









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
	 Area Editor		
Pending	 Area Manager	 Site Admin	 Owner
	 Approver		

New Policy
/policy/create/

Existing Draft
/edit/?continue_draft=true

1. Home Page
2. Drafts link (under Policy Management header)

OR

1. Pending Approval (under Policy Management header)














/approve/

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. [See this article for more on the scheduled effective date feature.](#)

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
Scheduled	<div><div>Owner</div><div>Approver</div><div>Collaborator</div></div>	<ol style="list-style-type: none">Home pageScheduled (located under the Policy Management header on the right panel)	
	<div><div>Area Editor</div><div>Area Manager</div><div>Site Admin</div></div>		
Active	<div><div>Staff</div><div>User</div><div>Owner</div></div>	Use the search bar or the filters to locate any active policy.	/latest/
	<div><div>Approver</div><div>Collaborator</div><div>Area Editor</div></div>		
	<div><div>Area Manager</div><div>Site Admin</div></div>		

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
Old	<div> Owner</div> <div> Approver</div> <div> Collaborator</div>	All Versions link in the top toolbar of a pending policy.	/?showchanges=true
	<div> Area Editor</div> <div> Area Manager</div> <div> Site Admin</div>		
Retired	<div> Site Admin</div>	<ol style="list-style-type: none">1. Admin Console2. Retired Policies (Report column)	
Deleted	PolicyStat Staff Only	Contact PolicyStat Support	

For additional help, visit the [RLDatix Customer Portal](#) or the [RLDatix Public Knowledge Base](#) to view knowledge articles or to contact our Support team.