



Network Technology Development

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1. Purpose of this Document

This document provides detailed procedures to Network Technology Development (NTD) Librarians for fulfilling their responsibilities in the area of document control and in management of the NTD entries on the Master List Data Base (MLDB). These procedures comply with all AT&T and NTD requirements, as stated in the following documents, each followed by its Master List ID Number (MLID#):

- *AT&T Documentation and Data Management Policy & Procedure* (MLID# 1711)
- *NTD Document and Data Control and Quality Record Procedure Description* (MLID# 492)

The NTD Document Control Quality Improvement Team (QIT) manages this procedure. The responsibilities of the QIT are stated in the following documents:

- *NTD Quality System Description* (MLID# 491)
- *NTD Process Monitoring and Improvement Corrective and Preventive Action Procedure Description* (MLID# 5279)

The QIT monitors the implementation of the procedure and reviews the results with the NTD Quality Council (QC). Issues that cannot be resolved at the QIT level are escalated as described in the *AT&T Corrective and Preventive Action Policy and Procedure* (MLID# 1667).

Responsibilities as co-lead Document Control Coordinators (DCCs) for NTD are shared by the NTD Document Control QIT Leader and the SIP Document Control Element Owner.

NOTE: All internal NTD controlled documents must be controlled electronically.

- **This applies to non-restricted documents that are initially issued or reissued starting 1/1/1997 for SIP and 4/15/1998 for NTD Classic. It applies to restricted documents initially issued or reissued starting 11/13/2000 for both SIP and NTD Classic.**
- **Any request to control such a document on paper must be submitted as an exception and approved by the applicable Lead DCC, and evidence of the exception approval must be stored with the other Quality Records (QRs) for the document.**

In general, procedures in this document cover the handling of internal non-restricted electronic documents.

- **Special handling for restricted documents, external documents and templates are covered in Sections 20, 21 and 22, respectively.**
- **For other electronic documents that have multiple segments organized via a document home page, follow the procedures outlined in the *NTD Job Aid for Multiple-Segment Documents* (MLID# 10653).**

NOTE: There are some parts of this procedure that are different for Solution Integration Process (SIP) Librarians than for other NTD Librarians; those cases are appropriately identified in this document (prefaced by “**SIP NOTE**”).

1.1. Table of Contents

1. Purpose of this Document.....	1
2. Definitions and Acronyms.....	3
3. Functional Roles and Responsibilities.....	4
4. Inputs and Outputs.....	5
5. Maintaining the Library.....	7
6. On-line Information for Librarians.....	8
7. Reserving MLID#s for New Documents.....	9
8. Procedures for Draft Documents.....	10
9. Procedures for Accepting Documents into the Library.....	11
10. Rendering Electronic Documents to PDF.....	12
11. Moving Electronic Documents to the ODMS Server.....	12
12. Procedures for Updating the MLDB.....	12
13. Procedures for Follow-Up Activities.....	14
14. Procedures for Management Approval of Requirements Documents.....	15
15. Procedures for Reissuing Documents.....	15
16. Procedures for Changing Electronic Location.....	16
17. Procedures for Discontinuing Documents.....	17
18. Handling Documentation for Withdrawn Features.....	17
19. Providing Paper/Email Copies of Documents on Request.....	18
20. Procedures for Controlling Restricted Documents.....	18
21. Procedures for Controlling External Documents.....	18
22. Procedures for Controlling Stand-Alone Templates.....	20
23. Procedures for Change of Ownership of Controlled Documents.....	20
24. Procedures for Transferring Documents to Another Library.....	20
25. Procedures for Librarian Transition.....	20
26. Procedures for Deleting an Entry from the MLDB.....	20
27. Procedures for Mass Change of MLDB Keywords/Attributes.....	20
28. Acknowledgments.....	20
29. References.....	20
30. Change History.....	20
31. Log of Changes.....	20

2. Definitions and Acronyms

This section provides definitions for any special terms that are used in the document. Within this document, each acronym is spelled out at its first occurrence, with the acronym in parenthesis. A complete glossary can be found in *NTD Acronyms and Definitions* (MLID# 10762).

Term	Definition
Controlled	Refers to the status that a document has on the MLDB when it has been reviewed/approved and has reached its effective date.
Controlled Document	A document used, issued or modified by AT&T process associates that affects the quality of network products and services; the controlled document must meet certain criteria as described in the <i>AT&T Documentation and Data Management Policy & Procedure</i> (MLID# 1711) and it must be placed under control on the Online Documentation Management System (ODMS) MLDB.
Controlled Data	Data whose modification would have a direct impact on the quality of AT&T products and services.
Current version of a controlled document	The most recent issue with "controlled" status on the MLDB.
Discontinued Document	An obsolete document that has been removed from control and will no longer be reissued or used to do work.
Document Contact	An individual or a group who can provide additional information about the content of a document; this is someone different from the document owner (e.g., co-author, support manager or previous owner).
Document Control Coordinator (DCC)	For the purposes of the procedures in this document, a DCC is considered equivalent to a Librarian.
Document Owner	The individual or group responsible for keeping a controlled document current. The document owner is the author unless otherwise specified by the MLDB. In cases where a document has multiple authors or the owner is someone other than an author, the MLDB shall identify the document owner.
Document User	Any process associate who uses controlled documents.
Draft Document	Refers to an unapproved version of an initial issue or reissue of a document. Draft documents may be accessed via the MLDB for review/approval purposes or to start work while the document is being finalized.
Electronically Controlled Document	A document that is stored and accessed electronically using the AT&T Intranet or other electronic means. This document can be distributed in either paper or electronic form.
External Document	Any document created outside of AT&T or by an AT&T organization that does not subscribe to the AT&T documentation policy (also known as "Externally Generated Document"). Examples of these documents are vendor documents and regulatory standards.
Internal Document	Any document created by an AT&T organization that subscribes to the AT&T documentation policy.
Master List Data Base (MLDB)	An electronic inventory identifying the current version of controlled documents to enable the use of applicable documents and to preclude the use of non-applicable documents. Also known as the Master List. The MLDB can be accessed via the Online Documentation Management System (ODMS) at http://www.qms.att.com/odms/ .
Obsolete	Refers to the status that a document has on the MLDB when it has been discontinued or replaced.

