

Dear Fellow Extension Publication Author:

In mid-2008, I sent out an email to all State Initiative Coordinators, Working Group Coordinators and County Directors requesting that all Extension Publications that were five years or older be updated by the authors in order to assure the information we are making available to the public is accurate and current.

Since then, I haven't really seen many requests for updates, and the list of older Extension publications has now grown with the passing of another year. I am therefore now implementing a new policy that as of July 1 of each year, Extension publications with publication dates older than five years will automatically be taken off the Extension publications listing. Publications that contain pesticide information will have a two year review cycle. However, due to the backlog of these pesticide publications and the required CALS review process, a stair-step review will be implemented for publications containing pesticide information; older than four years will be required to be reviewed this year; three years or older requiring review in 2010; then all pesticide publications older than two years from 2011 on. When any publication is updated the original version will be archived and available upon request.

Publications that will not be removed at the July 1 deadline include: Curriculum, training manuals/guides/ references, teacher and student references, computer programs and video/CDs. Also excluded are the current archived materials. There are probably some other "special circumstances" which will be dealt with on a case-by-case basis. Please remember this policy pertains only to those publications that are Extension publications. Publications such as crop reports, crop budgets, research reports, although important to our Extension programs, have the year of report in the title and are considered a CALS publication, in cooperation with Extension and the Ag. Experiment Station. These publications will not be removed nor subjected to the update policy.

The new policy can be found in the Program and Procedural Manual under Cooperative Extension Publication Procedure at 7.03.01.01. Basically, the **portion** on updating Extension publications states:

F. FOLLOW-UP AND UPDATES

19. Associate Director initiates a review every two to five years (depending upon publication content) for content currency.
20. Corresponding/first authors who are current employees are encouraged to update their original publications.
21. New authors are encouraged to write a new publication in the event the original author cannot update the original publication. In this case, a new title is required, with reference to the original publication where appropriate.
22. Updates that do not require significant content changes will not require re-review; updates that require significant content changes will require official review; status will be determined by the submitting author and the Associate Director.

This new policy is intended to get our publications up-to-date and assure that our clientele have the most current information available.

A list of those publications that are currently five years or older that require updating at this time can be found at http://cals.arizona.edu/extension/employee/peered_pubs_needing_review.pdf. Please note that some publications are listed more than once due to the subject area covered. There are some additional publications that are fairly large in size (not on the aforementioned list) that may require updating. I will contact the authors directly to discuss how best to update these publications. I ask each author to take responsibility for updating your own publications. For those publications in which the author has retired or left the university, I ask interested faculty to contact me and we will work together to make the necessary contacts and publish an updated version.

I thank you all in advance for your work and dedication to this important part of our Extension mission. Please share this announcement with appropriate staff.

Ed Martin, Associate Director
edmartin@Ag.arizona.edu

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