



**Facilities Planning
Policy & Procedure #32**

TITLE **FILING SYSTEM – MINOR PROJECTS**

OBJECTIVE & PURPOSE The procedure for filing paperwork of Minor Projects (“P” Projects).

RESPONSIBILITY **ACTION**

ASSOCIATE DIRECTOR ◆ Transmit approved Project Request Form to Executive Secretary

SENIOR EXECUTIVE SECRETARY ◆ Create Minor Project file folder and file Project Request Form.

PROJECT MANAGER ◆ Ensures that all paperwork to be filed is labeled with the Minor Project number and given to the Senior Executive Secretary for filing.

SENIOR EXECUTIVE SECRETARY ◆ Files all Minor Project paperwork.

NOTE For assistance with the Minor Project Filing System contact the Administrative Coordinator.

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APPROVED:	Vice President	Associate V.P.	Director