

## DOCUMENTATION REQUIREMENTS

### CATEGORY 1: APPROVAL TO PUBLISH

#### Transaction Set /Guideline (Balloted)

Secretariat    PRB Members  
(14 Currently)

0% Disapprovals Remaining After Any Ballot **OR**

Less Than 10% Disapprovals Remaining After Rebuttal Vote:

|  |   |  |
|--|---|--|
| .Transmittal Form  | X |  |
| .Transaction Set/Guideline (marked with corrections, if any) | X |  |
| .Vote Change Forms, if any                                   | X |  |

3% Or Less Disapprovals Remaining After Ballot (3% Rule):

|  |   |   |
|--|---|---|
| .Transmittal Form  | X |   |
| .Transaction Set/Guideline (marked with corrections, if any) | X |   |
| .Vote Change Forms, if any                                   | X |   |
| .Unresolved Disapproval Comments                             | X | X |
| .Ballot Comment Response Letter                              | X | X |

#### UN/EDIFACT Message (Balloted)

|                                  |   |   |
|----------------------------------|---|---|
| .Transmittal Form                | X |   |
| .Vote Change Forms, if any       | X |   |
| .Unresolved Disapproval Comments | X | X |
| .Ballot Comment Response Letter  | X | X |

#### Data Maintenance (Balloted)

|                   |   |   |
|-------------------|---|---|
| .DM Status Report | X | X |
|-------------------|---|---|

#### Interpretation (Not Balloted)

|  |   |   |
|--|---|---|
| .Transmittal Form  | X |   |
| .Interpretation Letter (marked with corrections, if any)           | X |   |
| .Subcommittee Response to TAS Recommendations, if any disagreement | X | X |

#### Technical Report (NO LONGER HANDLED BY PRB)

**NOTE:** All appropriate sections of the transmittal form should be completed, including subcommittee and TAS signatures. Any change to the tally after the close of the most current ballot (e.g., to account for changed votes) must be initialed by secretariat staff prior to submission of the transmittal form. The last printed tally shown, or the initialed tally, is considered the final tally. The document submitted must be generated from the Secretariat database. Corrections and clarifications should be clearly marked on the document.

## CATEGORY 2: APPROVAL FOR BALLOT OR REBALLOT

### Transaction Set/Guideline

|  | Secretariat | PRB Members<br>(14 Currently) |
|--|-------------|-------------------------------|
| .Transmittal Form  | X           |                               |
| Transaction Set/Guideline (marked with corrections, if any)        | X           |                               |
| .Examples of Use (Required)  | X           |                               |
| .List of Changes Since Last Ballot (if any) (Reballot only)        | X           |                               |
| .Reason for Reballot Letter (Reballot only)                        | X           |                               |
| .Subcommittee Response to TAS Recommendations, if any disagreement | X           | X                             |

**NOTE:** All appropriate sections of the transmittal form should be completed, including subcommittee and TAS signatures. If this was a joint development item, all participating subcommittees should sign off. In the case of joint development responsibility, the PRB will assign future responsibility to one subcommittee before ballot. The document submitted must be generated from the Secretariat database. Corrections and clarifications should be clearly marked on the document.

**NOTE:** Items for X12 Rebuttal Ballot are not subject to PRB approval.

### UN/EDIFACT Message

|                   |   |  |
|-------------------|---|--|
| .Transmittal Form | X |  |
|-------------------|---|--|

**NOTE:** The PRB shall only accept on its agenda for X12 Ballot those UN/EDIFACT messages that meet the following criteria:

- the EDIFACT project proposal for the message was approved by the PRB at a previous X12 meeting
- the message is registered as by the entry point
- the MID is on file with the entry point

The motion for ballot shall be to "Approve for Status 2."

### Data Maintenance

|                  |   |   |
|------------------|---|---|
| DM Status Report | X | X |
|------------------|---|---|

## CATEGORY 3: NEW PROJECTS FOR APPROVAL

Project proposals submitted to the Secretariat at least 35 days prior to a PRB meeting will be distributed by the Secretariat to PRB representatives and alternates, along with the preliminary agenda. These require no further distribution at an X12 meeting. Other project proposals must be distributed as indicated below.

### Project Proposals (Not Previously Distributed)

|  | Secretariat | PRB Members<br>(14 Currently) |
|--|-------------|-------------------------------|
| .X12 Project Proposal Form (as distributed in SD2)     | X           | X                             |
| .EDIFACT Project Proposal Form (as distributed in SD6) | X           | X                             |

**NOTE:** The PRB shall only accept on its agenda new EDIFACT Project Proposals for UN/EDIFACT messages that meet the following criteria:

- submitted on a EDIFACT project proposal form
- registered as a Message in Development by the submitter
- assigned to an ASC X12 subcommittee by the entry point
- approved and submitted by the assigned ASC X12 subcommittee

The EDIFACT project proposal form shall list the assigned subcommittee's X12 Delegate Liaison as the project delegate.

**NOTE:** The purpose and scope should be clearly stated, within the mission of ASC X12, and appropriate for registration with ANSI. In the case of PPs for new transaction sets where functional overlap exists with a transaction set currently published or in development, provide sufficient reason for not modifying the existing standard or proposing joint development to satisfy the business need.

**NOTE:** For any item for which joint development responsibility is assigned, all involved subcommittees must be prepared to assign a project delegate at the PRB meeting.

**CATEGORY 4: PROJECT PROPOSALS FOR AMENDMENT, REASSIGNMENT OR WITHDRAWAL**

A project proposal may be withdrawn, modified, or reassigned only at the request of the responsible subcommittee. Notification of such action should be submitted to the Secretariat in writing by an officer of the subcommittee. For approval purposes, amended project proposals are treated in the same way as new project proposals.

The following must be submitted to the Secretariat: Amended Project Proposal, Subcommittee PP Withdrawal Letter, or Subcommittee PP Reassignment Letter. Project proposal correspondence must be distributed as indicated below.

**Project Proposals Correspondence (Not Previously Distributed)**

|  | Secretariat | PRB Members<br>(14 Currently) |
|--|-------------|-------------------------------|
| Amended Project Proposal (Revised Purpose/Scope) | X           | X                             |
| Project Proposal Reassignment                    | X           |                               |
| Project Proposal Withdrawal                      | X           |                               |

**CATEGORY 5: LIMITED LIFETIME ITEMS**

A list of limited lifetime items will be provided by the Secretariat in the preliminary agenda and may be discussed at the Monday PRB meeting. Items qualifying for this list are documents in publication status for at least three years; these require revision, reaffirmation, or withdrawal by the subcommittee within two years. Items approaching the five-year deadline will be placed on the final agenda for PRB action if necessary.

Project Proposals older than two years and showing no development activity should be withdrawn. "No development activity" is defined as no review conducted by X12J Technical Assessment Subcommittee (TAS) for a draft document. These PPs will be listed in the preliminary agenda for information and discussion by the subcommittee during X12 week. PPs showing no development activity will be dropped from the Secretariat database unless the subcommittee's PRB rep notifies the PRB at the Friday meeting that the item is on track for TAS review.