

Sharing of Documents

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Sharing of Documents

Documents will clearly indicate the permitted distribution.

Procedure

1. Documents must be clearly marked with one of the following:

Class A: Internal document - COPR Directors and Alternates only

Example: Documents in draft

Class B: Internal document - COPR Directors and Alternates, and Constituent Members
(Jurisdictional Decision Makers) only

Example: Internal reports such as Treasurer Report to Council

Class C: External document - Public distribution

Example: Annual Report on National Exam

2. The distribution Class is to be placed on the bottom left of each page in the document. An exception can be made when posting a Class C document to COPR's website.