SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION DIRECTIVE 003
LEVEL 0, PUBLIC

Archive Authorship and Review

Sets out who may write each kind of file in the Foundation Archive, who reviews it, who approves it and who decides its clearance, under Article VII of the Foundation Charter. The Archive grows with every file personnel write; this directive keeps it accurate, consistent and safe to read.

DOCUMENT	**FOUNDATION DIRECTIVE 003**	CLASSIFICATION	**LEVEL 0, PUBLIC**
APPLIES TO	**ALL FOUNDATION PERSONNEL WHO WRITE, REVIEW OR APPROVE ARCHIVE FILES**	KIND	**IN CHARACTER**
REVISION	**3**	ISSUED	[redacted]

1. Roles

ROLE	WHO	DOES
Author	The member who writes the file	Drafts, answers review, revises
Co-author	Members named by the author	Write parts of the file; share credit
Reviewer	A member of the author's department at the review level below, not a co-author	Checks accuracy, format and clearance marks; asks for changes
Approver	The authority in the table below	Approves, sets the file's clearance, publishes
Archivist	Members of the Administrative Department named by the Archivist of the Foundation, or by a Site Director for their site	Keeps numbering, links and the registry in order; never changes meaning

Nobody reviews or approves their own file.

2. File types and chain of command

TYPE	NUMBER	MAY WRITE	REVIEWED BY	APPROVED BY
Anomaly file	SCP-0000	Scientific Department, Level 3 or above	Two Level 3 researchers	Site Director; Keter and Thaumiel by the O5 Council
Incident report	INC-2026-000	The senior member present, Level 1 or above	Department lead of the reporter	Site Director
Experiment log	EXP-0000-00	Scientific Department, Level 2 or above	The lead researcher on the anomaly	Department lead
Test transcript	EXP-0000-00-T	A researcher who ran or watched the test, Level 2 or above	The lead researcher on the anomaly	Department lead
Interview log	INT-0000-00	Scientific or Security Department, Level 2 or above	The lead researcher on the anomaly	Department lead
Exploration log	EXL-0000-00	Mobile Task Forces or Scientific Department, Level 2 or above	The commanding officer of the operation	Department lead
Medical report	MED-2026-000	Medical Department, Level 2 or above	Medical department lead	Department lead
Site file	SITE-00	Site Director, or members they name	An Archivist	O5 Council
Personnel file	PER-0000	Department lead of the member	An Archivist	Site Director
Department procedure	PROC-DEPT-00	Department lead	Another department lead	Site Director
Department page	PAGE-DEPT-00	Department lead, or members they name	Not reviewed	Department lead
Department bulletin	BUL-DEPT-000	Department lead, or members they name	Not reviewed	Department lead
Post	POST-000000	Any personnel, Level 1 or above	Not reviewed (Section 3A)	Published by the author
Site Order	ORD-SITE-000	Site Director	Not reviewed	Issued by the Site Director
O5 Directive	Foundation Directive 000	A member of the O5 Council	Not reviewed	O5 Council vote

TYPE	NUMBER	MAY WRITE	REVIEWED BY	APPROVED BY
Civil Order	CIV-ORD-000	Civil Administration, Level 2 or above	Not reviewed	Signed by the Civil Administrator
Ethics finding or veto	ETH-2026-000	A member of the Ethics Committee	Not reviewed	Ethics Committee vote
Audit report	AUD-2026-000	An Ethics Auditor	Another Auditor	Chair of the Ethics Committee; a copy goes to Internal Security
Termination order	TRM-2026-000	The O5 Council, a Judge of the Internal Tribunal, or a Site Director during an Orange or higher alarm	Not reviewed	O5 Council vote, the verdict itself, or the Site Director with O5 confirmation within 24 hours

1. Anomaly files are numbered from SCP-002, in the order they are published. SCP-001 is reserved: its file survived the Blackout and is held sealed at Site-01, beyond every clearance.
2. A member may write a file of a type their department or level does not allow if a member who may write it is named as co-author and takes responsibility for it.
3. Members below the writing level may submit notes and drafts to someone who can write the file.
4. The Chaos Insurgency keeps its own records in the Ledger. Nothing in this directive applies to them.

3. From draft to published

STAGE	MEANING	WHO CAN READ IT
Draft	Being written	Author and co-authors
In review	Waiting for, or answering, review	Author, co-authors, reviewers
Awaiting approval	Review passed	The above, and the approver
Published	Part of the Archive	Everyone at or above the file's clearance
Revised	A newer revision replaced it	Kept in the file's history
Withdrawn	Removed from the Archive with a reason	Archivists and the approver

1. Every file starts as a draft. The author sends it for review when it is complete.
2. A reviewer answers within 7 days, either passing it or listing what must change. A file may go through review more than once.
3. The approver approves, sends it back, or declines it, and sets the clearance needed to read it. An approver may set a higher clearance than the author suggested, never a lower one than the content needs.
4. Publishing gives the file its number and posts it to #archive-feed.

3A. Posts

Posts are short entries personnel publish themselves: research notes, field updates, observations, announcements within a department. They keep the Archive alive between formal files.

1. Any member at Level 1 or above may post. A post is published at once, without review, in the author's department or site.
2. A post is read at the author's clearance or lower; the author picks the level, never above their own.
3. A post is the author's own account, not an official record. Anything that should be on record (an incident, a test result) is filed as its proper type; a post may link to it.
4. Department leads and Site Directors may hide a post that breaks this directive or the Archive Style Guide, with a reason. Hidden posts are kept, not deleted, and Archivists can see them.
5. Posts follow the Community Rules and the Archive Style Guide's limits like every other file.

3B. Test transcripts

1. A test transcript is the word-for-word record of a test: what was said and done, with times, as it happened. It belongs to an experiment log and carries that log's number with a T.
2. It is written by a researcher who ran or watched the test, at Level 2 or above, by the end of the session.
3. Where a test is run in a Roblox place, the game may record the session and hand the researcher a draft transcript. The researcher checks and completes it before it goes to review; nothing recorded is published without them.
4. A transcript is reviewed and approved with its experiment log, or on its own if the log already exists.

4. Clearance of a file

1. A file's clearance is the lowest level allowed to read all of it.
2. Parts that need a higher level are redacted, each redaction marked with the level that may read it. Readers below that level see the mark, not the text.
3. Nobody may write content above their own clearance. Content above the author's clearance is added by a co-author who holds it.

5. Changing a published file

1. A correction (spelling, a broken link) is made by an Archivist and noted in the file's history.
2. Any change to meaning is a new revision. It goes through review and approval again; the earlier revision stays in the history.
3. A file is withdrawn only by its approver or a higher authority, with the reason recorded. Withdrawn files are kept, not deleted.

6. Duty to report

1. Incidents are reported within one day by the senior member present, on an Incident Report.

2. Experiments and interviews are logged by the end of the session in which they took place.
3. Failing to report, or reporting falsely, is a matter for the department lead in character. Breaking the Roleplay Rules while doing so is a matter for staff.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].
1	[redacted]	[redacted] from the [redacted].
2	[redacted]	[redacted], [redacted] and [redacted], [redacted] and [redacted] as [redacted]; [redacted] by the [redacted] of the [redacted].
3	[redacted]	[redacted] from [redacted]; [redacted] and [redacted] at [redacted].

Foundation Directive 003. Archive Authorship and Review, revision 3. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.