Term	Definition
Obsolete Document	Any previously controlled document that has been removed from control and is no longer being used to do work. This could be a discontinued document, a replaced document or a previous version of a reissued document.
Online Documentation Management System (ODMS)	The web interface to the on-line MLDB.
Paper Controlled Document	A controlled document that is only available in paper form (i.e., no electronic version is available); the master paper copy is kept in the library.
Pending	Refers to the status that a document has on the MLDB when it has been reviewed/approved and is ready to be controlled, but has not yet reached its effective date.
Replacement Document	Refers to a “controlled” or “pending” document that replaces a discontinued document. An example is an internally-generated document that replaces a Lucent-owned document. The MLDB entry for the discontinued document points to the replacement document.
Reserved	Refers to the status that a document has on the MLDB when an ODMS entry has been created to reserve an MLID# for the document owner, but the document has not yet been placed under control.

3. Functional Roles and Responsibilities

The following Functional Roles participate in this procedure:

- NTD Librarian

Any process associate may act in one or more of the following capacities throughout this procedure:

- Document owner
- Document user

See the *NTD Document and Data Control and Quality Record Procedure Description* (MLID# 492) for further information.

The remainder of this document provides the specific procedures for fulfilling Librarian responsibilities.

4. Inputs and Outputs

4.1. Inputs – External Documents Requiring Control

There are no external documents that guide the work activities of the Librarian. However, an external document that is brought to the library by the External Document Administrator (EDA) to be placed under NTD control can be considered an input to this procedure.

4.2. Inputs – Other

Input	Description	Retention
Approved document	Initial issue or revised version of a document that is being placed under control.	Until document is reissued or discontinued
NTD Library Acceptance Checklist (LAC)	QR containing information about the document that is verified by the Librarian and entered on the MLDB. <ul style="list-style-type: none">• <i>NTD Library Acceptance Checklist</i> (MLID# 6800) – current version of the template must be used as is	Until document is discontinued
Review/ Approval Record	QR showing that a document was reviewed and approved. <ul style="list-style-type: none">• <i>NTD Review/Approval Record</i> (MLID# 10742) – template provides required content, but other formats are acceptable	Until document is discontinued
NTD Management Approval Record	QR showing management-level approvers for a Requirements Document. <ul style="list-style-type: none">• <i>NTD Management Approval Record</i> (MLID# 10743) – template provides required content, but other formats are acceptable	Until document is discontinued
NTD MR Record	QR showing that an MR was reviewed/approved. <ul style="list-style-type: none">• <i>NTD MR Record</i> (MLID# 13851) – template provides required content, but other formats are acceptable	Until document is discontinued

NOTE: The information populated on these QRs must be verified per the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668). All fields must be populated except those that are indicated as optional or conditional.

The NTD Quality System provides a means for NTD process associates to have their QRs be accessible (identifiable, collected, and stored) and well maintained (readable, secure from damage or loss) in the NTD Library. Hence, other QRs may be submitted to the Library in addition to those required for document control. The retention requirements for these QRs are documented in the processes or procedures that define them. You may remove QRs from the library on instructions from the owner, who is ultimately responsible for the proper retention. If QRs are later moved to another library, the Librarian should notify those who originally submitted the QRs and/or keep a note in the original library that indicates the new location.

Each QR must be labeled with its type and identify the associated solution/project/system/release/feature. If Local Procedures require that the Librarian move electronic QRs to their final locations, the Librarian must ensure that they are no longer accessible at their temporary storage locations. There can only be one “official” storage location that is referenced in other documentation.

NOTE: All QRs submitted to an NTD Library must be in electronic form.

4.3. Outputs – Controlled Documents

None.

4.4. Outputs – Quality Records

None.

4.5. Outputs – Other

Output	Description	Destination
Updated MLDB entry	Information specific to the document being placed under control is updated in the electronic catalog.	ODMS MLDB, where the document user can verify the current version and access electronic documents.
Accepted Document	Copy of document moved from owner's temporary location to final electronic location.	ODMS Server.

5. Maintaining the Library

The library records and documents must be kept under lock and key when you are away from the area (i.e., in a locked file cabinet or in a locked office or room).

You should identify a back-up person to do the Librarian function when you are not available for two days or more. In these situations, it is suggested that you update your telephone greeting and out-of-office email message to direct associates to the back-up. **IMPORTANT:** If back-up involves doing updates in ODMS, you must arrange coverage by another authorized Librarian (do not allow anyone else to use your HRID/PIN to access ODMS).

Changes to QRs are made by submitting a new QR or updating the current QR. Update paper QRs by drawing a line through the incorrect information, adding the correct information and initialing/dating the change. Do not use correction ink or tape.

5.1. Miscellaneous Librarian Responsibilities

As a Librarian, you are responsible for attending regularly scheduled meetings to share information (agendas are sent out in advance of these meetings and minutes are posted afterward).

You should access the ODMS Sweeper report (accessible via the Librarian Information web page) on a regular basis to determine if any document in your library has been found to be inaccessible. Take corrective action as necessary.

Periodic MLDB audits are conducted to verify the accuracy of MLDB entries as compared to the actual documents. You are responsible for addressing any findings that relate to your library.

You are encouraged to subscribe to all document control related procedures, job aids and templates on ODMS. All of them have a keyword of “document control” for easy identification.

5.2. Following up on reserved MLID#s

It is recommended that you occasionally query for all “Reserved” documents in your library, to identify documents which have yet to be controlled.

- For those where the **Reserve Date** is well in the past (6 months or more), you should contact the owner (or the contact) to determine the status of the document.
- If the document will not be controlled after all, you can reuse the MLID# for another document via the **Change A Document** function. You will overlay the existing data with the new document’s information – be sure to modify the **Reserve Date** accordingly. If you don’t plan to reuse the MLID# within a week, you may change the **Title** to “reuse nnnnn” (where nnnnn is the MLID#), replace existing keywords by “reuse mlid#” and replace the Owner/Contact by your name. This will identify the MLID# as one that can be reused by another Librarian.
- NOTE: An MLID# is not to be reused once the status has changed from “Reserved” to any other status.

5.3. Deleting older discontinued documents

It is recommended that you occasionally query for all “Obsolete” MLDB entries in your library, to identify documents that were discontinued more than a year ago. For those documents, the MLDB entry can be deleted. At the same time, any associated paper documentation must be discarded and any electronic files deleted. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for handling files on the ODMS Server. NOTE: This does not apply to Quality System documents/templates – they are retained indefinitely.

6. On-line Information for Librarians

The ODMS MLDB, along with other on-line information, is available through the AT&T Intranet.

6.1. NTD Document Control QIT Home Page

The NTD Document Control QIT Home Page contains information that is relevant to performing the Librarian role. This page can be accessed from the NTD Home Page.

