

Jos Lesscher
Chair



Jess Lewis
Vice Chair

**NEW MEXICO
STATE EMERGENCY RESPONSE COMMISSION**

Policy for Version Control for SERC Resolutions, Policies, and Documents

Effective: June 14th, 2024

Policy Statement:

This policy establishes a systematic approach for version control of State Emergency Response Commission (SERC) documentation to include (but not limited to) non-standard position task books, resolutions, and policies. This policy does not replace change log requirements within the SERC policy, but rather adds to it.

1. Document Identification:

- Each SERC document shall have a unique identifier, including a version number, date of adoption, and date of last amendment. The format will be:
SERC_[DocumentName]v[VersionNumber][CreationDate]_[LastAmendmentDate].

2. Version Numbering:

- Version numbers will be assigned sequentially. Major revisions impacting policy or procedural interpretations result in a whole number increment (e.g., v1.0 to v2.0), whereas minor changes, such as clarifications or formatting, lead to a decimal increment (e.g., v1.0 to v1.1).

3. Review and Approval Process:

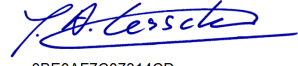
- Proposed changes must be reviewed and approved by the SERC. Each proposed revision must be documented, including a clear description and rationale.

4. Distribution and Notification:

- Upon approval of a new version, SERC shall notify all relevant stakeholders and ensure the distribution of the updated version. Obsolete versions shall be removed from the DHSEM website and replaced with the current version.

5. Review of Policy:

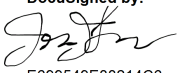
- This version control policy itself should be reviewed annually or as needed to ensure its effectiveness and relevance.

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Jos A. Lesscher
Chair of the New Mexico SERC

6/20/2024

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Jess Lewis
Vice Chair of the New Mexico SERC

6/25/2024
