

SVdP Council of the Archdiocese of St Louis
Master Policy Document Control Policy

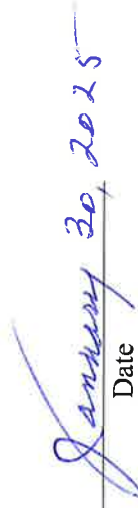
SVdP Council of the Archdiocese of St Louis Master Policy Document List				
Item	Doc ID	Title	Approved Date	Renew Date
1	TBD	SVdP Council of the Archdiocese of St Louis Bylaws		
2	TBD	SVdP Council of the Archdiocese of St Louis Board Manual		
3	TBD	SVdP Council of the Archdiocese of St Louis Ends Policy		
4	20241211DC	SVdP Council of the Archdiocese of St Louis Document Control Policy		

1. All policy documents of the St Louis Council must contain the date approved by the Board of Directors, the Renew Date, the date approved by National (if required) at the end of the document. Documents must contain the Board approval date and the page number out of the total pages of the document on each page.
2. The Renew Date is the date by which the policy must be renewed, amended, or dissolved. Renewal is subject to the defined approval criteria for the document. At that time, the approval date shall be changed to the new date. Document requiring National approval do not need to be resubmitted if renewed.
3. An accumulated description of changes from the previous document shall be maintained in a separate document for each document. In the case of a renewal, a notation that the document was renewed with no changes is sufficient. Since the change history document is not a policy itself, it is not a controlled document, but will still be published on the Board Documents site.
4. All policy documents shall be included in the Master Document List included in this policy.
5. Board Resolutions are exempt from inclusion in this list, but must contain an approval and renewal or expiration date where appropriate. Renewal may be handled in the consent agenda in Board meetings. The renewal period shall be the same as the original renewal period unless otherwise changed. Any Resolutions not renewed will lapse. The Council staff will keep track of status.
6. All policy documents, including Board Resolutions, shall be maintained in a way that they are easily accessible to all Board members. The Board Documents section of the SVdP website has been set up for this purpose.

Date of Board Approval: January 30, 2025

Doc ID 20240525DC


 Board Secretary


 Date