On this page, there are hypertext links that may include, but are not limited to, the following:

- Process/procedure description documents
- Training
- Tools
- Templates
- MLDB

NOTE: Further information can be found on the **Document Control Information for Librarians** web page at

<http://www.qms.att.com/odms/NTD/DOC-CNTL/librarian-info.html>

6.2. Access to the MLDB

The *ONLINE DOCUMENTATION MANAGEMENT SYSTEM* (ODMS) can be accessed with the following Uniform Resource Locator (URL):

<http://www.qms.att.com/odms/>

From this page (upper left corner), you can access the ODMS Master List Data Base Menu, which is divided into three parts:

- **Functions for General Users:** Used for search/subscription capability only and does not require special permissions.
- **Functions for Authorized DCCs/Librarians:** Used for updating MLDB entries. You can add, change or delete MLDB records, perform mass changes, access the ODMS Server (using the **Browse Hierarchy** function), manage organization subscriptions to documents and manage Functional Groups. See the ODMS online help for additional information.
- **Functions for Authorized ODMS Administrators:** Used for higher-level administrative updates, such as setting permissions, managing MLDB processes, managing top-level directories on the ODMS Server and maintaining process-specific lists. See the main menu's online help for a complete list.

NOTE: All DCC/Librarian functions requires authentication via Human Resources Identification (HRID) and Personal Identification Number (PIN) – all NTD Librarians have MLDB update authority. Separate Browse permission is needed to manage documents on the ODMS Server. Contact a Lead DCC to have permissions updated for your HRID/PIN.

If you cannot access the MLDB for any reason (e.g., computer failure), contact another NTD Librarian or a Lead DCC to perform MLDB searches (e.g., version verification) or administrative functions (e.g., update document data).

7. Reserving MLID#s for New Documents

The MLID# must be included on all internal controlled documents and templates. The document owner will contact you to request a number for a new document, providing the proposed title, type of document and owner/contact information. Perform an MLDB update using the *Add A Document* function, entering the following information at a minimum (the information can be changed when the document is finalized):

MLDB Field	Enter as follows:
Status	“ Reserved ” (system default – do not change).
Owning Process	“ NTD ” (default unless you are a DCC for multiple processes – in that case, it must be selected prior to reaching the <i>Add</i> screen).
Title	Proposed title.
Type of Document	Choose appropriate type(s) from selection list.
Document Identifier	Blank.
Issue/Version	Blank.
Issue Date	Blank.
Effective Date	Blank.
Reserve Date	Current date (system default – can replace by an earlier date if appropriate).
Obsolete Date	Blank.
Draft Date	Blank.
Restricted	“ No ” (system default).
External	“ No ” (system default).
Pages	Blank.
Paper Location	Blank.
Electronic Location	Blank.
Draft Location	Blank.
FRF Numbers	Blank or Feature Request Field Number(s) (FRF#(s)) supplied by owner.
Keywords	Enter “ ntd sip ” or “ ntd classic ” as appropriate. For NTD Classic: Enter Library Code for the library where document will be controlled.
Owner	Owner’s name (note that this may be an individual or a group name).
Contact	Contact’s name (note that this may be an individual or a group name). This must be a different name (e.g., support manager or co-author) than that of the owner.
Coordinator	Name of Librarian for the library where document will be controlled (leave blank to default to yourself).

When the transaction has been confirmed, provide the document owner with the MLID# generated by ODMS.

NOTES:

- The owner is not required to submit a **LAC** in order to reserve an MLID#; information can be provided via phone, email or other informal means.
- A request for an MLID# can be made of any NTD Librarian – it does not have to be the one for the library where the document will ultimately be controlled.
- To indicate a group name for the Contact:
 - First (using *Add* or *Change* function), select the Owner name (individual or group) name for the document, and leave Contact blank so that it defaults to the Owner.
 - Next, use the *Update Functional Contact for a Group of Documents* function to select the appropriate group name for the Contact.

8. Procedures for Draft Documents

A draft document can be submitted any time after an MLID# is reserved. This could be prior to the initial version being controlled, or between controlled versions (e.g., a draft of Version 3.0 can be submitted after Version 2.0 is controlled or pending). Before processing the draft document, you must receive and/or verify the following items:

1. Owner must send an email with electronic access to the draft document (email attachment or URL to a temporary holding area). You must be able to access the document. No LAC or other QR is required.
2. For NTD Classic: The document must contain the MLID#, issue/version number of the next version to be controlled (incremented from previous issue/version number if document is being reissued) and draft date (separate from any issue or effective date on the document); the document must be marked "DRAFT". If any information is incorrect or incomplete, return to the owner for corrections.

Upon receipt of complete and accurate information, you will process the draft document as follows:

1. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for uploading the DRAFT files to the ODMS Server. NOTE: Draft documents do not have to be rendered to Portable Document Format (PDF).
2. Update the MLDB entry: Populate the **Draft Date** with the draft date from the document (for SIP, use the current date if the draft date is not present on the document), and the **Draft Location** with the URL from the ODMS Server. Be sure to click on the **Test Draft Location** button to verify that the link works correctly. Do not modify any other MLDB attributes at this time.
3. On completion of the MLDB update, do a **Quick Search by MLID#** and verify that the information is correct. Click on the **View Draft** link to ensure that the draft can be accessed (and that the draft location was correctly entered).
4. Notify the owner that the update is complete. You may do this via a phone call or email message, or by allowing the system to notify the owner about the update.

If the owner submits a new draft while a previous draft is still on ODMS:

1. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for updating the DRAFT files on the ODMS Server.
2. Update the MLDB entry with the new draft date; you shouldn't need to update any other attributes. Verify that the **View Draft** link is going to the correct new draft.
3. Notify the owner that the update is complete.

When the owner submits the next (or initial) approved version for control, or when the document is discontinued, take the following action in addition to other activities described in subsequent sections:

1. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for removing the DRAFT files on the ODMS Server.
2. When updating the MLDB entry for the initial issue or reissue, blank out **Draft Date** and **Draft Location** (this will be done automatically when the **Status** is changed to "Obsolete").

9. Procedures for Accepting Documents into the Library

Before accepting the document, you must receive and/or verify the following items, which are detailed in the subsections that follow.

1. The **LAC** must be provided and required fields must be completely populated.
2. The document source file must be provided.
3. The document must meet minimum controlled document criteria (NTD Classic only).
4. The information on the **LAC** must be consistent with the document itself.
5. The record of review/approval must be present and complete.

NOTE: You must receive the document source file, **LAC** and review/approval record via email. The files can be attachments to the email, or the email can list URLs that link to the files (in the latter case, the link must be directly to the document or Quality Record, not to a higher-level directory or web page that contains other files or links).

