

Versioning

RECORDS MANAGEMENT HANDBOOK

GUIDANCE TITLE:	04: Versioning
GUIDANCE PURPOSE:	Guidance on how to version records that undergoes revisions
AUTHOR:	Information Governance Lead
VERSION:	1_01: June 2019

Question: What is version control and why do it?

Answer: It is a way to manage multiple revisions of the same record and know which is the most current

Versioning is the management of revisions of a record. It enables us to tell one version from another, and what order they were created. It also helps show what changes were made and why.

For records that undergo revisions, and particularly for electronic records, version control is important because the record may be changed by a number of users, and the changes may not be immediately apparent.

Knowing which version is current and has approval is important so we are aware what rules are in force, and to ensure staff work to the same standards. Version control is important if working on a collaborative piece of work and/ or when there are likely to be frequent revisions.

Question: Which records require version control?

Answer: Depends- but generally applies if a record is changed a lot

Not all records require version control; it is dependent on the importance and type of the record. This will generally be decided by the creator, although rule of thumb is, if the record will be used across the Trust, is a policy or procedure, a formal account of an action, e.g. committee minutes, or likely to change frequently, it should have a version number.

Question: Where do I put the version number?

Answer: Include in the footer and file name

The version number should be included in the footer of the record on each page, the file name when saving, along with creation date, and for official records also be recorded on the front cover sheet.

Question: Can I choose any numbers or system I like?

Answer: No! We need a standardised, consistent approach.

What to do:

- Allocate a version number (V) to every appropriate record (the V should always be a capital letter);
- Increase the version number with each new version;
- Put the version number in the file name when you save, e.g. *20170110RecordsManagementPolicyV1_00*.

How to allocate and increase numbers:

- Draft/ working records start at V0_01 and increase consecutively;
- The accepted and issued final record is V1_00;
- The accepted and issued second version becomes
 - V1_01; if a minor change is made;
 - Or, V2_00 if a major change is made;
- *A new version of V1_01 could be V1_02 (minor) or V2_00 (major change);*

- A new version of V2_00 could be V2_01 (minor) or V3_00 (major change).

Guidance Tips:

- Not every record requires a version number- If you create more than one version/ edit a record you should allocate a version number;
- When a record is draft call it V0_1 to distinguish it from a final/ approved version. A watermark can be useful to show if a document is draft.

HOW DO I ADD A WATERMARK?????

In the document/ record:

- Click on **Page Layout**,
- Select **Watermark** in Page Background
- Select the relevant template (Draft), or if not suitable select **Custom Watermark** and complete the details

The word 'draft' will then appear on the background of all the records pages.

Question: What do I do when I have a final version of a draft/ working document?

Answer: Change the version number to a whole number, e.g. V1_0

When a record has been finalised and if appropriate received approval, the version number should change to a whole number, e.g. V0_08 becomes V1_00. The version number on the cover sheet and in the footer should also be updated.

If a final version has a minor amendment it should increase by 0_01, e.g. V1_00 becomes V1_01. If it was a major change the whole number should increase by 1, e.g. V1_00 becomes V2_00.

Question: What are 'major' and 'minor' changes?

Answer: Major are more significant changes, whilst minor have little impact on the record

There are no easy or strict definitions on what constitutes a major or minor change. To a great extent this is a matter of professional judgement based on the information staff are working with. General guidance is provided below:

Guidance Definitions:

- **Minor:** *Grammatical, spelling or formatting changes; and content changes that do not significantly change the meanings or ideas of the record.*
- **Major:** *Changes to the content that potentially changes any of the meanings or ideas within the record, or large additions or redactions (deletions) of text.*

Question: What is a version control table?

Answer: An audit mechanism for recording changes to a record

So there is an audit trail, staff should keep a version control table for official records than undergo versions, e.g. policies, annual reports, etc.... The table monitors what changes are made, when and

by whom. When significant changes are made it may be relevant to include 'why' they were made, e.g. consultation at Board Meeting 01.06.19.

The audit trail can be used for legal or regulatory reasons, to show when particular changes were introduced and what rules officers were meant to be following at certain periods in time.

Version No'	Event	Author (Job title/ name)	Date	Change-What/ Why?
0_01	Initial Draft to line manager	Head of Information Governance- Fiona Hobday	01/02/18	
0_02	Consultation with SIRO/ Caldicott Guardian	Head of Information Governance- Fiona Hobday	10/02/18	<i>Minor changes to wording- (page 3 & 8)</i>
1_00	Approved at IG Group		01/05/18	
1_01	12 month review within IG Team	Head of Information Governance- Fiona Hobday	01/05/18	<i>Minor changes- in line with changes to Trust Strategic Plan</i>
2_00	Approved by IG Group		05/06/19	

Contact Details/ Further Information

If you have any question regarding the creation/ receipt of files please contact:

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