

# **Unit 225**

## **Principles of business document production and information management**

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### DOCUMENT DISTRIBUTION



# INTRODUCTION

- Documents are created primarily for distribution. By their very nature they require the involvement of more than one person before they serve their purpose.
- For example, letters involve the writer and the reader.
- Documents may require the involvement of many people.
- For example, one person might create a document, others might review it and add or change content, and a manager might then approve it for publication.
- In advance of meetings or during conferences, relevant documents may be distributed to attendees.



## POSSIBLE PROBLEMS

- Readability/accessibility.
- Security.
- Unintended disclosure of protected information.
- Ease of delivery/receipt.
- Keep written information secure by taking relevant precautions when preparing, reproducing and circulating documents.
- The method of circulating documents, either electronically or in written form, must be appropriate to their sensitivity.



# DISTRIBUTION LISTS

- Where a document is to be distributed to several recipients, a distribution list needs to be compiled to include all those who should receive it.
- There should be a way to record that the document has been sent to each recipient.



# MANUAL DISTRIBUTION

- Circulation slips – are a form of internal distribution for circulating non-sensitive material.

CIRCULATION SLIP	
Title: A-Z Office Supplies Catalogue	
Date received:	
Name/Department	Initials & date
Beverley Cooper	
Janice Little	
Alan Parker	
Richard Stanforth	
Please return to Robert Green	

- Copies of letters that are marked 'cc' need to be sent out with a compliments slip to the person copied in.
- When distributing sensitive material, internally or externally, by hard copy, it should be sealed in an envelope and marked as Confidential.



# ELECTRONIC DISTRIBUTION

- Documents can be sent via e-mail to one or more recipients.
- Documents can be posted on online bulletin boards for downloading by interested parties.
- If documents contain sensitive or confidential material they should be password protected against opening/download.



# WIDER DISTRIBUTION

- Some documents may need to be distributed to the wider public. When documents are intended for distribution as a download they should be created in a widely available format, eg PDF documents and protected from alteration.
- Protection can also prevent unauthorised access by requiring passwords to open and view the documents. For example, PDF documents can be locked against modifications with password protection.
- The Data Protection Act applies to the distribution and storage of any personal data by requiring that personal details are not circulated to third parties and stored data is accurate, up-to-date, relevant and not kept for longer than necessary.