If any information is incorrect or incomplete, return the materials to the document owner for corrections.

9.1. Verify that LAC is provided and required fields are completely populated

Every controlled document submitted to the library must be accompanied by an electronic **LAC** (the current version of the template must be used), with all required fields completely populated. Verify the items on the **LAC**, as noted in the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668).

SIP NOTE: Make corrections to the **LAC** as appropriate. The only reason to return to the owner is if a contact different from the owner is not provided, or if the **LAC** is for the wrong document.

9.2. Verify that document source is accessible

You must have permission to view the electronic document source file (in order to verify presence of required elements and/or extract information needed to do the MLDB update).

In general, the entire document, including any attachments/appendices, must be in a single file; this includes documents whose source is in HyperText Markup Language (HTML).

9.3. Verify that the document meets minimum controlled document criteria

Certain elements are required of every controlled document. Verify that these elements are present in the document, as noted in the *NTD Job Aid for Creating Controlled Documents* (MLID# 10669).

SIP NOTE: The preceding step does not apply – the document will be accepted as is.

IMPORTANT: Ensure that the document is scanned for viruses before proceeding.

9.4. Verify that the LAC information is consistent with the document

Verify that the information given on the **LAC** matches the corresponding elements of the document itself, as noted in the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668). You may make corrections to the **LAC** as necessary to ensure that the information matches.

9.5. Verify that the record of review and approval is present and complete

The record of review/approval must be received as a single electronic file and it must be for the correct document.

For NTD Classic, verify that the **Review/Approval Record** contains the required elements, and that it is consistent with the information given in the document itself, as noted in the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668).

10. Rendering Electronic Documents to PDF

Once an electronic document and associated QRs have been received/verified, render the owner-provided source file to PDF using Adobe Acrobat software (unless the owner also provided a PDF rendition).

10.1. Rendering HTML documents to PDF

If the document source is in HTML, set the parameters in the Page Setup of your web browser to display the Page Number and Page Total (preferably in the footer), and **not** to display the Document Title, Document Location (URL) or Date (or Time) Printed. Once these parameters are set, render the document to PDF. In this manner, the page numbers and total number of pages appear in the footer of the PDF rendition, even though they are not viewable on-line. The MLDB entry will link to the PDF rendition, not the HTML source.

10.2. Handling revision markings and line numbers on rendition to PDF

When rendering the document to PDF, turn off revision markings and line numbers, unless otherwise instructed by the owner. Even in that case, it is recommended that, at most, changes be indicated by “diff” marks in the document margin (for ease of use, inserted and deleted text should not be marked). Do not accept revisions in the source file unless directed to do so by the owner.

11. Moving Electronic Documents to the ODMS Server

NOTE: Starting in 2002, NTD uses the ODMS Server for storage of all controlled documents.

Once all submitted materials have been verified, move the document to the ODMS Server. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.

12. Procedures for Updating the MLDB

Enter the document information via the ODMS update window, using the *Change A Document* function (enter the MLID# from the LAC to locate the reserved entry that needs to be changed).

REMINDER: The following table covers MLDB population rules for internal, non-restricted electronic documents. External documents, restricted documents and templates are covered in later sections.

MLDB Field	Enter as follows:
<u>MLID#</u>	<ul style="list-style-type: none">• Pre-populated – cannot be changed.
<u>Status</u>	<ul style="list-style-type: none">• “Controlled” if the Effective Date is today or earlier.• “Pending” if the Effective Date is in the future.
<u>Owning Process</u>	<ul style="list-style-type: none">• Pre-populated as “NTD” – cannot be changed.
<u>Title</u>	<ul style="list-style-type: none">• Exactly as shown on the document itself, including spaces, punctuation and capitalization.• It is recommended that you copy-and-paste the title from the document source file to avoid errors.• <i>NOTE: For titles entered prior to 11/13/2000, the titles were originally stored in lower case and displayed in “title” case (first letter of each “word” is capitalized, even if it is an acronym), regardless of how they were entered. You must change the capitalization to match the document title when the document is reissued; you have the option of proactively making the capitalization change at any other time.</i>
<u>Type of Document</u>	<ul style="list-style-type: none">• From the LAC – choose up to 10 value(s) from the selection list.
<u>Document Identifier</u>	<ul style="list-style-type: none">• Leave blank for internal documents.

MLDB Field	Enter as follows:
<u>Issue/Version</u>	<ul style="list-style-type: none"> • From first page of document. • Do not prefix with the word “issue” or “version”. • Do not include status information.
<u>Issue Date</u>	<ul style="list-style-type: none"> • From first page of document (enter month, day and 4-digit year).
<u>Effective Date</u>	<ul style="list-style-type: none"> • From first page of document, if present (enter month, day and 4-digit year). • If not present on document, leave blank to default to Issue Date.
<u>Reserve Date</u>	<ul style="list-style-type: none"> • Do not modify.
<u>Obsolete Date</u>	<ul style="list-style-type: none"> • Leave blank.
<u>Draft Date</u>	<ul style="list-style-type: none"> • Blank out if it had been populated.
<u>Replaced By</u>	<ul style="list-style-type: none"> • Do not populate (only used when status is “Obsolete”).
<u>Restricted</u>	<ul style="list-style-type: none"> • Mark “No” for non-restricted documents.
<u>External</u>	<ul style="list-style-type: none"> • Mark “No” for internal documents.
<u>Pages</u>	<ul style="list-style-type: none"> • Number of pages from the PDF rendition.
<u>Paper Location</u>	<ul style="list-style-type: none"> • Leave blank for electronic documents.
<u>Electronic Location</u>	<ul style="list-style-type: none"> • Enter ODMS Server URL of PDF rendition (the field is case-sensitive), except for PowerPoint presentations (enter source URL). • The URL must point directly to the document itself, not to a higher-level directory or home page that contains an entry for the document in addition to other information.
<u>Draft Location</u>	<ul style="list-style-type: none"> • Blank out if it had been populated.
<u>FRF Numbers</u>	<ul style="list-style-type: none"> • Enter all FRF#s that apply (from the LAC).
<u>Keywords</u>	<ul style="list-style-type: none"> • Enter all keywords checked/entered on the LAC. • For NTD Classic: Verify that Library Code keyword is present and correct. • Verify that “ntd sip” or “ntd classic” (whichever is appropriate) is present. • For System Name, enter only the owner-provided information (do not include the field label). • For Release Number, precede the given number with the word “release”. <p>NOTE 1: You may enter additional keywords besides those given by the owner on the LAC. You are not required to enter the additional keywords on the LAC.</p> <p>NOTE 2: Do not enter “paper”, “electronic”, Type of Document values or other redundant keywords that reflect the values of other attributes.</p>
<u>Owner</u>	<ul style="list-style-type: none"> • If the name assigned when the entry was reserved needs to be changed, use the Change A Document function a second time to update the Owner name. Alternatively, you may use the Change Owner for a Set of Documents function or the Update Functional Owner for a Group of Documents function.
<u>Contact</u>	<ul style="list-style-type: none"> • If the name assigned when the entry was reserved needs to be changed, use the Change A Document function a second time to update the Contact name. Alternatively, you may use the Change Contact for a Set of Documents function or the Update Functional Contact for a Group of Documents function.
<u>Coordinator</u>	<ul style="list-style-type: none"> • If the name assigned when the entry was reserved needs to be changed, use the Change A Document function a second time to update the Coordinator name. Alternatively, you may use the Change Coordinator for a Set of Documents function.

