Reference Number: ORG.1611.PR.007 Issuing Authority/Source: Information Technology	Program Area: Information Technology Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014 Review Date: Revision Date:	Subject: Archive Current Published Master Policy

SUBJECT:
Archive Current Published Master Policy

PURPOSE:
Procedure to Archive current Published Master Policy

PROCEDURE:

When revising an existing policy item, the current published document must archived because the system will only allow you to have one master file for each policy item bearing the unique name and numerical identifier.

Before you can upload a revised policy, you must send the current master to the archive. This includes Former RHA Central and Former South Eastman Policies.

1. From the Navigation Row, select the appropriate manual. From the Table of Contents, select the appropriate Section Index. It will open in a new window.	

2. Select the document to be archived. 3. Click the dropdown box for a selection of options to appear. 4. Click **Edit Properties.** 5. A properties box will appear containing information about the current file.	
6. In the Name field, **revise the file name by adding either the Issue Date or Revision Date following the file name**. Use the most current date to display as "Nov26-2002". 7. Scroll down to the last field on the properties screen to Archive, click the **Checkbox**. 8. At the bottom or top of the page, click **OK.**	
9. The Index screen will re-appear. Verify you are no longer able to view that file. 10. Select **Policy Resources** from the Quick Launch. You will be taken to a new screen. 11. Select the appropriate manual **Policy Archive.**	
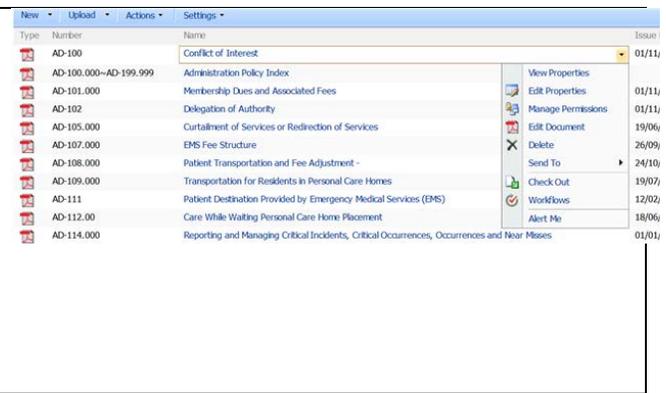
12. You will be taken to the archive master index for the manual containing all section files previously archived. 13. Verify that the file has been moved to the Archive. Repeat steps 1 thru 12 for all polices that are being replaced in both Former Central and Former South Eastman Policy Libraries. You are now able to upload the new policy document that has been revised. 14. To back out of the archive master index view, select the appropriate manual from the Quick Launch.	