

STARR KING UNITARIAN UNIVERSALIST CHURCH (SKUUC)

DOCUMENT MANAGEMENT POLICY

Approved by Board of Trustees, June 2, 2011/Revised January 7, 2016

The Issue: How to store original documents safely, make them editable by the authorized few and readable by all.

1. The master copy of the church Bylaws, all church policy documents, and minutes of meetings of the Board of Trustees are on Google Drive in an account owned by skuucsecretary@gmail.com. Only the Documentarian, the Webmaster, and the Chair of the Communications Committee have the login information. When any of these positions change, the Documentarian changes the password on the account.
2. The Documentarian, Webmaster, and Chair of the Communications Committee are appointed by the Board of Trustees for an indefinite term.
3. Approved policy documents are world readable, but normally only the Documentarian edits them.
4. If a policy document is being revised, the Documentarian shares temporary edit access for that one document to the person or team that is revising it. Note that access is never granted by sharing the skuucsecretary account password, but by granting access to individuals who then use their own logins. When the document is approved, the Documentarian revokes edit access from anyone else who had it.
5. Every approved policy document will also be available from the starrking.org website.
6. Note that each document in Google Drive has a Revision History page showing all the revisions, so we have a record of who did what when, if we need it.
7. Policy documents will use a simple standard format.