

## Appendix 9: Processing Documents and Filing on the Online Registry

1. When a document is received by Board staff, ensure that the person who is responsible for file management is notified (this could be the RS on the file or the Regulatory Technician). If a hard copy is received, request an unsecured electronic copy.
2. When naming documents for the internal and online Registry, please follow the Document Naming Protocol on the following page and ensure that the doc-type and sub-type match the top two folders of the internal Registry. Some examples include:
  - TASR - Permit Application - Water Sources - Information Request - GNWT-INF Response - Apr 3\_19
  - Colomac - Licence and Permit - Reasons for Decision - Jan 24\_22
  - Ekati Jay Development - Permit - Request for Final Plan - Feb 4\_22
  - City of YK - Draft Licence Conditions - Review Comment Table - Dec 3\_21
  - PPML - Wildlife Monitoring and Management Plan - Version 2.1 - Dec 23\_21
  - GNWT-INF - Engagement Plan - Version 3.1 - Decision Letter - Feb 9\_21
3. Once documents are processed and posted to the online Registry, ensure that the RS responsible for the file is aware that they have been posted, so the RS can set up the links when preparing the ORS IFR.
4. For Board-issued documents (e.g., RFD, decision letters), the date in the file name should be the date the document is issued/distributed.

## Document Naming Protocol

This should be the project name (e.g., Snap Lake), and sub-project name, if applicable (e.g., Ekati – Lynx). If there is no official project name, try to use a place as the project name (e.g., traditional or watercourse name) or use the community name for municipal authorizations (e.g., Inuvik). Only use a company/organization name if using a project or place name is not feasible (e.g., use GNWT-INF for small highway and quarry authorizations). Be sure all staff are using the same common format for each name. Do not include the file number.

This is the date the document is received (or issued) by the Board. The date received is included because it identifies when the Board's process starts, regardless of the date on the document. The date should be written using the following format: “– Jan 1\_11”

Only if applicable. (e.g., Version 3.1)

**Project Name – Topic – Version # – Subtopic – Specific Item – Date Received**

The topic tells us the subject of the document, so we know what we're dealing with right away (e.g., CRP, 2020 AEMP Annual Report, Amendment Request, Permit Application, etc.). It should be concise, descriptive, and clear.

This is where we say what type of document it is (e.g., Information Request, Review Summary Table, Reasons for Decision, Decision Letter, etc.). This may not always be needed (e.g., if the topic is the Engagement Plan, and the document being posted is the Engagement Plan).

The subtopic isn't always necessary and should only be used when it adds clarity or additional background to the topic (e.g., Diavik - Mercury in Slimy Sculpin - Follow up from 2007 AEMP Results – Decision Letter and RFD – Feb 28\_11).