

Document History and Version Control Guidelines

Introduction

This document describes how document history and version control are used to record details of major and minor reviews of compliance documents in the UC Policy Library (UCPL).

Definitions

Major review – revision of a compliance document which substantially alters the substance and/or intent of the document.

Minor review – revision of a compliance document which does not majorly impact the substance or intent of the document.

Guidelines

Information and Records Management and Application to the UCPL

The iterations of compliance documents created in development and review processes for the documents of

Example:

Official Information Policy v 1.00

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