Purpose:

- This document defines the responsibilities and methods for preparation, revision, control and release of all documents produced by OLLI at UNLV

Definitions and Abbreviations:

- OLLI: Osher Life Long Learning at The University of Nevada Las Vegas
- The nature of this document will establish abbreviations in the body text.
- Interested committee members: Those who are actively involved with the processes being defined

1. Types of documents
   1.1. All documents will employ a tiered hierarchy as defined in the OLLI Operating Manual. General internal documents will be generated as ;
   1.2. Tier 1 documents will include OLLI By-Laws and certain pertinent external documents
   1.3. Tier 2, OLLI Policy, Committee Procedures
   1.4. Tier 3 Work Instructions
   1.5. Tier 4 Forms and Records

2. Document Naming and Numbering
   2.1. All documents will be sequentially numbered preceded by the first 3 letters of the generating authority name, the type of document (P, W, F), and the sequential number.
   2.2. i.e. The Elections committee procedure = ELEP1
   2.3. Work instruction for the Historical Archives Committee = HISWx (x representing a sequential number)
   2.4. Documents issued by The OLLI Board of Directors as OLLI at UNLV Policy OLLPOx,

3. Document generation, review, revision, and approval
   3.1. Documents will be generated by each responsible committee or authority using the current approved template

Not controlled on paper
3.2. Approval/review of documents is to be noted in the committees/boards minutes

4. **Tier 1 documents**
   4.1. OLLI By-laws are generated by the By-Laws committee process and finally approved by the process defined in article 4.3 of the OLLI By-Laws
   4.1.1. The Olli By-Laws shall be reviewed annually to assure that the most current version is available to the membership
   4.2. External documents are generated by the external authority
   4.2.1. External documents shall be reviewed annually to assure that the most current version is available to the membership.

5. **Tier 2 Documents, Procedures**
   5.1. Procedures will be generated by the committee or authority responsible; all committees must have written procedures to assure consistency in the committee operations.
   5.2. All Tier 2 documents must be approved by a simple majority of the OLLI Board of Directors
   5.2.1. Revisions to Tier 2 Documents must be approved by a simple majority of the Board of Directors.
   5.3. All procedures must be reviewed annually in January of each year to assure that the procedure reflects current practice.

6. **Tier 3 Documents, Work Instructions**
   6.1. Work instructions may be generated by any active committee member who has an interest in that area.
   6.2. Work instructions must be approved by the committee chair and co-chair as applicable and a simple majority of the interested committee members
   6.3. Work instructions must be reviewed annually to assure that the document reflects current practice.
   6.4. Revisions to tier 3 documents require approval by the committee as stated in 3.4.2 of this document.

7. **Tier 4 Documents, Forms and Records**
   7.1. Forms are to be generated as needed by the committee or generating authority.
7.1.1. Forms may be generated by any interested committee member, but must be approved by the committee chair and co-chair and a simple majority of the committee.
7.1.2. Forms must be reviewed in January of each year to assure they reflect current practice.
7.2. Completed forms are considered to be records and must be archived for 3 years to assure that accurate records are kept.
7.3. Meeting Minutes are primarily a record of actions taken by the body recording them.
7.3.1. Under the topic concerned motions must be clearly stated, seconded by whom and the outcome of the vote.
    7.3.1.1. If a count was taken the number of Yeas and nays and abstentions should be noted.

8. Document control
8.1. Documents are considered to be controlled only when in its electronic state in the system.
8.2. Printed documents are not considered current documents and therefore are not controlled.
8.3. Printed document will display the words “Not Controlled on Paper” in the footer.

9. Archive of documents
9.1. As documents are released the current revision is to be archived for a period of 3 years from the date of release of the current document.