



Conference for Food Protection

Archiving of CFP Documents

PURPOSE

This policy has been developed by the Executive Board to establish guidelines for the archiving of Conference developed documents.

POLICY

***History:** The current method utilized for distributing documents and attachments to members of the Conference for deliberation at the Biennial Meeting is through the Executive Director at least forty (40) days preceding each Biennial Meeting. Members have access to electronic copies of Issues and attachments (including committee reports, content attachments, and working documents pending approval) in the form of an Issues Packet. Prior to final approval by councils and the Assembly of Delegates, changes may occur to content attachments that are **not** captured in the original Issues Packet.*

PROCEDURE: Archiving of CFP Documents

1. When changes occur during council deliberations to Issue content document attachments, changes shall be captured as part of the “recommended solution” portion of the final Issue.

NOTE: A “content document” represents a body of work, generally created by a CFP committee, which must be reviewed and approved via the council deliberation process for the purpose of providing guidance, clarification of pertinent food safety concerns, or providing training materials for use by interested parties (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes).

- a. At the conclusion of council deliberations, the council scribe shall ensure that the most recent version of each Issue content document is saved in an editable electronic format and provided to the respective Council Chair; the Council Chair shall provide the electronic documents to the Scribe Supervisor.
 - b. The Issue submitter is responsible for providing a corrected/revised version of the document within 30 days after the Biennial Meeting to the Conference through the Council Chair in both PDF and in editable format (e.g., Microsoft Word, Excel, or PowerPoint); and the document shall indicate a corrected final revision date.
2. At the conclusion of the Assembly of Delegates meeting, the Council Chair will:
 - a. Provide the Executive Director with:
 - i. a list of ALL Issues (including Issue title, Issue number, and name of attachment) where edits were made to a content document during council

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- deliberation.
- ii. the final electronic version of ALL content documents for Issues whose recommendations were **approved** by the Assembly of Delegates.
 - iii. the final electronic version of ALL content documents for Issues whose recommendations were **NOT approved** by the Assembly of Delegates.
- b. Provide the incoming Council Chair with the most recent electronic version of ANY document **referred back to committee**; the incoming Council Chair will ensure that the incoming Committee Chair receives an electronic copy of all documents relevant to the committee's charges.
3. Immediately following each Biennial Meeting, a single page document shall be made available by the Conference identifying Issues accepted with modified content document attachments.
- a. This document shall include the following information:
 - i. Issue number and title;
 - ii. name of original content document / attachment;
 - iii. revision date; and
 - iv. brief description of additions, changes or deletions to the referenced material.
 - b. This document shall be prominently posted on the CFP website in two locations:
 - i. along with original Issues "as submitted," and
 - ii. along with the final Issues and council recommendations.
4. The Executive Director shall ensure that the final version of ALL Issue content documents are posted within 45 days of the Biennial Meeting in an appropriate format and in an appropriate location on the Conference web site.
- a. All Conference published documents will be in a format acceptable to the Executive Board and will include the following:
 - i. Acknowledgement that the document is a product of the Conference for Food Protection;
 - ii. The CFP logo;
 - iii. Name of CFP committee and list of committee members participating in the document development (including appropriate acknowledgement of participation in any revisions thereafter);
 - iv. Date of approval and Issue number (including date and Issue number of any revisions thereafter);
 - v. Date of publication (including date of any publication revisions thereafter); and
 - vi. Page numbers and other consistent formatting.
 - b. Electronic posting:
 - i. Conference governing documents are to be posted in portable document format (PDF); however, editable versions are to be available for use by Committee Chairs and committee members for future language improvements.

- ii. Instructional documents and educational presentations are to be posted in both PDF and an editable format to provide interested parties with the ability to effectively use and adapt these materials.