On completion of the MLDB update, do a **Quick Search by MLID#** and verify that the information is correct. Click on the **Title** (it should be highlighted and underlined, indicating that a hypertext link was created) to ensure that the document can be viewed (and that the electronic location was correctly entered).

NOTE: Also verify that the source version and associated QRs are accessible:

- Copy URL from **Electronic Location**, remove *.pdf* extension and ensure that source file can be viewed.
- For HTML documents, test the HTML source at the final location to verify that all links work.
- If the URL string contains a folder name matching the MLID#, copy the portion of the URL up through the MLID# folder name and ensure that the associated QRs can be accessed in that folder.

12.1. Guidelines for entering keywords on the MLDB

Keywords may be typed in or chosen from scroll lists (which contain the 50 most frequently used keywords based on a scan of the MLDB from the previous evening).

- To choose more than one entry from the same scroll list, hold down the <control> key while clicking on the subsequent entries.
- To “unselect” a keyword that has been highlighted, hold down the <control> key while clicking on the keyword.

Keywords that do not appear on the scroll lists must be entered exactly as they appear on the LAC, including punctuation and spaces (except that case is not significant).

- Enter all keywords, even if they appear in the document title.
- Each keyword that cannot be selected from a scroll list must be entered in a separate text box on the ODMS update screen.
- Never use commas to separate multiple keywords in the same text box.
- The keywords are stored/displayed in lower case, regardless of how they are entered.
- When querying, a match will be found whether the keyword is entered in upper or lower case.

13. Procedures for Follow-Up Activities

After all the preceding activities have been completed, there are a few follow-up items:

- See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for deleting DRAFT files on the ODMS Server.
- The owner must be notified that processing of the document is complete. You may do this via a phone call or email message, or by system notification when the ODMS update is made.
- Remind the owner to delete the document source/QR files from any server that is accessible by others (to prevent inadvertent access to an unofficial version of the files).
- Record your name or initials on the LAC along with the Library Code (for NTD Classic) and the date that processing was completed.
- Store the completed LAC and **Review/Approval Record** on the ODMS Server. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.
- NOTE: Do not file a paper copy of the electronic document or QRs.

You should complete processing of the document within three business days from receipt of complete and accurate materials from the owner (counting from the date submitted).

14. Procedures for Management Approval of Requirements Documents

The initial issue of NTD Requirements Documents must undergo a second stage of “management approval” after being reviewed and approved. Examples of Requirements Documents include:

- Operations Technical Plan (OTP)
- Feature Specification Document (FSD)
- Operations Requirements Brief (ORB)

NOTE: A Feature Requirements Specification (FRS) is *not* a Requirements Document, and does not undergo Management Approval.

The evidence of management approval must be submitted to the library. There are three alternatives:

1. If the management approver(s) participated in the review of the initial issue, their names will be included on the **Review/Approval Record** that is submitted with the LAC. No further action is required.
2. If management approval is obtained after the initial issue is placed under control, and no changes were required by the management approvers, the owner will submit separate **NTD Management Approval Record(s)** that indicate approval “as is”.
3. If management approval is obtained after the initial issue is placed under control, but changes were required by the management approvers, the owner will submit separate **NTD Management Approval Record(s)** that indicate the requested changes. In this case, MR(s) would have been submitted against the controlled Requirements Document, and the MR(s) would eventually be resolved and incorporated in a reissued Requirements Document. The owner does not have to reissue the document immediately.

Store the **NTD Management Approval Record(s)** on the ODMS Server with the other QRs for the document. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.

15. Procedures for Reissuing Documents

In general, verify and process a reissued document and associated QRs in the same manner as for the initial issue.

15.1. Verifying reissued document and Quality Records

The owner must provide a new electronic **LAC** (completely populated).

Verify the document for minimum criteria as specified in the *NTD Job Aid for Creating Controlled Documents* (MLID# 10669) – be sure to take note of the special requirements for reissued documents.

SIP NOTE: The preceding step does not apply – the document will be accepted as is.

The review/approval evidence for a reissued document must be electronic, in one of the following forms:

For NTD Classic:

- **Review/Approval Record** if a complete review was done after the document was modified.
- **NTD MR Record(s)** if individual MR resolution(s) were reviewed/approved in lieu of doing a full review of the modified document. These records could be in a change control tool such as SABLIME as long as the required information is included and you can access the records.

For SIP:

- **Review/Approval Record** (modified document must be reviewed).

Verify all QRs per the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668). Note that the **MR Approval Date** on the **NTD MR Record** cannot be later than the document’s issue date.

SIP NOTE: The verification step does not apply – the QR will be accepted as is, as long as it is for the correct document.

15.2. Moving a reissued electronic document to the ODMS Server

Once all submitted materials have been verified, move the document to the ODMS Server. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.

NOTE: The resulting URL of the reissued document will be the same as the previous version.

15.3. Updating the MLDB for a reissued document

If the effective date is in the future:

- Wait until the effective date is reached to update the MLDB entry, since the previous version is still in effect (and must be accessible) until then.

Update the existing MLDB entry using the information from the new version of the document (over-write the existing information).

- The document retains the status of “Controlled” and its present MLID# – many of the other fields will already contain the correct information.
- Do ***not*** mark the existing MLDB entry “Obsolete” or create a new entry for the reissued document.
- If **Draft Location** and **Draft Date** are populated, remove them.
- Delete or “unselect” any keywords, FRF#s and/or Type of Document values that appear on the current MLDB entry but which do not appear on the new **LAC**. As a courtesy, you may verify with the owner that it was truly intended for these items to be removed.

