

## Administrative and R&D Documents File Plan

**Organization:** AES **Date:** 10/23/13  
**Group:** ADM **Written by:** Linda DeVito  
**Approved by:** William Ruzicka  
(approval in ICMS)

	Document Type	Repository	Author	Approval Control	Revision Control	Periodic Review	Access to Current, Approved Revision	Additional Document Controls*
1.	Confidential documents, letters, memos	Paper: Ruzicka's office Electronic: DeVito's computer	William Ruzicka		Record, no revision	Record, no periodic review	Paper: Ruzicka's office Electronic: DeVito's computer	
2.	Memorandums of Understanding (MOUs)	ICMS	Varies	ICMS workflow	ICMS, secured to AESAdmin		Persistent URL in ICMS	
3.	Presentations	Paper: Ruzicka's office Electronic: DeVito's computer	William Ruzicka	n/a	Record, no revision	Record, no periodic review	Paper: Ruzicka's office Electronic: DeVito's computer	
4.	Safety Memos	ICMS	William Ruzicka	ICMS workflow	ICMS, secured to AES/Admin	Record, no periodic review	Persistent URL in ICMS	

\*Document Controls Requirements may include:

- Indexing scheme
- Format
- Access to current version
- Change control process
- Retention requirements
- Metadata requirements