

## INTRO TO THE INFO FILE

The Info File contains documents, which underpin the governance and administration of CISV International.

Historically, many documents were available only as paper versions until the mid-1980s when floppy disks were distributed to National Associations during International Board Meetings.

The World Wide Web and the CISV “Resources” site offers us the possibility of making the documents accessible on-line. The International Office is responsible for maintaining the Info File through the Resources site so that the content is up-to-date and accurate. What you find on Resources will be the most current version.

The basic structure of the Info File has not changed. It is organised in sections that divides subject matter. Items are identified by alphanumeric codes, which precede the document title. This code is found in the right header and gives a reference number of the document as well as its date.

For example the document is A-02 (0725). Broken down into its components, this title means:

A	02	*(07	25)	Intro to the Info File	Replaces	A-02 (9720)
Section A of the Info File	Doc 2 in section A	2007	Week 25	Name of doc	A new version	The version that is replaced by this one
A is the intro section	It may be that doc number do not start with 1 and go on sequentially in all sections. This is likely because a doc has been eliminated at some point	This version was released in 2007	This version was released in week 25 of 2007	Gives an idea of the contents	This shows that this version is replacing a former version of the doc, or another doc.	The 2007 version of A-02 replaces the 1997 (week 20) version, which was previously in force.

\*Generally the date will be changed only when wording of something substantive in the text is changed. In 2007, we re-published all Info File docs on a new doc format in line with the re-branding decided in 2006. Where only the format was changed, we maintained the date of the last version. If wording was changed, a new 2007 date is indicated.

### How to find Info File documents on the CISV Resources website

There are several options:

1. Click on the Info File menu item and this will take you to a list of all Info File docs in alphanumeric order. A brief description of the docs appears beneath the code and name. Click on the one you want.
2. Click on the Document Search menu item and then decide whether you want to search by role (who you are) or by subject area (where in the archive the doc belongs). Select Info File in the first drop-down menu box, and then proceed to refine your search using the other drop-down boxes in the row you have selected. Then click on the Search button.