

# Timetable for Document Review

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# Timetable for Document Review

## Introduction

In order to stay relevant, technical documents must be periodically evaluated to ensure that they meet the needs of the organization or project. Due to this practice, certain UNT Digital Libraries' documents are subject to internal review and approval by various Libraries' units as well as University and external review bodies. This review timetable document compiles major documents that require periodic reviews and gives timetable and the framework over the documents review procedures.

No	Document	Review frequency	Year Adopted	Year scheduled for review							
				2015	2016	2017	2018	2019	2020	2021	2022
1	TRAC/ISO16393 Conformance Document	Every three years	2015	X			X			X	
2	Formal Self Audit	Every five years	2015	X					X		
3	Full Audit of Resources in Repository	Every two years	2014		X		X		X		X
4	Digital Preservation Policy Framework	Every two years	2015	X		X		X		X	
5	Digital Collection Development Policy	Every two years	2015	X		X		X		X	
6	Digital Library Feedback Policy	Every two years	2015	X		X		X		X	
7	Preferred File Formats	Every two years	2015	X		X		X		X	
8	UNT Digital Libraries: Risk Analysis and Management Strategy Plan	Every two years	2015	X			X			x	