

Maintaining the Document Repository

The following notes discuss maintenance of the interim Trust and Identity document repository and the record of assigned repository IDs in their current form. As of 3/7/2017, they are simple wiki pages containing tables with columns representing what are envisioned to be fields in a database.

The Interim Trust and Identity Document Repository

- **Open Access Documents.** [Trust and Identity Document Repository Index](#) provides links to pages containing metadata and the location of each document in the repository, one metadata page per document. They are all child pages of [Trust and Identity Document Repository Index](#) with a tag of [ti-repodoc](#). See [How to Add a New Document to the Repository](#) for information on how to add a new document to the repository.
- **Internal Documents.** [Trust and Identity Internal Document Repository Index](#) provides links to pages containing metadata and the location of each document in the internal repository, one metadata page per document. They are all child pages of [Trust and Identity Internal Document Repository Index](#) with a tag of [ti-internaldoc](#). See [How to Add a New Document to the Internal Repository](#) for information on how to add a new document to the repository.
- Documents are always entered into the repository when they have been accepted by their sponsor and enter the Preserve phase of their life cycle. They may also be entered at the time they enter the Review phase.

Assigned Repository IDs

- The [Assigned Repository IDs](#) table contains a row for each Repository ID that has been assigned. Every document in the repository must have a Repository ID, but IDs can be assigned to documents when they are still in the Create phase so that authors can use the Repository ID in the document, in particular for its title page.
- The table contains columns for the Repository ID, an interim title, the sponsor for the document, and its authors. Any of this information might change before the document is placed in the repository; it's simply there to facilitate management of the IDs. In fact, the document may never end up in the repository, either because it is never completed, or because it is never accepted by the sponsor.
- Documents are entered into this table whenever they are assigned a Repository ID.