**Notice for the joined sheet for document compostability**



This methodological sheet aims to standardise the process of creating and classifying documents produced throughout DECART project. Each document generated should include these essential details to facilitate its management, storage, and distribution through the Central Station.

*Items to fill:*

1. **Document Creation Date:** Each document should include the date of its creation. This date should reflect the specific moment when the document was initially created or updated.
2. **Document Author:** The document's author must be clearly identified. This helps to identify the source of the document and facilitate communication if needed.
3. **Document Type:** Each document should also be categorised based on its content. The available document types to choose from are:
	* Text Only
	* Image/Graphic Only
	* Text plus Image
	* Other (Specify)
4. **Document Nature:** Each document should also be classified based on its nature. The available options are:
	* Report
	* Internal Project Document
	* Publication (Paper, Poster)
	* Logo
	* Newsletter
	* Template
	* Scientific Data
	* Other (Specify)
5. **Degree of Openness:** To ensure proper document management, the degree of openness should be defined. The available degree of openness options are:
	* Wide Distribution, Non-Commercial, Modifications allowed
	* Wide Distribution, Non-Commercial, No Modifications allowed
	* Distribution under Copyright
	* Confidential for the Moment
	* Confidential Permanently

This methodological sheet ensures standardisation in the process of creating and classifying documents within the DECART project. By including this information with each document, you propose for compost, we facilitate its management, tracking, and deposit in the Central Station. It is essential for every project member to follow this process to ensure an efficient organisation of our document resources.

