Portico Roles and Responsibilities

1. **Policy Statement**

   1.1. Portico staff has delineated roles and responsibilities related to implementing changes within the system.

2. **Implementation Examples**

2.1.	Move files within Portico content storage area	Designated Systems Team Member
2.2.	Approve exclusions of content from archive ingest	Archive Services Product Manager Archive Services Product designee
2.3.	Make changes (additions, corrections, deletions) to Portico business documents (BDO)	Publisher Content Coordinator
2.4.	Modify profiles	Vendors Data Team Production Team
2.5.	Review/approve profiles and profile modifications prior to deployment to ingest	Data Team Leads Data Team designee (for vendor modified)
2.6.	Review/approve Turnover Documents, format action plans, and policy statements	Archive Services Product Manager Archive Services Product designee
2.7.	Report needs for tool changes (other than profile) through JIRA system	Production Team Members
2.8.	Modify tools (other than profile)	Designated Data Team Members Vendors
2.9.	Request deployment of tools to setup	Designated Data Team Members Vendors
2.10.	Request deployment of tools to ingest	Designated Data Team Members
2.11.	Deploy tools to setup	Designated Data Team Members Vendors
2.12.	Deploy tools to ingest	Designated Systems Team Member

2.13. Write documentation outlining reasons for request to delete content from archive/ConPrep retention database/delivery site	Publisher Content Coordinator Production Team
2.14. Approve content deletions from archive, ConPrep retention database, and/or delivery site	Archive Services Product Manager
2.15. Delete content from the archive	Designated Systems Team Member
2.16. Write documentation outlining reasons for request to delete content from Portico file system	Production Team
2.17. Approve content deletions from Portico file system	Archive Services Product Manager
2.18. Delete content from Portico file system	Designated Systems Team Member

3. Document History

3.1. Approved by: Kate Wittenberg

3.2. Last Review Date: 8/7/2023

3.3. Reviewed by: Amy Kirchhoff, Karen Hanson, Kate Wittenberg, Sandra Parr

3.4. Change history:

Version	Date	Change	Author
0.1	6/19/2009	Drafted.	Stephanie Orphan
0.2	7/23/2009	Added title to "delete content from delivery site" role.	Stephanie Orphan
0.3	7/27/2009	Added profile approval role.	Stephanie Orphan
1.0*	7/28/2009	Updated to make it look more like a policy.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line and copy edited	Amy Kirchhoff
1.1.1	4/4/2011	Updated the logo	Amy Kirchhoff
1.2*	3/27/2016	Addressed changes in teams and vendors	Amy Kirchhoff
1.3	8/7/2023	Addressed changes in teams and structure	John Meyer

* An approved version of this document.