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

ACTION BY:	***ACTION:***
Office of Forensic Sciences Document Control Officer (HQDCO)	1. **Receives** a document control request.
	2. **Enters** information from the notification email into the Document Control Working Database. 2a. **Opens** Access database REDACTED 2b. **Completes** initial fields in the *Document Posting Database*.
	3. **Verifies** new documents are present the SF specific folder on the Headquarters share drive REDACTED.
	4. **Ensures** each document has the following: • Title • Effective Date • Issue Date (date the office head approves the document) • Page numbering (e.g. 1 of 5, 2 of 5, etc.) including the total numbers of pages or designate the end of document • Approving authority(ies) • Unique alpha-numeric designators Example: Standard Operating Procedures: SOP-SF-YY-01 • Document version Examples: Version 1.0 (first version) Version 1.1 (non-substantive edits) Version 2.0 (significant revision) • Document history
	5. **Creates** a new review folder in SharePoint as “SFX Document Control Action YYYYMMDD”.
	6. **Copies** the document control request to SharePoint.
	7. **Routes** the request to the appropriate SF section via workflow in SharePoint.
Workflow Personnel	8. **Reviews** proposed documents for administrative/technical accuracy

and for compliance with policy.

9. **Proposes** revisions, if necessary.

10. **Creates** draft outgoing email with summary of document control action, if revisions are necessary.

11. **Approves** documents via SharePoint task.

Approving Authority (AA) in Workflow

12. **Reviews** proposed documents**.**

13. **Approves** documents and draft outgoing email via SharePoint task or returns to step #7.

    NOTE: New SF approved documents must be approved by the Compliance Division Policy Review Unit. If applicable, **sends** documents to REDACTED for approval.

HQDCO

14. **Receives** email notification from SharePoint.

15. **Follows** TSK-7101.2C, Posting Controlled Documents – HQDCO, if approved.

End of Document