15.4. Follow-up activities for a reissued document

- See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for deleting DRAFT files on the ODMS Server.
- Ensure that the owner is notified when processing is completed, as for the initial issue.
- Remind the owner to delete the document source/QR files from any server that is accessible by others (to prevent inadvertent access to an unofficial version of the files).
- Record your name or initials on the **LAC** along with the Library Code (for NTD Classic) and the date that processing was completed.
- Store the electronic QRs for the new version together with the QRs (e.g., **LAC** and review/approval evidence) from the previous version(s). See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.
- If the previous version was controlled on paper, remove the original printed copy from the library.
- You should complete processing within three business days from receipt of complete and accurate materials from the owner (counting from the date submitted or effective date, whichever is later).

16. Procedures for Changing Electronic Location

If you change the final location for an electronic document (e.g., due to retirement of a server):

- Update the **Electronic Location** on the MLDB accordingly.
- Ensure that the owner is notified about the change (ODMS will do the notification unless over-ridden).
- Ensure that the document is no longer accessible at the former location. This is generally done by deleting the file at the former location.

17. Procedures for Discontinuing Documents

A *discontinued* document is one that has been removed from change control and will no longer be reissued or used to guide work activities.

- The owner will notify you when a document is to be discontinued (can be a future date).
- The owner may also provide the MLID# of a replacement document (if one is available).
- Ensure that the owner is notified when processing is complete (ODMS default unless over-ridden).
- See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions on handling the electronic files associated with the discontinued document, including removal of DRAFT files.

17.1. Updating the MLDB for discontinued documents

Make the following updates to the MLDB entry (do not *delete* the entry!):

- Change the **Status** to “**Obsolete**”. Do not add the keyword “**obsolete**”.
- Populate the **Obsolete Date** with the date of discontinuation (ODMS will automatically populate with the current date if an earlier date is not given).
- Blank out **Electronic Location**, **Paper Location**, **Pages**, **Issue Date**, **Effective Date**, **Draft Date** and **Draft Location** (done automatically by ODMS).
- Populate the MLID# of the replacement document (if one is provided by the owner).

17.2. Updating the MLDB for a document to be discontinued in the future

Make the following updates to the MLDB entry (do not *delete* the entry!):

- Populate the **Obsolete Date** with the future date of discontinuation.
- Populate the MLID# of the replacement document (if one is provided by the owner).
- Do not change the **Status** or any other attributes. Do not add the keyword “**obsolete**”.

When the **Obsolete Date** is reached, ODMS will automatically change the **Status** to “**Obsolete**” and blank out **Electronic Location**, **Paper Location**, **Pages**, **Issue Date**, **Effective Date**, **Draft Date** and **Draft Location**.

17.3. Handling paper records associated with discontinued documents

Retain the following records in the library, marked as “OBSOLETE”:

- LACs and other QRs (e.g., review/approval evidence) associated with all previous versions of the document.
- Printed copy of the document (if document was controlled on paper).

18. Handling Documentation for Withdrawn Features

If a feature is withdrawn, you will be instructed to discontinue any controlled documents that are specific to the feature (a list of documents will be provided). Follow normal procedures for discontinuing the documents, with the exception of the following:

- Print all electronic documents.
- Mark all documents and associated QRs as “WITHDRAWN” (with the date of withdrawal).
- Retain all items in the library for a minimum of three years from the date of withdrawal.

You may also be requested to mark other QRs specific to the feature as “WITHDRAWN”. The person making the request (often the Feature Sponsor) will work with you to see that the appropriate records are identified and marked.

More details can be found in the *NTD Feature Withdrawal Procedure Description* (MLID#13431).

19. Providing Paper/Email Copies of Documents on Request

Perform the following activities to distribute a copy of a controlled document to a person who requests it:

- Verify that the person is an AT&T employee. If the person is not an AT&T employee or if the document is restricted, contact the owner to determine if the person is authorized to receive a copy of the document. If the owner authorizes distribution, proceed with the following steps; otherwise, inform the person that access has been denied.
- Find out if the person wants the document as an email attachment or as a printed copy.
- Download, print or make a copy of the current version of the document.
- Send the document to the requester, via email or paper mail as instructed.

20. Procedures for Controlling Restricted Documents

NOTE: Effective 11/13/2000, internal restricted documents can no longer be controlled on paper.

Restricted documents are handled in the same manner as other internal documents, with the exceptions listed here.

- Verify that "**Restricted**" is checked on the **LAC**.
- The document source file must be password-protected so that it can only be viewed by authorized personnel. The owner will provide the password to those who are authorized.
- The owner must provide you the password for the document file via an electronic **LAC** (a common password will be used on all electronic **LACs** to prevent unauthorized access). If the document is assigned to a new Librarian (due to a change in Librarian or transfer to a different library), the document password must be provided to the new Librarian.
- Do not render the restricted document to PDF (this would override the password protection).
- When verifying the document, ensure that the password must be entered before the file can be opened and that the document contains the AT&T-PROPRIETARY (RESTRICTED) footer.
- The restricted document and associated QRs must be moved to the ODMS Server as for other internal documents. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.
- When updating the MLDB entry, enter the source file name in the **Electronic Location** and check "**Yes**" for **Restricted**.

21. Procedures for Controlling External Documents

The EDA ensures that the correct version of the external document is stored and controlled:

- The correct version for use within NTD may not be the latest issue (it may even be a draft).
- The storage location may be an NTD library or an external electronic document management system.
- The EDA must submit a **LAC** to place the external document under control.

External documents are generally handled in the same manner as internal documents, with the exceptions listed here.

- External documents can be controlled on paper.
- Evidence of review/approval is not required.
- Electronic external documents can be accessed at the external source (via a URL) rather than being moved to the ODMS Server.
- When verifying the **LAC**:
 - **MLID#** will be blank on the **LAC** for the initial add; populate it after doing the MLDB update.
 - "**External**" must be checked.
 - **Effective Date** must be provided (month, day and year).

- When verifying the document:
 - Verify that the author is outside of AT&T (unless this is a case of a non-compliant internal author and a decision was made to control it as an external document).
 - Query the MLDB to see if the same document has already been entered with the same title. If it is already there, then a new entry is not needed.
 - The document does not have to contain all of the elements required of internal controlled documents; it may still be marked as “DRAFT” and will not contain the MLID#.
- When updating the MLDB entry:
 - Use the ODMS *Add a Document* function if this is the initial add for the document. Provide owner (EDA), contact and coordinator names in addition to document information.
 - Check “**Yes**” for **External**. Do not enter the keyword “**external**”.
 - Enter **Effective Date** from the LAC.

