

Treasury Documentation**Subject:** Treasury Official Documentation and Unit-Specific Documents**For:** EMPLOYEE HANDBOOK
DOCUMENT COORDINATOR HANDBOOK**Also See:**

Identification	ET-03114 Policy
Effective Date	7-1-2011
Replaces	ET-03114 (8-1-2009)
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Treasury Official Documentation

Treasury's official documentation includes bulletins, charts, decision tables, flow charts, form instructions, job outlines, organization charts, policies, procedures, purpose and objectives, responsibility statements, and standards.

A document is official only when it is:

1. Processed by and reviewed for compliance with departmental standards by Forms and Document Services (FDS).
2. Reviewed and approved by all appropriate Treasury management and staff.
3. Published on *Treasury Documentation* (Form 1836) and disseminated to appropriate Treasury staff.

Exception: Effective November 2, 2009, all Treasury organization charts are originated, updated, approved, finalized, and distributed by Office of Human Resources (HR). FDS will maintain centralized record keeping of all Treasury organization charts through assignment of document numbers, maintaining current and historical copies, and sending to Records Management Services, Department of Technology, Management, and Budget (DTMB).

All approved/distributed documents become part of the Treasury Documentation File which is maintained by FDS. These documents remain in effect until replaced or officially designated as obsolete (reviewed and approved to be removed from the Treasury Documentation File, Master Table of Contents, and Master Subject Index).

Unit-Specific Documents

Unit-Specific Documents include policies, work rules, directives, or similar documents that apply to a specific area within Treasury and are not incorporated into Treasury Official Documentation. These documents remain in effect for the calendar year in which they were promulgated and for the succeeding calendar year. During that time, they can be: (1) reissued with a new effective date, (2) officially designated as obsolete, or (3) if appropriate, incorporated into Treasury Official Documentation. If no action is taken, Unit-Specific Documents will expire.

A Unit-Specific Document:

1. May include an expiration date. However, the expiration date cannot go beyond the calendar year following the year in which the document was issued.
2. Must be submitted to HR for review prior to implementation.

Performance Objectives

As part of Treasury's continuing commitment to keep documents that provide direction to employees current, administrators and executives are strongly encouraged to include a review of policies and procedures for which their direct reports are responsible in the annual performance management objectives for Group 3 and 4 employees.

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