


BGSU Firelands Governance Document Instruction	Documents	Distribution
Approved by: 	Date Revised May 17, 2019	FC 9131

PURPOSE

Provides instructions for distributing new or revised 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 5 years.

emails electronic version of the document and updated Document Index (FC 9211) to:

BGSU FIRELANDS

- Dean
- Associate and Assistant Deans
- Department Chairs
- Chairs of Academic and Administrative Committees, as appropriate
- Administrative Directors, as appropriate
- Faculty Chair
- Instructional Services
- Library
- Web Master
- Director of Public Relations and Business Engagement

distributes paper copy to:

BGSU

- Provost Office
 - once or twice a year (depending on level of activity)
 - with a cover memo listing the added or changed documents showing the title, revision date, original date, and FC number
 - include updated index document (FC 9211)

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.