



DOCUMENT IDENTIFICATION AND REVIEW POLICY

PURPOSE:

To articulate the review process for the collection of documents that comprise the TMS Administrative and Policy Manual and other documents important to society governance, and the mechanism to track amendments and/or revisions to these documents for historical purposes.

PROCEDURE:

1. An annual review of documents will be conducted by the relevant committee chair and staff liaison for currency. Review of non-committee related documents (e.g., Record Retention and Destruction Policy, Anti-harassment Policy, etc.) will be conducted by the Executive Director or his/her designee. If revisions are deemed necessary, documents will be submitted for approval as follows:
 - a. Revisions to documents relating to Board appointed committees or division councils will be submitted to the governing committee/division council, and Executive Committee, prior to submittal to the Board of Directors for approval.
 - b. Revisions to documents relating to technical and other committees will be submitted for approval to their respective governing committee or division council. Board approval is not required.
2. The most current TMS Administrative and Policy Manual documents will be maintained within the TMS electronic filing system and available on the TMS website. The date of the latest revision will be included in the document footer.
3. For historical purposes, prior versions of policies will be permanently maintained, organized by year, within the TMS electronic filing system.