

<b>ARCS PROCEDURE:</b>  Author: S. Smith	<b>LOGGING MEETING MINUTES AND AGENDAS</b>	<b>PRO(TWPPO)-018.000</b>  January 10, 2000 Page 1 of 1
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## **Logging Meeting Minutes and Agendas**

### **I. Purpose:**

To provide instructions on how to log meeting minutes and agendas.

### **II. Cautions and Hazards:**

None.

### **III. Requirements:**

None.

### **IV. Procedure:**

#### **A. Steps:**

1. Retrieve meeting agenda, minutes and attachment(s), from the "docs/records" file tray.
2. Log the document(s) in the order below:
  - Agenda has the unique identifier (for example, MTG(TMT)-001.000)
  - Minutes have the revision number (for example, MTG(TMT)-001.001)
  - If there is no agenda, the minutes and attachment(s), iwill have the unique identifier.
3. Affix a label with the requested identifier on top right hand corner of document.
4. Put document(s) in the "To Be Filed" tray.

### **V. References:**

None.

### **VI. Attachments:**

None.