

Versioning Electronic Outlines

Where were changes made in the 4/16/2018 version?

1. [Page 2, an exception was added regarding baseline outlines returned unprocessed.](#)

Where were changes made in the 10/17/2017 version?

1. [Page 2, a section was added: "If a brand-new Outline, with no baseline, is returned unprocessed:"](#)

Versioning Electronic Outlines

The following table describes the versioning system for electronic Outlines of Production (OP). It also applies to electronic Special Outlines.

- After establishing an electronic baseline, the same document is transferred repeatedly between the firm and the CVB, as needed to make updates. Each submission from the firm is numeric, increasing by 1 with each new submission.
- When the CVB processes the submission, a suffix is added to the version number.
 - o “-CVB” is added for filed/signed documents and a CVB digital signature is added
 - o “-UP” is added to documents returned unprocessed. No digital signature is applied.

Description	Version ID
1 st OP submitted electronically if there are previously filed paper versions (has no changes from last filed paper OP)	Baseline
Baseline OP signed by CVB and returned to firm	Baseline-CVB
Next revision submitted by firm (or 1 st submission if the OP was never previously submitted on paper)	1
Version 1 filed by CVB and returned to firm	1-CVB
Revision of version 1-CVB, submitted by firm	2
Version 2 filed by CVB and returned to firm	2-CVB
Revision of version 2-CVB, submitted by the firm	3
Version 3 considered by the CVB to be unsuitable for filing, returned unprocessed	3-UP
Revision of version 2-CVB (attempt #2), submitted by the firm	4
Version 4 filed by CVB and returned to firm	4-CVB
	And so forth....

When submitting again after an unprocessed Outline is returned, the latest version would supersede the last *filed/signed* document. In the example above, the next revision (version 4) would supersede version 2-CVB, not 3-UP.

EXCEPTION: If a baseline submission is returned unprocessed, the next submission is also considered a baseline and still supersedes the paper copy, until a satisfactory baseline (Baseline-CVB) is filed. This is also due to the unique nature of a baseline and the need to keep them distinct. After a Baseline-CVB is filed, the version numbers become numeric and follow the above sequence.

If a brand-new Outline, with no baseline, is returned unprocessed:

Description	Version ID
1st OP for a brand-new product (no prior version, no baseline)	1
Version 1 unsuitable for filing and returned unprocessed	1-UP
Next submission	2*

*For Version 2 when the first version was returned unprocessed: Enter “NA” in Supersedes Date and Supersedes Version fields. Indicate that version 2 is a New outline (not a complete revision).