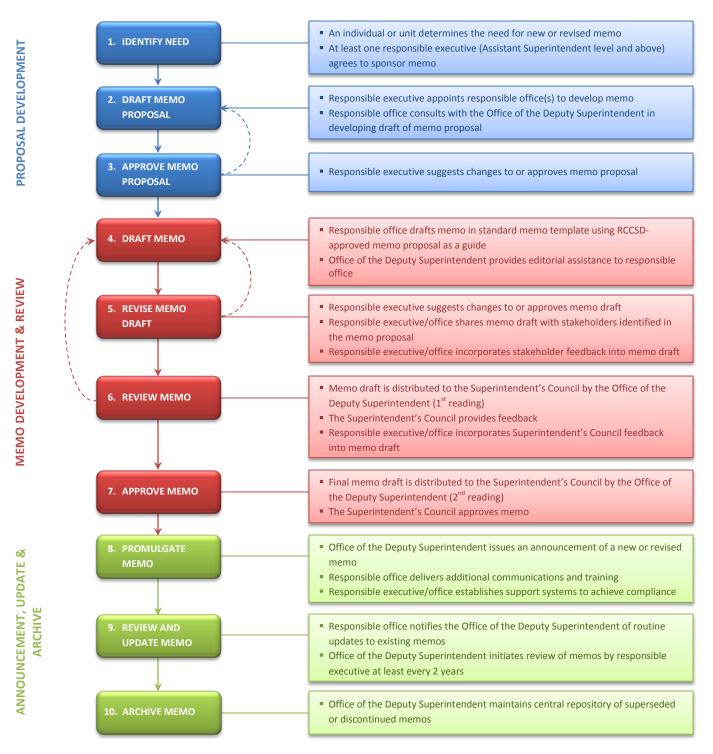# Administrative Memo Development Process

Administrative memos follow a standard process from development to approval to maintenance. The flowchart below provides an overview of the process.

RCCSD ADMINISTRATIVE MEMO DEVELOPMENT PROCESS

PROPOSAL DEVELOPMENT

1. IDENTIFY NEED
- An individual or unit determines the need for new or revised memo
- At least one responsible executive (Assistant Superintendent level and above) agrees to sponsor memo

2. DRAFT MEMO PROPOSAL
- Responsible executive appoints responsible office(s) to develop memo
- Responsible office consults with the Office of the Deputy Superintendent in developing draft of memo proposal

3. APPROVE MEMO PROPOSAL
- Responsible executive suggests changes to or approves memo proposal

MEMO DEVELOPMENT & REVIEW

4. DRAFT MEMO
- Responsible office drafts memo in standard memo template using RCCSD-approved memo proposal as a guide
- Office of the Deputy Superintendent provides editorial assistance to responsible office

5. REVISE MEMO DRAFT
- Responsible executive suggests changes to or approves memo draft
- Responsible executive/office shares memo draft with stakeholders identified in the memo proposal
- Responsible executive/office incorporates stakeholder feedback into memo draft

6. REVIEW MEMO
- Memo draft is distributed to the Superintendent's Council by the Office of the Deputy Superintendent (1st reading)
- The Superintendent's Council provides feedback
- Responsible executive/office incorporates Superintendent's Council feedback into memo draft

7. APPROVE MEMO
- Final memo draft is distributed to the Superintendent's Council by the Office of the Deputy Superintendent (2nd reading)
- The Superintendent's Council approves memo

ANNOUNCEMENT, UPDATE & ARCHIVE

8. PROMULGATE MEMO
- Office of the Deputy Superintendent issues an announcement of a new or revised memo
- Responsible office delivers additional communications and training
- Responsible executive/office establishes support systems to achieve compliance

9. REVIEW AND UPDATE MEMO
- Responsible office notifies the Office of the Deputy Superintendent of routine updates to existing memos
- Office of the Deputy Superintendent initiates review of memos by responsible executive at least every 2 years

10. ARCHIVE MEMO
- Office of the Deputy Superintendent maintains central repository of superseded or discontinued memos