



Rosaleen Hubbard
Utility-Side
Secretariat
NJUG
59-60 Russell
Square
London, WC1B 4HP
Tel: 0870 801 8007
info@njug.co.uk

Graham Eaton
Local Authority-Side Secretariat
C/o Derbyshire County Council
Environmental Services Dept.
County Hall, Matlock
Derbyshire DE4 3AG
Tel: 01629 760062
graham.eaton
@derbyshire.gov.uk

HAUC(UK) Proposed Document Control Process.

Introduction:

1. The need for a document control process was recently highlighted by the use of a document that purported to be an official HAUC(UK) document.
2. The document appeared to be an amalgam of a draft set of notes produced for a meeting in 2004 and the current HAUC(UK) letterhead.
3. This document was discussed at the HAUC(UK) April 2006 meeting and the Secretariat was charged with drawing up for approval by HAUC(UK) a document control process to facilitate validation of documents and to discourage a repeat of this incident.

Basic Requirements:

1. Simple and easily managed by the HAUC(UK) Secretariat.
2. Any documents drawn up under HAUC(UK) letterhead to be placed on the HAUC(UK) website by the Secretariat so that members can readily check that it is bona fide. (Documents to include minutes and papers but not necessarily all letters, etc.)

Draft Procedure:

1. HAUC(UK) Secretariat produces a document under the HAUC(UK) letterhead under the instructions of HAUC(UK).
2. The document is given a reference number consisting of a simple sequential number and the date of the HAUC(UK) meeting that sanctioned the document e.g. sequential number + date of meeting: 01-20060705.
3. If the source document comes from a source other than HAUC(UK) e.g. a HAUC(UK) working group then there could be a standard agenda item for HAUC(UK) to agree to its publication.
4. The reference number is added to the document as a footer.
5. A rolling log of reference numbers is kept by the Secretariat and added to the HAUC(UK) website together with a hyper link to the document e.g.

01-20060125	<i>Document 1.</i>
02-20060125	<i>Document 2.</i>
03-20060426	<i>Document 3.</i>
04-20060705	<i>Document 4.</i>
05-20060705	<i>Document 5.</i>
etc.	