

BGSU Firelands		
Governance Document Instruction	Documents	Distribution
Approved by:	Date Revised 2-20-07	FC 9131

PURPOSE

Identifies responsibilities for maintaining and issuing current copies of the documents in the system.

All users are to verify the document is the latest version by comparison to the Document Index, FC 9211.

INSTRUCTION

Dean's Office

Files signed original document. Previous document, if any, is marked obsolete and dated. The obsolete document is retained for five years.

sends electronic version of the document to individuals maintaining the web site.

distributes paper copies to:

BGSU FIRELANDS

- Dean
- Associate Deans
- Department Chairs
- Chairs of Academic and Administrative Committees
- Administrative Directors
- College Council

BGSU

- Provost Office (Policy level documents only and the document index only when changes are made to other policy level documents)

Recipients

place most current document in the binder. Dispose of previous version or mark it obsolete.

Web Master

posts new documents to the BGSU Firelands web site within 10 days.