DOCUMENT IDENTIFICATION AND REVIEW POLICY

PURPOSE:

A process in which to review documents comprising the TMS Administrative and Policy Manual, and any other documents deemed important, and provide periodic opportunities to amend or revise those documents, as necessary, and for historical purposes; To establish a means in which to track amendments and/or revisions of TMS policies and procedures.

PROCEDURE:

1. Each document comprising the TMS Administrative and Policy Manual, or any other document deemed important, must be identified in the following manner by a member of the Executive Office, primarily by the Executive and Board Administrator or person holding a similar position:

   In the bottom left-hand corner of each document, a “history” of the document will be kept by identifying the most recent date of approval by the Board of Directors or other governing body. If the document was reviewed and no revisions or amendments were made, the document history should be identified by the most recent date of review.

   In the bottom left-hand corner of each document, an “address” of the document will be kept by identifying the electronic location of the document, i.e., T:ExecutiveOffice/Executive/Governance/Document Name.

2. An Annual review of documents comprising the TMS Administrative and Policy Manual will be conducted by the relevant Committee Chair and Staff Liaison, to determine if they are current, applicable and appropriate. If revisions are deemed necessary, documents will be submitted for approval as follows:

   i. Revisions to documents relating to Board-of Directors-Appointed/standing committees or Division Councils will be submitted for approval to the Board of Directors.

   ii. Revisions to documents relating to technical committees/all Other Committees will be submitted for approval to their respective governing Committee or Division Council. Board approval is not required.

3. The most current TMS Administrative and Policy Manual will be maintained electronically within the TMS Exchange folder at T: Executive Office/Executive/Governance and made available on the TMS website. For reference, out-dated policies shall be permanently maintained, in an organized manner, within the same TMS Executive Office folder as mentioned above.