

**Subcommittee #1**  
**Documentation and Record Keeping**  
**Work plan**

- 1) Identify what specific regulations we need to address in this group.
  
- 2) Go citation by citation and look at the language simultaneously comparing it to the easy fix list to see if there are any suggested fixes for that particular citation.
  
- 3) Determine if there are any other topics that impact our regulation sections that should also be included in our discussions and/or recommendations.
  
- 4) Make recommendations.