

ARCS PROCEDURE:	FILING NEW AND REVISED DOCUMENTS AND RECORDS	PRO(TWPPO)-020.000
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Filing New and Revised Documents and Records

I. Purpose:

To provide guidelines for filing new and revised documents and records.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Create a label using a yellow tab for the document/record's acronym.
 - For example, RPT is the acronym for RPT(TWP)-001.000 identifier
 - Use the acronym and category when creating the label, for example: RPT(TWP)
 - Do not create another label if one has already been created
2. Create a label using a blue tab for the document/record's acronym and category (this may already exist)
 - For example, RPT(TWP)
 - Use the acronym and category when creating the label, for example: RPT(TWP)
 - Do not create another label if one has already been created
3. Create a divider using the document/record's complete identifier.
 - For example, RPT(TWP)-001.000, is the complete identifier
4. Create a divider if the document is a revision (Note: Records cannot be updated - this only pertains to documents)
 - For example, RPT(TWP)-001.001
5. File the divider in its appropriate file.
6. File the revised divider behind the previous number.
7. Affix the label with the requested identifier on the top right hand corner of document.

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8. File the master document behind the divider.

V. References:

None.

VI. Attachments:

None.