



POLICY STATUS OPTIONS

During a policy's lifecycle, its status is displayed from the gold bar above the logo in the policy. will be reflected from one of six possible options.

[Draft](#) | **Current Status: Pending** | **Current Status: Active** | **Current Status: Old** | **Current Status: Retired** | [Deleted](#)

Policy Is In-Development









When a policy is either being developed as a brand new policy, or undergoing a review, the status will be either a **Draft** or **Pending** status.

Status	Visible To User Roles	Where to Locate	URL contains
Draft	Owner Approver Collaborator	Home Tab Drafts link (under Policy Management header)	New Policy /policy/create/ Existing Draft /edit/?continue_draft=true
	Area Editor Area Manager Site Admin		
Pending	Owner Approver Collaborator	Home Tab Policies Requiring Your Approval Report OR All Policies Requiring Approval (under Policy Management header)	/approve/
	Area Editor Area Manager Site Admin		

*Terminology may vary based on site preferences

Policy Is Active

When a policy has completed an Approval Workflow its status will be listed as **Active**. If the visibility is set to [restricted](#), only users with View Restricted permissions will be able to see them.









Status	Visible To User Roles	Where to Locate	URL contains
Active	 Staff  User  Owner  Approver  Collaborator  Area Editor  Area Manager  Site Admin	Use the search bar or the filters to locate any active policy.	/latest/

Policy Is Active



**Terminology may vary based on site preferences*

When a policy is no longer needed, it can be archived. When archived, the status will be either Old, Retired, or Deleted. "Old" versions are available to reviewers, retired policies are only available to Site Administrators, and deleted policies can only be recovered by PolicyStat staff.

Status	Visible To User Roles	Where to Locate	URL contains
Old	 Owner  Approver  Collaborator  Area Editor  Area Manager  Site Admin	<p>All Versions link in the top toolbar of a pending policy.</p> 	/?showchanges=true
Retired	 Site Admin	<p>Admin Tab Retired Policies (Report column)</p>	
Deleted	PolicyStat Staff Only	<p>Contact PolicyStat Support (support@policystat.com)</p>	

Policy Is Archived

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