Lawrence Berkeley Laboratory - University of California **Engineering Note**		Code SR1203	Serial M7245	STAR doc # CSN0019C	Page 1 of 2
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Program **Solenoidal Detector at RHIC (STAR)**					
Subprogram **Project Management - Document Control**					
Title **Document Control System**					

Introduction

This document outlines the system for dissemination and control of certain types of documents used by the STAR Collaboration. These documents are called STAR Notes and are of interest to the STAR collaboration and others in the scientific community. This document does not address issues involving drawings. Please refer to STAR Note 0106B for information pertaining to the Drawing Control System.

Controlled vs non-controlled STAR Notes

In general there are two types of STAR notes, controlled and non-controlled. STAR Notes that document requirements, specifications, procedures or policies are considered to be controlled and are approved as such by STAR management. The reasons for issuing a controlled STAR Note is to insure that members of the collaboration are aware of its content and are made aware of changes when they occur. Practically this is accomplished by announcing to the Technical Committee that a new controlled STAR note has been issued or an old controlled STAR Note has been revised.

If an individual wishes to have a STAR Note become a controlled document it must first have a have a STAR Note Number assigned to it and then be submitted to Bill Edwards in the STAR Project Office at LBNL. The document will then be appropriately reviewed and signed by STAR management. A signed copy of the STAR Note will be filed in the STAR Project office and Al Saulys (STAR webmaster) will be notified by the STAR project office that the STAR note can be listed as controlled on the WWW. Controlled STAR Notes will be designated as such by the use of an upper case “C” prior to the STAR Note number, e.g. CSNXXXX.

Once approved, controlled documents can only be revised by following the change control procedure outlined in STAR Note SN0095A. STAR Notes that have been submitted to Al Saulys prior to becoming controlled will need to be resubmitted with the STAR Note number revised with an upper case “C”.

Its should be noted that prior to August 1996 the “C” was not used in the STAR Note number, however as time permits controlled STAR Notes issued prior to August 1996 will have their STAR Note numbers revised to include the upper case “C”.

STAR Note numbers and archiving

Al Saulys (saulys@bnl.gov) at BNL currently is responsible for issuing STAR Note numbers and maintaining the electronic archive of all STAR Notes.

Submitting STAR Notes

The STAR Note submission procedure can be found on the STAR Documents web page on the WWW.

Accessing STAR Notes

STAR Notes can be found on the STAR Documents web page on the WWW.