

☐ Initial Request

- Pub 3011, signed by Sub-division Chief is forwarded to Digital Design (DD) by the Author requesting an Open File number.
- All information contained on Pub 3011 is input into the Open File database which produces consecutive unique open file numbers.

☐ Information Analysis

- Ensure Pub 3011 and master copy of open file are submitted by client by the 1st of the month
- Ensure formal publications are printed and delivered by 1st of the month
- Publication names and dates received are logged on a tracking form

☐ Quality Control

(Open files are checked for Federal Identity Program (FIP) requirements against the following checklist)

- DISKETTE - Mandatory items must appear on diskette
 - Data being sold to client
 - Include a “readme” file
 - Copyright disclaimer
 - Open File disclaimer
 - Formal licence agreement
- PAPER REPORT - Mandatory items on front cover
 - Title
 - Open File number
 - GSC crest
 - Natural Resources logo
 - Canada wordmark
 - Name(s) of author(s)
 - Year of publication
- PAPER REPORT - Mandatory items on title page
 - Title
 - Open File number
 - Partnership identification, if applicable
 - Copyright disclaimer
 - Name(s) of author(s)
 - Open File disclaimer
 - Recommended citation

- CD-ROM - Mandatory items on CD-ROM
 - Title
 - Data being sold to clients
 - Geomatics Canada topographic digital data disclaimer, if applicable
 - Formal licence agreement (end-user agreement for digital data)
 - Third-party software licence/disclaimer, if applicable
 - A “readme” file identifying file names, software requirements, and any specific instruction to the user as necessary

- CD-ROM - Mandatory items on your CD-ROM booklet
 - Front cover of booklet*
 - Title
 - Open File number
 - GSC crest
 - Natural Resources Canada logo
 - Canada wordmark
 - Name(s) of author(s)
 - Year of publication
 - Inside or back of booklet

 - Inside or back of booklet*
 - Copyright disclaimer
 - Open File disclaimer

- CD-ROM - Mandatory items on your back traycard
 - System requirements
 - The file formats of the data on the CD-ROM, and the software type and version (e.g. Windows® 95/98/2000, Adobe® Acrobat® Reader® 4.05) necessary to access the data on the CD-ROM
 - Geomatics Canada topographic digital data disclaimer, if applicable
 - Funding logo(s), if applicable
 - Third-party software disclaimer, if applicable
 - If CD-ROM contains the Adobe® Acrobat® Reader® software, the attribution statement must be on the CD-ROM packaging
 - If CD-ROM contains the ESRI® ArcExplorer® software, the logo and attribution statement must be on the CD-ROM packaging
 - Short description of Open File
 - Name(s) of author(s)

- CD-ROM - Mandatory items on your CD-ROM label
 - Title
 - Open File number
 - GSC crest
 - Natural Resources Canada logo
 - Canada wordmark

- Name(s) of author(s)
 - Abbreviated copyright disclaimer:
©Her Majesty the Queen in Right of Canada 2006
- PAPER MAP - Mandatory items on map
 - Title
 - Open file stamp
 - GSC crest
 - Natural Resources Canada logo
 - Canada wordmark
 - Name(s) of author(s)
 - Copyright disclaimer
 - Recommended citation
 - Scale bar
 - NTS map numbers, if applicable
 - Sheet 1 of X, if applicable
 - Funding or NATMAP logo(s), if applicable
 - PAPER POSTER - Mandatory items on poster
 - Title
 - Open file stamp
 - GSC crest
 - Natural Resources Canada logo
 - Canada wordmark
 - Name(s) of author(s)
 - Copyright disclaimer
 - Recommended citation
 - Funding or NATMAP logo(s), if applicable
 - Identify problems, then notify client and request updates
- ☐ ***CD-ROM Analysis***
- CD-ROMs are forwarded to Cartographic Coordinator for virus scan and the presence of NTDB data for which royalties must be collected.
 - royalties to be collected (if any) are communicated to the Editing Coordinator (EC), DD and GSC Bookstore
 - CD-ROM is returned to DD for tracking
 - DD forwards CD-ROM to EC for pricing
 - EC forwards price and CD-ROM to Editor for checking
- ☐ ***Text Preparation***
- The information required to compile the Information Circular are:
 - Formal series numbers
 - Open file numbers
 - Titles

- Author(s)
- Partnership program (if applicable)
- Viewing locations
- Sales outlet(s)
- Price
- Notice information (if any)
- All information is compiled in WordPerfect
- WordPerfect file is forwarded to English Editor along with a copy of all products

☐ ***English Edit***

- Please refer to QAI Pub 14
- Forward to French Editor

☐ ***French Translation***

- The text required is to be translated
- French text to be edited
- Forward to DD

☐ ***Advanced Information Circular***

- The edited and translated WordPerfect version is emailed to a distribution list of key people, to look over the information for any errors or omissions in the advertisements.

☐ ***Duplication and Distribution***

- Listed below are what is required to be completed for each type of media:
 - Diskette
 - Create master with label
 - Forward to GSC Bookstore where it will be duplicated on-demand.
 - Paper Report
 - Forward to Distribution for reproduction of viewing and sales copies at an outside location.
 - CD-ROM
 - Duplicate viewing and sales copies
 - Print CD labels, traycards, covers
 - Affix labels to CD's
 - Forward to Distribution
 - Paper Map
 - Forward to Distribution for plotting viewing and sales copies.
 - Paper Poster
 - Forward to Distribution for plotting viewing and sales copies.

☐ **HTML Preparation**

- Prepare .html pages with the edited WordPerfect text.
- Scan covers of formal publication reports to create .jpg files for the web.
- Use digital file of the cover of formal publications released on CD-ROM to create .jpg files for the web.
- Prepare Abstract and Summary in .html from the formal publications.

☐ **Official Release**

- The Information Circular is uploaded on the web on the 1st of each month.
- GSC Bookstore sends email announcement to a distribution list alerting customers that the new Information Circular has been posted.
- Update database with final information from posted Information Circular.

☐ **References**

- Document Change Request (DCR)
- Quality System Improvement Request (QSI)
- Open File Permission-to-Publish (Pub 3011)
- Circular Editing Process (Pub 14)