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Document Repository	**ACA Standards: None**		
Scott Crow, Director **Oklahoma Department of Corrections**		**Signature on File**	

Document Repository

The Oklahoma Department of Corrections (ODOC) has established procedures to ensure the agency's office document repository content is current, accurate, and consistent.

I. Official Document

A. Official documents will be stored in the document repository to be utilized by executive staff members and when referenced by staff when interacting with other agency units, other agencies, the governor, the governor's cabinet, or the legislature. Examples include:

1. Agency audits;

2. Approved exceptions to agency policy;

3. Vendor contracts ($1,000,000 and above) including cable television contracts/agreements, food service, halfway house contracts, inmate service provider contracts, offender management system, and private prison contracts;

4. Agency budget request;

5. Agency final budget;

6. State budget spreadsheet;

7. Capital Outlay Request;

8. Appropriation request;

9. Operating Budget Comparison Summary;

10. Budget Work Program;

11. Annual Contraband Report;

12. Count sheet;

    a. The count sheet will be submitted twice a year (i.e., first and last working day of year).

13. Pandemic plans;

14. Opening/closures of facilities;

15. Approved High Level Plans;

16. Press releases, media advisory for executions, etc.; and

17. Any document deemed appropriate for document retention.

II. Document Naming Process

All documents will be uniformly named for easy, logical and immediate retrieval. Documents will be named as YYYY-MM-DD (year-month-day document was created) Division – Unit – Document Name. Examples include:

A. 2020-04-24 Offender Services – Medical – Pandemic Plan for JHCC;

B. 2018-10-01 CFO – OMES Submission of Budget Work Program for FY20;

C. 2019-12-31 Offender Services – ClassPop – Daily Inmate Count Sheet; or

D. 2020-06-01 CFO – Davis Correctional Facility Annual Contract for 2021.

III. Document Submission

A. Authorized users will submit documents to the repository utilizing Smartsheet.

B. Submissions must contain, at minimum:

    1. The submitted document;

    2. The division and unit submitting the document;

    3. The name of the document;

    4. The refresh period for the document (weekly, monthly, etc.); and

    5. A proposed staff member to be responsible for refreshing the document as needed.

IV. Document Update

The chief of Staff or designee will appoint a staff member to maintain appropriate updates of each document within the repository.

A. All live documents must be updated, at minimum, annually.

B. All documents will be screened by the chief of Staff or designee to ensure consistent formatting and appropriate presentation.

V. Repository Maintenance

The chief of Staff or designee will appoint staff to maintain the repository.

A. Staff will ensure that all outdated documents are appropriately identified.

B. Staff will ensure that documents retrieved have a reference date of submission/accuracy.

VI. Document Retrieval

A. The chief of Staff or designee will authorize employees' access to the repository.

B. Only those authorized employees will access the repository and retrieve documents.

C. Only employees assigned to a specific document's maintenance will be permitted to edit the affected document.

VII. Action

The Communications unit will be responsible for compliance with this procedure.

The chief of Staff will be responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

Replaced: None. This is a new procedure.

Distribution: Policy and Operations Manual
Agency Website