

POLICY STATUS OPTIONS QUICK REFERENCE

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

Draft | Pending | Scheduled | Active | Old | 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	<ol style="list-style-type: none"> Home Tab Drafts link (under Policy Management header) 	<p>New Policy /policy/create/</p> <p>Existing Draft /edit/?continue_draft=true</p>
	Area Editor Area Manager Site Admin		
Pending	Owner Approver Collaborator	<p>1. Home Tab</p> <p>2. Policies Requiring Your Approval Report</p> <p>OR</p> <p>1. Pending Approval (under Policy Management header)</p>	/approve/
	Area Editor Area Manager Site Admin		

Policy has completed the Approval Workflow

When a policy completes an [Approval Workflow](#), the status will be listed as either **Scheduled** or **Active**.








Scheduling a policy involves setting a specific date or number of days after the final approval before the policy moves to an Active status. For more on the scheduled effective date feature, [see this article](#).

If the visibility is set to [restricted](#), only users with View Restricted permissions will be able to see them. Only policies with an Active status can be retired.

Status	Visible to User Roles	Where to locate	URL contains
<i>Scheduled</i>	 Owner  Approver  Collaborator	1. Home Tab 2. Scheduled (located under the Policy Management header on the right panel)	
	 Area Editor  Area Manager  Site Admin		
<i>Active</i>	 Staff  User  Owner	Use the search bar or the filters to locate any active policy.	/latest/
	 Approver  Collaborator  Area Editor		
	 Area Manager  Site Admin		

Policy is Archived

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. Only policies with an Active status can be retired.

Status	Visible to User Roles	Where to locate	URL contains
<i>Old</i>	 Owner  Approver  Collaborator	All Versions link in the top toolbar of a pending policy.	/?showchanges=true
	 Area Editor  Area Manager  Site Admin		
<i>Retired</i>	 Site Admin	<ol style="list-style-type: none"> Admin Tab Retired Policies (Report column) 	
<i>Deleted</i>	PolicyStat Staff Only	Contact PolicyStat Support (support@policystat.com)	

For additional help, visit support.policystat.com or contact support@policystat.com.

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