

## **Documents Website Protocol**

Imagine!'s general practice is that all documents used by Imagine! employees will be located in the Documents Website. A copyright notice will be attached to the website by the PR Office.

Each department or office is responsible for submitting all standard documents to the Documents Website, updating posted documents, and requesting replacement or removal of obsolete documents.

Requests to add/update documents are done on the documents website. Updates will be submitted in the form of new documents.

Requests for renaming, removing, remapping will be routed to the Webmaster.

The Webmaster will review requests and confirm title, description, keyword and mapping for each document.

The Webmaster will convert documents to pdf (unless otherwise requested), establish in appropriate software, and upload to the website.

Standard time to add or change documents will be 1 month. The Webmaster will notify document owners of any delays.

In order to limit the number of document owners responsible for updates and reviews document owners will typically be department managers or directors.

Confidential documents (cell phone number lists, housing addresses) or those that are intended for defined small groups of employees may be stored in Outlook Public Folders instead of the Documents Website

The Editorial Board will review any questionable documents or exceptions to posting documents on the Documents Website. (Finance Director, Integrity Director, PR Director, Executive Assistant, IT Director)