**Version Control for University Policies**

This guidance and template are intended to ensure that University of Greenwich policies and procedures will contain consistent metadata recording the title of the document, its ownership, approval history, approving body, review dates, classification and version history.

The template below is intended capture the minimum levels of metadata which should be recorded. It can be inserted at the beginning or at the end of the document. Additional fields can be added where additional information needs to be recorded to meet the requirements of a particular area.

**Template**

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| **Document Reference Number** |  |
| Title |  |
| Owning Department |  |
| Version |  |
| Approved Date |  |
| Approving Body |  |
| Review Date |  |
| Classification |  |

**Version Control**

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| Version | Last Modified  | Last Modified By | Document Changes |
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**Guidance on using the template**

* Document reference number: this should be a unique internal reference for the document.
* Title: full formal title of the document.
* Owning department: the department which is responsible for updating the document .
* Version: version number of the current version of the document (should be the same as in the top line of the Version Control box – see below).
* Approved date: date the current version was approved.
* Approving body: the committee or other body which approved the current version.
* Review date: date the document is next due for review.
* Classification: relates to the access status of the document. Options could be ‘Public’ (can be made publicly available, eg on the University website); ‘Internal Only’ (should only be made available within the University); ‘Confidential’ (should only be made available within the University on a need to know basis).

In the separate Version Control box:

* Version: current and previous version numbers of the document (eg 1.0, 1.1, 2.0). Use 0.1, 0.2 etc for drafts; 1.1, 1.2, 2.1 etc for minor revisions to approved documents; 1.0, 2.0, 3.0 etc for major revisions to approved documents. The most recent version should be the topmost row and information about earlier versions below.
* Last modified: date that version was approved.
* Last modified by: who made the changes to that version.
* Document changes: brief description of the changes.

Owner: University Secretary’s Office

Contact: governance@greenwich.ac.uk

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