Eligibility (all should be checked)	
☐ Final Document (no drafts)	☐ Dated
☐ All signatures present	☐ Within required timeframe
☐ Coversheet present and complete	☐ Clear coversheet narrative
☐ Currently in use by CCHD	☐ Logo or other identifying info
☐ Protected information redacted / not present	

File specific considerations

Email (all should be checked)	
☐ Contains sender info	☐ Is a complete chain
☐ Contains recipient info	☐ Content easily understood

Meetings (all should be checked)	
☐ Agenda	☐ Sign-in sheet(s)
☐ Minutes	☐ Handouts or other presentation files, if applicable

Web pages (all should be checked)	
☐ URL included	☐ Complete page
☐ Date visible	

Presentations (all should be checked)	
☐ Includes a signature or logo	☐ Audience identified
☐ Complete presentation	☐ Date and location
☐ Handouts or other presentation files, if applicable	

Unaccepted areas (none should be checked)	
☐ Mental Health	☐ Primary Care and Other Health Care
☐ Substance Abuse	☐ Professional Licensing Programs
☐ Health Care Facilities	☐ Social Services (including domestic violence)
☐ Human Services	☐ Health Care Financing Systems (e.g., Medicaid)

Other considerations (all should be checked)	
☐ Does the file open?	☐ Do coversheet links work?
☐ Is a backup document available? (optional)	☐ Is the information verifiable?
☐ Does the file name clearly label the contents?	☐ Are all attachments or other files present?
☐ Is the document cohesive and clear in its purpose?	☐ Is the intended audience of the document defined?

Accepted file types (one should be checked, pdf strongly preferred)	
Audio	☐ mp3 ☐ wav
Images	pasted in to a: ☐ word document ☐ pdf
PDF	☐ pdf (correctly oriented) (**not PDF portfolio**)
Spreadsheets	☐ xlsx ☐ xls
Slides/PowerPoint	☐ pps ☐ ppsm ☐ ppsx ☐ ppt ☐ pptm ☐ pptx
Text documents	☐ doc ☐ docm ☐ docx ☐ rtf ☐ txt
Video	☐ wmv ☐ mpeg ☐ mpg ☐ mpv ☐ mp4
Web page	☐ htm ☐ html

Created by (at least one should be checked)	
☐ CCHD	☐ Ohio Department of Health
☐ City of Canton/State of Ohio	☐ Community Partnership/Collaboration
☐ Consultant	☐ Other Partner (not-for-profit, university, etc)