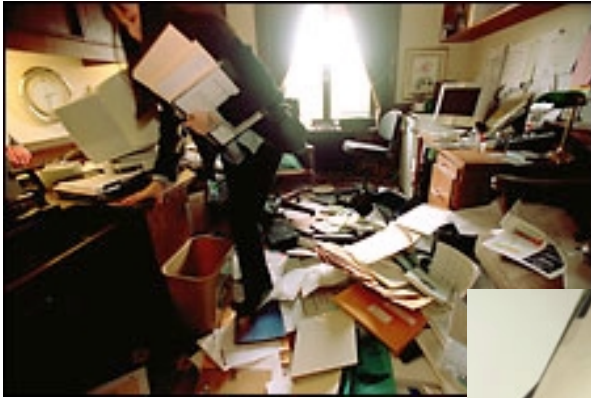




THE DOCUMENT CONTROL CENTER

Linda Turner
18 June 2003

Our Purpose



From this. . .



To this. . .

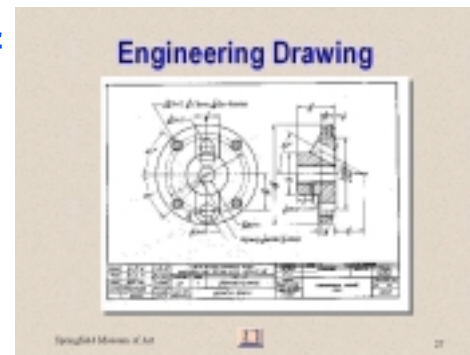
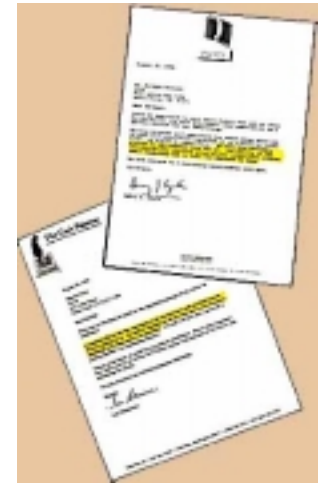
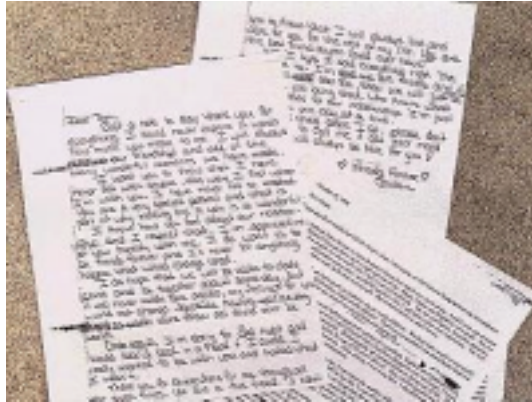


And finally, to this. . .



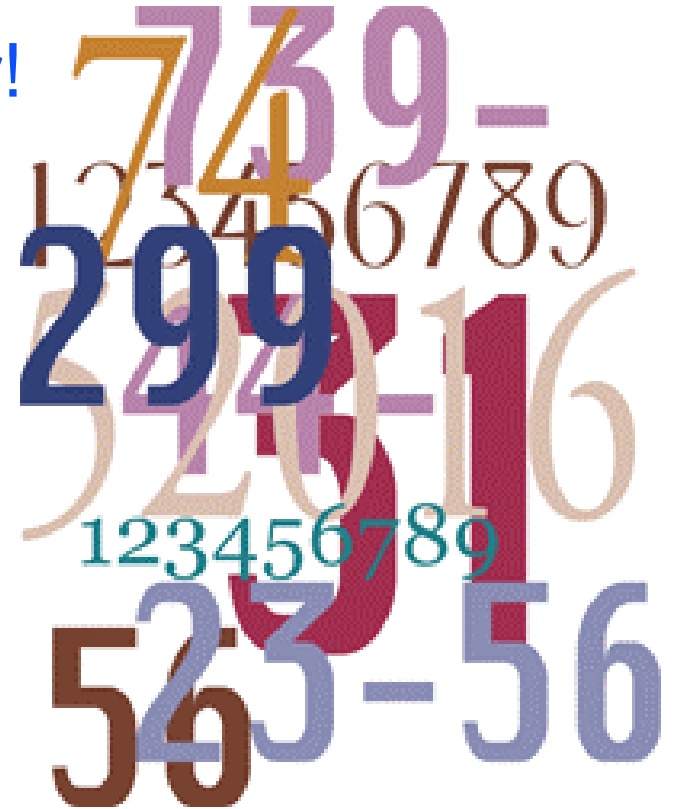
What is a document or record?

- Recorded information regardless of the medium or characteristic, made or received that is useful in the operation of the organization.
- Something tangible, recorded on any medium (paper or electronic) that is evidence of business events or transactions that has legal or business value and that one intends to be memorialized.



Get A Number!

- If it's a record, get a number!
 - » General Correspondence
 - » Publications
 - » Presentations
 - » Engineering Drawings
 - » Technical Notes
 - » Photos
 - » Videos
 - » Articles, Press Releases
 - » Email



Building Blocks of the DCC Number

The label

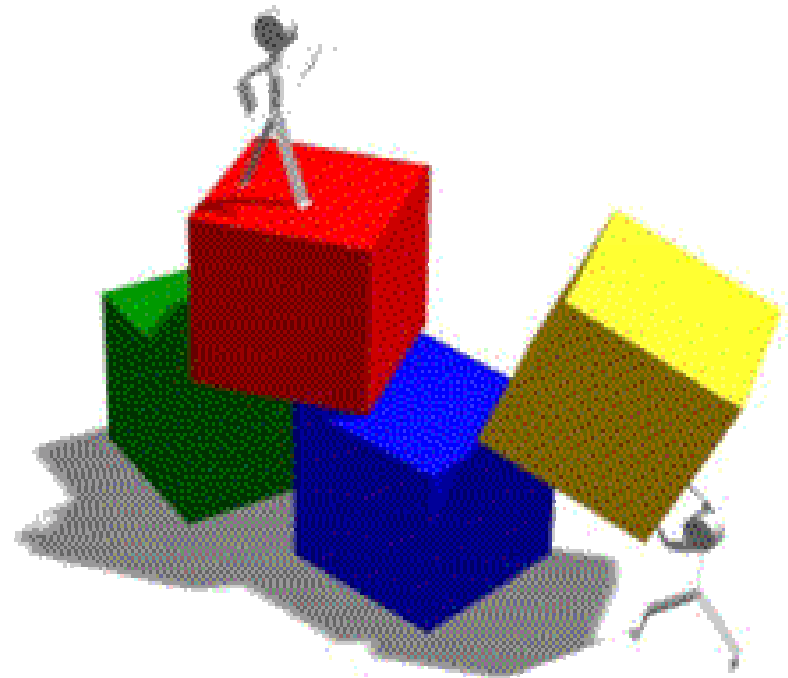
The category

The year

The sequential number

The revision

The group identifier



Submitting a Document

- Several options are available for *submitting* a document:
 - » Direct submittal into dcc/OUT
 - » Email with a pointer or hyperlink to the file
 - » Email with the file attached



Searching for and Retrieving a Document

- LIGO staff

LIGO Home Page →
Bulletin Board →
Document Control Center →
Search DCC Database

- Public access

LIGO Home Page →
Documents → Document
Search

THE WORLD WIDE WEB

