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

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

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

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    - Office of the Deputy Superintendent maintains central repository of superseded or discontinued memos