

Accredited Standards Committee
X3, Information Processing Systems*

X 379.2/90-180

Doc. No.: X3/90-2529 X, S, M, T

Date: October 25 1990
Reply to: Jean-Paul Emard
202-626-5740

TO: Officers, X3 Subgroups

SUBJECT: New Procedure for the Approval of Editorial Changes and Errata

As a result of two new ANSI policies, the X3 Secretariat is immediately implementing the following procedure for approval and publication of editorial changes and errata to approved ANSI X3 standards. This procedure applies to *all* approved standards, whether or not they have been published.

The new procedure is the result of the implementation of two recent ANSI policies:

- 1) In February 1990, the BSR approved a policy that "the official draft submitted for BSR approval would be the draft published" (X3/90-367). SPARC interprets this to mean no editing will be done -- editorial or otherwise -- by the technical committee or ANSI.
- 2) The ExSC approved a policy stating that the process of reaffirming a standard cannot include any change to the standard (X3/90-1888). SPARC interprets this to mean that the issuance of any minor editorial changes (even the addition of a TC member to the TC membership list in the Foreword) must be the subject of a standards revision project.

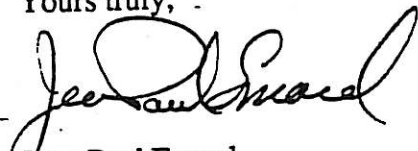
Recognizing those policies, SPARC provided the following guidance to the X3 Secretariat:

- 1) X3 endorses the ANSI policy that the document approved by BSR is the document published. No changes will be made either by an ANSI technical editor or the TC document editor.
- 2) If the TC wishes to make additional changes, it will submit the list of changes to TC vote and X3 letter ballot, with a 2/3 majority required in both cases.
- 3) The X3 Secretariat will forward additional changes approved in this fashion to ANSI for incorporation into the document, however ANSI sees fit.

We will use this procedure to incorporate changes to approved but unpublished standards, although we urge you to make the editorial changes *before* the draft is submitted to BSR for approval. We will also use it to approve errata.

If you have questions or comments regarding this procedure, please do not hesitate to call Kate McMillan (202-626-5742) or myself.

Yours truly,



Jean-Paul Emard
Director, X3 Secretariat

Attachments: X3/90-367, X3/90-1888

*Operating under the procedures of the American National Standards Institute
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February 2, 1990

TO: ANSI-Accredited Standards Developers

FROM: Louise Germani, Secretary
Board of Standards Review *Louise Germani*

RE: Drafts to be Published as American National Standards

Please be advised that the Board of Standards Review, at its February 1, 1990 meeting, approved the following policy:

The official draft submitted with the BSR-9 form for approval as an American National Standard is the draft that will be published as the American National Standard.

LG/8635D

Copy to: ANSI Technical Staff

43/90-1888

August 1, 1990

TO: ANSI-Accredited Standards Developers
FROM: Louise Germani, Secretary *Louise Germani*
Executive Standards Council
SUBJECT: Newly Approved Reaffirmation Policy

Please be advised that the Executive Standards Council of the American National Standards Institute has approved a policy governing reaffirmation of American National Standards. The policy is effective immediately and will be incorporated into the ANSI Procedures for the Development and Coordination of American National Standards at its next revision. The Policy reads as follows:

ANSI Procedures for the Development and Coordination of American National Standards apply fully to reaffirmations as they do to all other approval actions related to American National Standards (ANS). Reaffirmations must be subjected to the same level of openness and due process as are all other actions on ANS. The procedures used for reaffirmations must be the same as those utilized for other actions on ANS.

Reaffirmations must be accomplished without any change to the standard. An ANS undergoing any change, substantive or non-substantive, including but not limited to updating of reference standards, editorial revisions, and modification of the committee membership roster, will be considered a revised ANS and will be processed by ANSI as a revision rather than a reaffirmation.

ANSI procedures require that the date of approval of an ANS be included in the standard, preferably on the cover. In the case of a reaffirmation, the ANSI reaffirmation date must be included and the date of original ANSI approval also should be included. The designation of ANSI approval should indicate clearly if the approval is a reaffirmation.

This notification is provided to you for further dissemination to your editors and other appropriate technical staff, as needed. Your timely compliance with this new policy is appreciated.

Thank you.

LG/MS/9209D