

## Interim procedure for approving documents using a digital workflow

### Background

The corona pandemic has created a need for a way of approving documents digitally. Today, many documents are printed and signed even when there is no formal requirement to do so. Transparency and traceability in information governance can instead be quality-assured by documenting the digital workflow used for approval.

Long-term, all document management will be done using workflows in the case and document management system used at SLU, Public 360. However, this requires that all administrative officers know how to register additional documents and initiate workflows in Public 360. To achieve that, more training is needed. The procedure described here is consequently an interim solution.

### Procedure

1. The author of a document orders an SLU ID from the registrar. The SLU ID must always be indicated in the document.
2. When the document is ready, the author emails it, as an attachment, to the person(s) who will review and approve it. The reviewer gives feedback via email to the author.
3. When the document is ready for approval, the author sends a new email to the reviewer. The reviewer forwards the email, with the document attached, to the author and clearly states in the email message that the document is approved. (Example: 'I approve the attached document' followed by the sender's name). No other information should be included in the message.
4. If several people need to review and approve a document, they should first forward the email with the document attached in a review chain. When everyone has reviewed the document, the final version should be sent to each reviewer/approver in turn before returning it to the author. Each person should clearly state in the email message that they approve the document.

5. The order in which a document is sent to the reviewers may vary depending on the type of document. Example: Minutes are written by a secretary, sent for approval first to the meeting chair, then to the person appointed to sign off the minutes, and finally returned to the secretary.
6. When the author of the document receives the approval email, both the document and the email must be registered in Public 360. This is known as *tilläggsregistrering*, additional registration.
7. If you are the author of a document and know how to do this, use the side panel in Outlook to register the document and the email message.
  - a. If you are not a Public 360 user yet, send the document and the email message to the registrar, who will register them for you.
8. Once the document and the email message have been registered in Public 360, the approval has been documented and can also be traced.

#### Documents that should NOT be handled according to this procedure

- Property purchase agreements (must be signed on paper)
- Agreements with external parties (these should have some kind of physical or digital signature, e.g. contracts with VR or Formas which are signed in Prisma)
- Proxies
- Decisions to disclose official documents
- Documents related to security issues

If you have any questions, contact the Vice-Chancellor's Office at [bereda@slu.se](mailto:bereda@slu.se)

If you have questions on registering documents, contact the registrar responsible for your department/division.

- University administration, Uppsala: [registrator@slu.se](mailto:registrator@slu.se)
- Faculty of Landscape Architecture, Horticulture and Crop Production Science: [ltvregistrator@slu.se](mailto:ltvregistrator@slu.se)
- Faculty of Forest Sciences: [registrator-sfak@slu.se](mailto:registrator-sfak@slu.se)
- Department registrar or equivalent