Headquarters share drive REDACTED*.*

   NOTE: When replacing existing documents with the new documents use the same file name that is in the folder in the SFDCC website. Copying spreadsheets may result in broken hyperlinks.

7. **Updates** the Master List annotating all changes in red text.

   a. **Strikethrough** items to be removed.
   b. **Remove** previously obsoleted items from spreadsheet.
   c. **Add** rows for new items.
   d. **Update** column information for new and revised items.
   e. **Hyperlink** documents.
   f. **Update** approved and posted dates.
   g. **Save** as Excel Workbook.
   h. **Save** as Web Page.

8. **Updates** the "Specific Page", as appropriate, annotating all changes in red text.

   a. **Open** tab.
   b. **Strikethrough** items to be removed.
   c. **Remove** previously obsoleted items from spreadsheet.
   d. **Add** rows for new items.
   e. **Hyperlink** documents.
   f. **Return** to Index tab.
   g. **Save** as Excel Workbook.
   h. **Save** as Web Page.

9. **Send** email notification of completed document control actions

   a. **From:** SFA mailbox
   b. **Subject Line:** SFLX Document Control Actions (DFN: X) YYYYMMDD, if laboratory-

specific documents or Notification of Revised Documents (DFN: X) YYYYMMDD, if SF global or SF only documents.

c. **To:** LD, if laboratory-specific documents; All laboratory mailboxes and SF mailboxes, if SF global documents; SF mailboxes, if SF documents only.
d. **CC:** Forensic Sciences mailbox, ALD, and laboratory's DCO, if laboratory-specific documents.
e. **CC:** DAA, ADAAs, Section Chiefs, if SF global or SF only documents.

10. **Completes** information in the Document Control Database.

    a. **Open** Access database REDACTED.
    b. **Complete** final fields in the *Document Control Working Database* for the corresponding Posting ID Number.
    c. **Optional**-Save PDF of final notification email in Attachments field.

11. **Deletes** any previous obsolete documents in the laboratory-specific folder on the Headquarters share drive REDACTED.

End of Document

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