



**Standard Operating Procedure (SOP)
Project Prep. For Archives**

SOP No.	AS-0103	Revision:	0
Department:	Admin. Support Services	Date:	4/8/07
Dept. Head Approval:	<i>[Signature]</i> 4/20/07		
Director Approval:	<i>[Signature]</i> 4/26/07		

Purpose:

The purpose of proper preparation of a project file for archiving is to ensure all information is gathered and placed in the project file, project can then be filed in proper order and retrieval of the file can be quick and easy to find.

Scope:

The scope of work includes but is not limited to the following:

Preparation of Construction Services and In-House Construction files, Filing and Retrieval of files

Responsibility:

It is the responsibility of the Project Manager to prepare the files for archiving including sending the files to Document Control. It is the responsibility of Document Control to log in the project (See SOP AS-0101) and filing the project in the correct areas. It is also the responsibility of Document Control to retrieve the project for Document Lending (AS-0102)

Note: What is to be placed in the box or file is the responsibility of Construction Services and In-House Construction.

Procedure:

1. Small Project Files:

1.A. Small Project files can be placed in a file folder and labeled with the project number and the building number. See Project Check List (See CS-0002) to see what should be included in the file.

2. Large or Capital Projects:

2.A. Large or Capital Projects should be placed in a storage box. The box MUST be labeled as follows:

2.A.1 Packing label must be placed on both ends of the box. Labels must be typed in Times Roman font, bold, font size a minimum of 18 pt in color black. All labels must be incased in either clear packing tape or in a sealed, clear, shipping label.

2.A.2. Label should list the building number and name of building, and the project number and name of project. List total number of boxes for project and each box must be numbered 1 of

Example:

02020101 Physical Plant

Project # 200700129 New Addition to Plant

Box 1 of 1

2.B. Document Control can refuse any box that is not properly labeled

3. Sending to Archives:

3.A. Small project can be brought to Document Control for filing. Large project may need a Work Order requested to have the labor crew pick up and deliver the box or boxes to the Map Room.

3.B. No project can be placed in Archives unless it has been checked in by Document Control. Document Control must log in all projects. (see AS-0101)

4. Filing:

4.A. Projects are to be filed by Document Control in order of Campus and Building Number.

5. Retrieval:

Document Control will retrieve the project upon request and prepare it for Document Lending (see AS-0102)