# DOCUMENT CATALOG MANAGEMENT – REMARKING/PURGE

**Effective:** April 1, 2005
**Last Updated:** November 26, 2010

## Executive Summary

This policy defines the management of documents in MMARS with respect to nightly re-marking documents and the purging of rejected documents.

## Considerations

The MMARS Document Catalog serves the dual purposes of providing a repository of historical documents and access to document activity.

The following automated processes assist the management of the document catalog:

**Purging Rejected Documents**

Over a period of time, documents that are rejected (or draft status in LCM) in the system accumulate in the document catalog and could cause performance problems as well as making the management of the catalog more difficult for departments. Purging of certain rejected documents assists with this effort.

**Remarking**

The remarking process re-edits certain documents in reject status during the MMARS nightly cycle and processes the documents to Final if errors have been addressed

## Policy

**Purging**

Part of the standard production cycle is the monthly purge of **MMARS rejected documents and LCM rejected AND draft documents** over 75 days old. The purge is executed as part of the monthly accounting period close process. The purge schedule may be adjusted to accommodate annual Closing/Opening activities. Any changes to the purge schedule are announced in the CTR Weekly Update. Departments periodically should review rejected documents in the Document Catalog. Departments that wish to retain any document that would qualify for the monthly purge action should place the document in a Held status prior to the scheduled purge.

The following documents are **excluded** from the purge:

**AD, AR, BNK, BNK2, CA, CD, CD1, CD2, CEC, EFT, ER, IE, IET, INVEARN, INVEARN2, INVEST, INVEST2, IT, ITA, ITI, OT, PRM, PRN, TD, TT, WR, WRADJ, PREXP, PRLDE, PRLIF, PRLNP, PRLVP, and PRRV.**

**Remarking**

It is standard practice to execute jobs during the MMARS nightly cycle that remarks certain documents that are in a "Reject" status. This re-edits the document to determine if the original reason for the rejected status has been resolved and processes the document to final statues if all on-line edits passed. The document will go to a "Final" status, including documents entered by staff that have a "user" level role (the user level role does **not** allow staff to process documents to a "Final" status). A limited number of documents are included in the re-marking process to support the controls necessary for the management of e-signature. Departments should instruct staff with "user" level roles who encounter reject errors on documents to put the documents on hold and notify the person with "administrator" access that they must take an action to complete the documents.

The following documents are eligible for nightly remarking: **CD, CD1, CD2, CR, RF1, WR, GXM, PRLIF, PRLDE, EMTL, PMTL and EICF**.

All other documents in a rejected status are not remarked. Department personnel are responsible for reviewing and managing these rejected documents.

**Archiving**

Over time, the size of the Document Catalog will require that aged documents be archived. This policy document will be amended before archiving is implemented.

## Internal Controls

Department Internal Control procedures should include a process to review the Document Catalog on a regular basis and manage rejected documents. Internal control procedures should include reviewing documents that meet the criteria for purging and placing into a Hold Status those documents that should be excluded from the monthly purge processing.

## Information Sources

Related Procedure – None

- Legal Authority –
  - M.G.L. c. 7A (Office of the Comptroller)
  - M.G.L. c. 29 (State Finance Law)
- Attachments - Document Purge Excel Spreadsheet
- Links – None
- Contacts – CTR Solution Desk
- MAComptroller.org

## Revisions

- **November 26, 2010** – Amends the list of documents to be excluded from the monthly purge.
- **February 12, 2007** – LCM Application Documents were added to the Purge and Remarking process.
- **November 1, 2006** – Removed language referencing the Knowledge Center and updated relevant links to MAComptroller.org portal site.