Heron Reach Community Cooperative

Finding the authoritative project record

Rebecca Warren / July 24, 2026

Which record governs

A closed project can leave several plausible final documents in different team folders. The person who knows which one was approved may no longer be working on the project.

The file review compares the closing report, approval message, and archived output. It identifies missing links between a final version and the decision that accepted it.

Indexing and preservation

The decision sought is an indexed handover that links the accepted output to its approval and records superseded working versions separately.

The proposed index establishes a usable record of the decision; it does not authorize deleting the working history.

Discussion has no stated output

The session about the project-record handover invites comments but does not say whether the group must choose, rank, test, or record a question. Discussion can expand without producing a usable next step.

State the activity output and the time available. Use a visible capture for choices, reservations, and questions that need another owner.

Decision check: at the close, can the facilitator show what the group decided and what it deliberately left open?

Decision: delegate within a boundary

The next operational choice for the project-record handover can be made by the accountable manager within an agreed scope. The delegation should state what requires a return to the governing group.

Authorize the manager to choose the working sequence and contributors within existing resources. Require a record of the decision and any exception that changes scope or capacity.

The delegation ends with the described decision. It does not establish a wider or permanent approval power.