Additional exceptions to the general rules are covered in the following subsections.

21.1. Controlling paper external documents

The owner must provide a printed copy of the document. Store the paper external document in the library and use it as a master to make copies if requested.

On the LAC:

- **Issue/Version Number** may be “NA” if one does not appear on the document.
- **Issue Date** must be populated (may be “NA” if one does not appear on the document or it may contain just a year or month/year).

When updating the MLDB entry for a paper external document:

- Enter **Issue Date** from the LAC; leave it blank if it is “NA” on the LAC.
- Enter **Issue/Version Number** from the LAC; leave it blank if it is “NA” on the LAC (unless **Issue Date** is also blank – in that case, enter “NA” on the MLDB).
- Leave **Electronic Location** blank.
- Enter the number of **Pages** from the printed copy of the document.
- Enter “Contact Librarian” as the **Paper Location**.
- Do not enter “**paper**” as a keyword.

21.2. Controlling electronic external documents

If the external document is being controlled electronically, it is processed in the same manner as for internal electronic documents, with the following exceptions:

If the EDA chooses to link to the external source for the document:

- On the LAC: **Issue/Version Number** and **Issue Date** will be populated with “See document” (users will be directed to the document itself to verify these attributes). The external URL must be provided.
- Updating MLDB entry: Enter the external URL as the **Electronic Location** (may be a source file or a PDF rendition). Enter “See document” as **Issue/Version Number**; leave **Issue Date** and **Pages** blank.

If the EDA chooses to store the document on the ODMS Server:

- On the LAC: **Issue/Version Number** must be given (may be “NA”) and **Issue Date** must be populated (may be “NA” or it may contain just a year or month/year).
- Moving the document to the final electronic location: Handle in the same manner as an internal document, rendering it to PDF and moving it to the ODMS Server per instructions in the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367). If only the PDF rendition is available, just store the PDF file (*nmmnn.pdf*).

- Updating the MLDB entry: Enter the URL of the PDF rendition as the **Electronic Location**. Enter **Issue Date** from the LAC; leave it blank if it is “NA” on the LAC. Enter **Issue/Version Number** from the LAC; leave it blank if it is “NA” on the LAC (unless **Issue Date** is also blank – in that case, enter “NA” on the MLDB). Enter the number of **Pages** from the PDF rendition.

In either case, the LAC is stored electronically as for internal documents. See the *NTD Job Aid for Managing Directories/Files on the ODMS Server* (MLID# 25367) for instructions.

NOTE: If the external document is restricted, see additional procedures in Section 20.

22. Procedures for Controlling Stand-Alone Templates

All templates must be stand-alone, rather than stored as part of another controlled document. Stand-alone templates must contain certain elements, and they must appear on the MLDB to ensure that current versions are used. The owner must submit a LAC with review/approval evidence. Follow the same procedures as for accepting controlled documents, with the following exceptions:

- The source file for a template must be PC-compatible (e.g., MS Office).
- Title, Version Number, Issue Date, Effective Date (if different from Issue Date), MLID# and ability to verify completeness are required, but the other elements of controlled documents are not required for templates. See the *NTD Job Aid for Creating Controlled Documents* (MLID# 10669) for more information.

SIP NOTE: The preceding step does not apply – the template will be accepted as is.

- Verify that the LAC is completed in accordance with the *NTD Job Aid for Completing Document Control Quality Records* (MLID# 10668). Exceptions that apply for templates are stated in the job aid.
- When updating the MLDB:
 - Enter the URL for the source file as the **Electronic Location** (rather than the PDF rendition) to facilitate on-line use of the template.
 - Enter the number of **Pages** from the PDF rendition.
 - Enter the keyword “**template**”.
- Verify that both the source and PDF versions are accessible using the URL from the MLDB (with and without “.pdf” appended).

23. Procedures for Change of Ownership of Controlled Documents

If the owner and/or contact for a controlled document changes:

- You must receive written or email notification of the change, along with the information for the new owner and/or contact.
- Verify with the new owner/contact that the transfer is appropriate (if the notification came from someone else).
- Make the necessary MLDB changes, using the appropriate ODMS *Change* function.
- You do not have to update the LAC or other QRs, and you do not have to file a copy of the written/email request.
- The document does not have to be reissued to indicate the owner/contact change, even if these names are on the document (the change can be made with the next reissue).

24. Procedures for Transferring Documents to Another Library

If the library location of a controlled document changes:

- The owner must notify the Librarian presently responsible for the document and the Librarian who will be assuming responsibility for the document.
- For transfers between SIP and NTD Classic libraries, coordinate the transfer with the Lead DCCs.
- The “sending” Librarian forwards all related paper documentation and QRs to the “receiving” Librarian. Materials should be hand-delivered or mailed/shipped in such a way that they can be tracked (do not use company mail).
- The receiving Librarian updates the MLDB entry to reflect the new **Coordinator** and ensures that the keyword “**ntd sip**” or “**ntd classic**” is present or modified as appropriate. For NTD Classic, the **Library Code** keyword is also updated as appropriate.
- Existing paper/electronic QRs do not have to be updated and electronic files on the ODMS Server do not have to be moved.

25. Procedures for Librarian Transition

If you stop performing the Librarian function, you should take the following action:

- Determine which Librarian will take over responsibility for you.
- Use the **Change Coordinator for a Set of Documents** function on ODMS to change the **Coordinator**, from yourself to the new Librarian for all the documents you currently control.
- Notify a Lead DCC to remove update permissions for your HRID/PIN.

If you fail to do this, then a Lead DCC must initiate these actions once it is learned that you are no longer performing the Librarian function.

No changes in associated LAC(s) are required to indicate the change in Librarian.

26. Procedures for Deleting an Entry from the MLDB

If a document entry has been placed on the MLDB in error (e.g., it was a duplicate, or it was actually a QR rather than a controlled document), or for a test entry or reserved MLID# that is no longer needed:

- Use the **Delete a Document** function on ODMS to remove the record from the MLDB.
- Take care in using this function as it does a permanent delete! It is not to be used when a document owner requests that a document be discontinued.
- Do not reuse an MLID# for another document unless it is still in “Reserved” status.

27. Procedures for Mass Change of MLDB Keywords/Attributes

Mass change functions are available via ODMS for the following MLDB attributes (the same update is applied to a set of selected documents):

- DCC/Librarian: Owner/Functional Owner, Contact/Functional Contact, Coordinator, Paper Location, Server Name, Add/Remove Type of Document
- ODMS Administrator: Owning Process, Type of Document value

For other MLDB attributes and keywords, there is no straightforward way to do a “mass change”. You may forward requests for this sort of change to a Lead DCC, who will work with the ODMS Development Team to make the change.

