

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : CENTRAL FILES
Policy Number : 03-02-01
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Revision Date :

I PURPOSE

The purpose of this policy is to define the NFTA's position relating to obtaining and using files located in Central Files.

II POLICY

Files which are charged out of Administrative Central Services will be due to be returned one (1) week from the charge-out date. At that time, the file may be charged out for an additional week if necessary. Charged out files must be kept in proper sequence.

Files are to be returned to Central Services personnel who will inspect the file, and complete the return-to-file process.