

# Numbering and Dating Policies

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Policy Services

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# Numbering Policies

- Number does NOT have to be determined before adoption
- Look through the sections in the Manual Table of Contents (TOC) to determine where is the best fit for the new policy
- Search the TOC or Index for a similar policy
- Is there room for a new policy after or near the similar policy?

# Numbering Policies

- If the policy is on a closely related topic or gives more detail on the same topic, make it the next number in the sequence (example: 5110, 5111, 5112).
- If the policy addresses a similar but distinct topic, go to the next sequence of 10 in the section (example: 5110, 5120, 5130).
- Remember, the BOE is NOT adopting a number—numbers can be changed.

# Numbering Policies

- Example
  - New policy on student volunteer program is adopted
  - Look in TOC to determine best fit: 7000s for students or 3000s for community relations?
  - Other volunteer policy is at #3150, so this could be #3151
  - If regulations, procedures or forms are needed, they would be numbered #3151R, #3151P or #3151F
  - If #3151 through #3159 are taken, try #3160

# Dates on Policies

- The year on the top of the page should always match the last adoption/revision date at the bottom of the page.
- The TOC and cover page should be dated to match the year of the most recent revisions.
- There should be a string of dates at the bottom of each policy showing when revisions occurred.

# Date Formats

- Adoption date is when policy was first created, should indicate month, day and year:

Adopted: 8/15/10

- Revision dates must also be shown in a string to give an accurate history of every time the policy was changed:

Revised: 6/10/12; 11/3/14

- If the BOE readopts—but does not change—the policy on a regular basis, you may also add that date to the revision string.

# Best Practices

- Keep a copy of old policies in the district's archives, filed by date. There may be situations where you need to produce old policies in effect on a particular date (for example, in the course of a lawsuit).
- Archives can be paper or electronic, but must be kept to meet the ED-1 schedule for records retention.

# Best Practices

- When the Manual is updated, be sure ALL individual manuals in the possession of district officials get the same update. Collect all binders and CDs to be updated; get manuals that BOE members keep at home or that administrators have hidden in their offices.
- Be sure to change the Manual on the district website, too.
- Do not use outdated manuals. Issue new CDs and distribute new binders.



# For More Information



Contact your policy coordinator at 716 821-7072. Our staff is always available to answer your policy questions. Feel free to contact your coordinator by phone or email. If you do not know your coordinator, call the number listed above and our staff will connect you.

