PORTICO

Portico Documentation and Policy Review Cycle

1. **Policy Statement**

   1.1. Portico will review and update its documentation and policies on a regular basis.

2. **Implementation Examples**

   2.1. Training materials are updated in advance of scheduled training sessions.

   2.2. Operational documentation is updated on an as needed basis.

   2.3. Systems documentation is updated as a part of every significant systems modification.

   2.4. Format documentation, such as format action plans and turn over documents, will be updated through the normal course of operations as situations and needs are discussed and resolved.

   2.5. Policies will be reviewed regularly and updated as needed in between official review periods. They are reviewed by the archive service product manager and others.

3. **Document History**

   3.1. Approved by: Amy Kirchhoff

   3.2. Last Review Date: 3/27/2016

   3.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Kate Wittenberg

   3.4. Change history:

Version	Date	Change	Author
0.1	7/23/2009	Drafted.	Amy Kirchhoff
1.0*	7/28/2009	Updated with Stephanie's modifications.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1.1.1	4/4/2011	Updated the logo	Amy Kirchhoff
1.2*	3/27/2016	Slight changes	Amy Kirchhoff

   * An approved version of this document.