Document Versioning

Version Control

Some documents go through a number of revisions before they become the final document and it is often important to retain these different versions so as to ascertain the development of the final document. It is therefore important to be able to differentiate between these different versions by giving them each their own unique identifier. This is applied through the use of 'Version Numbers'.

Version Numbering

The Version numbering system is applied using numbers with points reflecting the major or minor changes made to the version, starting with the initial draft version 0.1.

Minor Amendments are recorded when small changes are made to the document such as spelling corrections, changes to contact numbers etc. Minor amendments to the document are reflected by incrementing the decimal number by .1

Major Amendments are recorded when big changes to the document are made that require the document to be re-approved (either by individual or groups). Major amendments to the document are reflected by incrementing the whole number by 1

Amendment	
Minor changes to draft indicated by increasing the decimal figure	Document Version 0.1 (first version of draft) Document Version 0.2 (second version of draft) Document Version 0.3 (third version of draft)
Major changes are indicated by whole numbers	Document Version 1.0 (first approved version) Document Version 2.0 (second approved version) Document Version 3.0 (third approved version)
Minor changes to approved documents* indicated by increasing the decimal figure.	Document Version 1.0 (first approved version) Document Version 1.1 (minor amendment of first approved version) Document Version 2.4 (fourth minor amendment of second approved version)

*That does not require re-approval of the amendments
Table 1 Example of version control

The version number should be recorded on the on the document itself so that people who have been asked to look at or, work to a specific version of a document, can verify that they have the correct one. The version number should be clearly indicated either

- on the front page of the document and in the footer of each page, or
- if it is not appropriate to have a front page (for example on a procedure) on a separate control document (filed electronically with the mail document) and in the footer of each page within the main document

The information is recorded using a '*Document Control Table'* (DCT) (see table 2) and in the footer text of each page (see table 4)

The DCT is used to track the history of the document in relation to authoring, status, version and approval. This information is recorded of legal or regulatory purposes or to show when a particular amendment was made.

Table 2 shows an example DCT showing:
- The Author
- The Current Version number
- The status, who approved it, when and how long for
- The location from which the current version can be located

Document Control Information			
Author	Duncan James	**Status**	Approved
Version	2.3	**Date**	17/01/08
Approved by	J Doe		
Approved Date	01/09/08	**Review Date**	Annual
Location	http://northumbria.ac.uk/sd/central/hr/policies		

Table 2 Document Control Table

A separate Document Review Table (DRT) can also be used in conjunction with the DCT to keep an on going record of the nature of the amendments. When a major amendment is made to a document, the final entry on the current versions DRT should record that is has been superseded by the new Version and a new DRT used for the new version.

Document Review			
Version	**Amendment**	**By**	**Date**
2.1	Spelling corrections	D James	17/03/08
2.2	Amendments from review group	J Colvin	1/04/08
2.3	Contact Details Changed	L Tweddell	15/08/08
Closed	**Superseded by Version 3**	D James	19/08/08

Table 3 Document Review Table

The footer is used to repeat some of the key information from the DCT to help manage printed versions of the document, especially where there are multiple pages that may become separated from the front sheet, or where the DCT is filed separately. It is also used to indicate how hold the printed version is so as to keep the user aware that they need to check for updated versions.

Appointments Policy & Procedure V2.1	-Page 2 of 3	Created on 18/09/2008 16:21:00
This document is issued by Human Resources and can be located at http://northumbria.ac.uk/sd/central/hr/policies. Uncontrolled copy when printed.		

Table 4 Document Footer

Saving Electronic Versions

Electronic filenames for different versions can be derived from the same numbering system used on the document itself, with the version number tagged on to the file name.

Example version files names:

Filing a service development plan for 2006 - 2007

SDP2006-2007V0.1.htm – reflects first draft
SDP2006-2007V0.2.htm – reflects second draft
SDP2006-2007V0.3.htm – reflects third draft
SDP2006-2007V1.0.htm – Approved Document

Filing a procedure

AppointmentsV0.1.htm – reflects first draft
AppointmentsV0.2.htm – reflects second draft
AppointmentsV1.0.htm – Approved Document
AppointmentsV1.1.htm – Minor Change to Approved document