28. Acknowledgments

The author acknowledges valuable process improvement input from the NTD Document Control QIT, the NTD Quality Management Team and previous authors and reviewers of the document.

29. References

29.1. Templates

<u>MLID#</u>	<u>Template Title</u>
6800	<i>NTD Library Acceptance Checklist</i>
10742	<i>NTD Review/Approval Record</i>
10743	<i>NTD Management Approval Record</i>
13851	<i>NTD MR Record</i>

29.2. Local Procedures

Refer to the **Index of SIP Local Procedures** (via the SIP Home Page) for a complete list of Local Procedures that augment SIP process or procedure descriptions.

Refer to the web page **Local Procedures for the NTD sub-processes** (via the NTD Home Page) for a complete list of Local Procedures that augment NTD process or procedure descriptions.

29.3. Other References

<u>MLID#</u>	<u>Document Title</u>
491	<i>NTD Quality System Description</i>
492	<i>NTD Document and Data Control and Quality Record Procedure Description</i>
1667	<i>AT&T Corrective and Preventive Action Policy and Procedure</i>
1711	<i>AT&T Documentation and Data Management Policy & Procedure</i>
5279	<i>NTD Process Monitoring and Improvement Corrective and Preventive Action Procedure Description</i>
10653	<i>NTD Job Aid for Multiple-Segment Documents</i>
10668	<i>NTD Job Aid for Completing Document Control Quality Records</i>
10669	<i>NTD Job Aid for Creating Controlled Documents</i>
10762	<i>NTD Acronyms and Definitions</i>
13431	<i>NTD Feature Withdrawal Procedure Description</i>
25367	<i>NTD Job Aid for Managing Directories/Files on the ODMS Server</i>

30. Change History

Version	Issue Date	Eff. Date	Author(s)	Reason for Re-Issue
1.0	10/28/1996	10/28/1996	A. Bonnet, J. Errante, M. Mickey, D. Pollio, A. Walker	Initial issue to replace <i>Local Procedures for NTD Librarians</i> .
1.1	03/10/1997	03/10/1997	J. Errante, M. Mickey, D. Pollio, A. Walker	Minor revisions due to changes in ODMS, and to address audit findings.
2.0	02/23/1998	04/15/1998	J. Errante	Modified in conjunction with Version 7.0 of the NTD Quality System.
2.1	09/28/1998	09/28/1998	J. Errante	Modified for ODMS Release 3.3. Other minor changes/clarifications due to process associate input.
3.0	04/26/1999	05/03/1999	J. Errante	Modified in conjunction with NTD Process Simplification (Version 7.1 of the NTD Quality System).
3.1	05/10/1999	05/10/1999	J. Errante	Modified to correct typographical error in Reference Section.
4.0	11/13/2000	11/13/2000	J. Errante	Modified in conjunction with ODMS Release 4.0. Other changes/clarifications due to process improvements.
4.01	02/14/2001	02/14/2001	J. Errante	Modified to correct error in footer version number.
4.1	11/21/2001	11/21/2001	J. Errante	Modified in conjunction with ODMS Release 5.0 and to expand scope of documentation policy to all of AT&T.
5.0	04/13/2002	04/13/2002	J. Errante	Modified to streamline various procedures, remove outdated procedures (e.g., Distribution Lists, use of ODS, etc.) and align with changes in management of SIP libraries.
6.0	05/10/2002	05/10/2002	J. Errante	Updated to align with changes for SIP 5.0.
7.0	04/10/2003	04/10/2003	J. Errante	Updated for ODMS Release 6.0 and other minor corrections.

The Log of Changes for previous versions can be found in the archived previous versions. See Librarian for access.

31. Log of Changes

Changes for Version 7.0:

- Removed all references to the **SIP Review/Approval Record**. This affected Sections 4.2, 9.5, 15.1 and 29.
- Changed all references to **NTD Review/Approval Record** to the more generic **Review/Approval Record**. This affected Sections 4.2, 9.5, 14 and 15.1.
- Removed all reference to *SIP Librarian Effort Tracking Form* (MLID# 25359).
- Sec 2: Noted that the Document Contact and Document Owner can be an individual or a group.
- Sec 4.5: Renamed 2nd table row as “Accepted Document” and noted that the Destination is “ODMS Server”.
- Sec 5.1: Changed “regular monthly meetings” to “regularly scheduled meetings” and removed reference to specific meetings for NTD Classic and SIP Librarians. Changed “Quarterly MLDB audits” to “Periodic MLDB audits”.
- Sec 6.1: Changed URL of **Document Control Information for Librarians** web page.
- Sec 6.2: Rewritten to align with new ODMS MLDB Menu.
- Sec 7: Reordered attributes to align with new order in ODMS. Added rows for **Type of Document**, **Obsolete Date**, **Restricted** and **External**. For **Owning Process**, indicated that it must be selected prior to the *Add* screen if the DCC/Librarian represents more than one process. For **Keywords**, removed mention of Type of Document. In Notes following the table, modified the instructions for assigning a group name as the Contact.
- Sec 12: Reordered attributes to align with new order in ODMS. Added rows for **MLID#**, **Type of Document**, and **Obsolete Date**. For **Owning Process**, indicated that it is pre-populated and not changeable. For **Keywords**, removed mention of Type of Document. Split Owner/Contact/Coordinator into three separate rows to reflect the separate functions for mass changes of those attributes.
- Sec 12.1: Noted that keywords from the **LAC** must be entered even if they appear in the document title. Removed instructions about single-word keywords that appear in the title.
- Sec 15.3: Added FRF#s and Type of Document values to last bullet.
- Sec 15.4: In 2nd bullet, removed outdated instructions about ensuring that the document is no longer accessible at the pending location.
- Sec 17.1: Revised instructions for population of attributes for a discontinued document.
- Sec 17.2: Added new section for updating the MLDB for a document to be discontinued in the future.
- Sec 20: Indicated that the NOTE applies to INTERNAL restricted documents.
- Sec 21: In 2nd bullet under “When verifying the document”, removed “issue date and issue/version”.
- Sec 21.1: Removed 1st bullet under “On the **LAC**”.
- Sec 22: Removed 1st bullet under “When updating the MLDB”.
- Sec 25: In 2nd bullet, used new function name *Change Coordinator for a Set of Documents*.
- Sec 27: Added information about which MLDB attributes are modifiable via mass change functions.