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Document Title: **Document and Data Control**

Approval Authority: **Bureau Chief**

A. PURPOSE AND SCOPE

This Bureau Operating Procedure (BOP) establishes a procedure for the control of documents comprising the Bureau Operating Procedures.

B. ACTION STEPS

1. The management representative completes the following activities:
 - a. Develops the document control system for document access and retrieval.
 - b. Ensures that only current and authorized instructional documents are available where the lack thereof could adversely affect the quality of service provided.
 - c. Ensures that changes from prior documents are outlined under the revisions section of the operating procedure.
2. The bureau chief completes the following activities:
 - a. Authorizes and approves official quality documents, revisions or changes.
 - b. Assesses the adequacy of documents for inclusion in the system.
 - c. Assesses notification and/or training requirements and executes as appropriate.
 - d. Verifies all bureau policies and procedures are reviewed and updated at least every two years to ensure accuracy in procedures.

C. REFERENCES

Records Retention Schedule

G. ATTACHMENTS

None

H. REVISIONS

Reviewed 01/2010 – No Changes

Reviewed 03/2011 – No Changes

Reviewed 08/2016 – No Changes

Reviewed 09/2019 – No Changes

Reviewed 06/2022 – Added 2. d. In Section B.