



Facilities Planning Policy & Procedure #33

TITLE

FILING SYSTEM – BRANCH CAMPUSES

OBJECTIVE & PURPOSE

To establish policy on filing systems at the Branch Campuses.

RESPONSIBILITY

ACTION

ASSOCIATE DIRECTOR

- ◆ All original documents shall be maintained at the main campus. The Branch Campuses will maintain duplicate files as required to facilitate the campus projects.
- ◆ Filing for Major Projects is according to ***BR Filing System*** described in Policy & Procedure – FP#31.
- ◆ Branch Campuses are to maintain at a minimum the following:
 - a) Project Coordinator Manual
 - b) (1) complete set of all current contract submittals.

NOTE

- ◆
- ◆ For assistance with the Branch Campuses Filing System contact the Administrative Coordinator.

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APPROVED:	Vice President	Associate V.P.	Director