
THE
DOCUMENT **C**ONTROL **C**ENTER

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Our Purpose



From this. . .



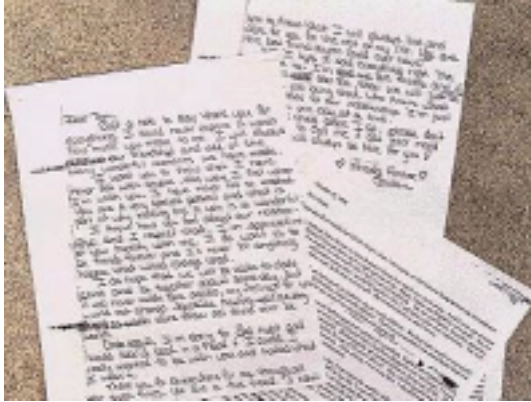
To this. . .



And finally, to this. . .



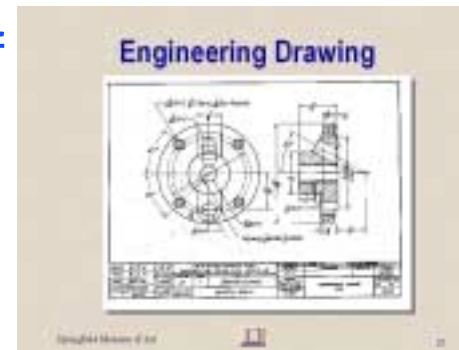
What is a document or record?



- Recorded information regardless of the medium or characteristic, made or received that is useful in the operation of the organization.

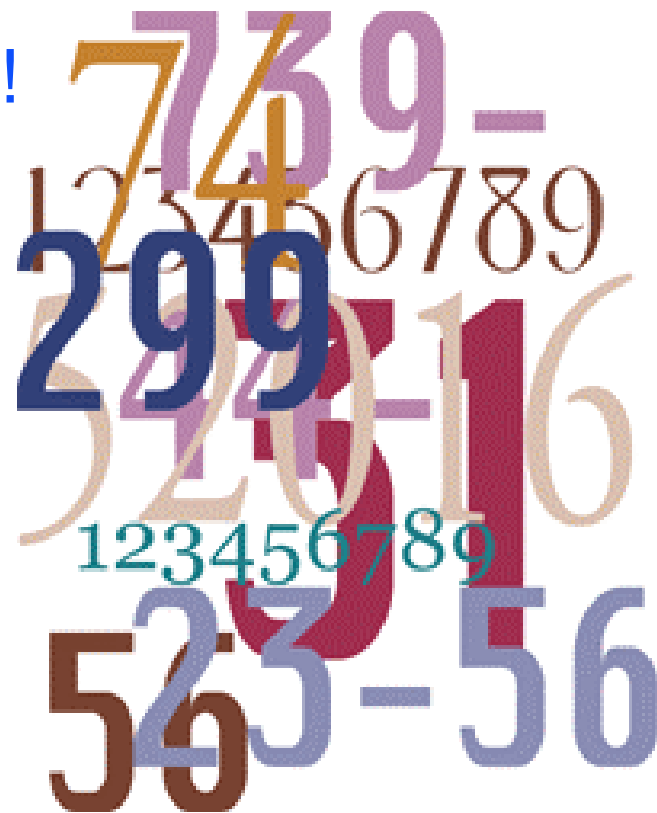


- Something tangible, recorded on any medium (paper or electronic) that is evidence of business events or transactions that has legal or business value and that one intends to be memorialized.



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

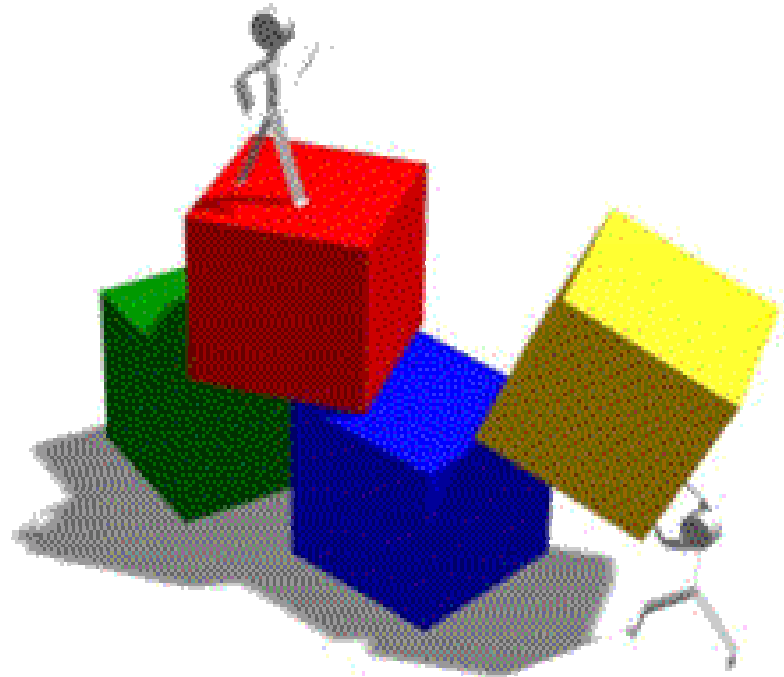
The category

The year

The sequential number

The revision

The group identifier



Building Blocks (continued)

- The **LABEL** identifies the record as LIGO-related, primarily as an identifier to individuals and groups outside of LIGO.

LIGO-CYRXXXX-XX-X

Building Blocks (continued)

- The **CATEGORY** designates the *type* of record:
 - » C – Contractual in nature
 - » D – Engineering drawings
 - » E – Engineering documentation
 - » F – Forms, templates
 - » G – Graphics, presentations
 - » L – General correspondence
 - » M – Management
 - » P – Publications, formal or refereed
 - » T – Technical papers or notes, informal

LIGO-**C**YRXXXX-XX-X

Building Blocks (continued)

- The **YEAR** represents *the year* the record *originated*.

LIGO-C**YR**XXXX-XX-X

Building Blocks (continued)

- The **SEQUENTIAL NUMBER** is automatically generated based upon that particular category *and* year.

LIGO-CYR**XXXXX**-XX-X

Building Blocks (continued)

- The **REVISION** reflects the version of the record. For uncontrolled documents the default is “00.” In controlled documents, drafts are incremented numerically; formally released final versions increment alphabetically.

LIGO-CYRXXXX-XX-X

Building Blocks (continued)

- The **GROUP IDENTIFIER** designates the originating group or the group the document pertains to. The group identifiers are:

A	Administration	B	Beam Tube	C	CDS
D	Detector Group	E	System Eng.	F	Facilities Group
H	Phys Ed Monitor	I	Interferometer	L	LLO
M	Project Mgmt.	O	Construction	P	Project Controls
R	R & D	S	Support Equip.	V	Vacuum Equip.
W	LHO	X	Process Travelers	Z	LSC Member

LIGO-CYRXXXX-XX-X

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



A Vision of Tomorrow

- The handling of project documentation in an integrated electronic environment which encompasses all the sites.



Fax to email

Digital copying

Automated scanning

PC to copier/scanner

A Vision of Tomorrow

- An in-depth electronic library of gravitational-wave research covering the past 25 years.
- A comprehensive history of LIGO's evolution from theory to discovery.