



**Standard Operating Procedure (SOP)
Recycling of Archived Documents**

SOP No.	AS-0105	Revision:	0
Department:	Admin. Support Services	Date:	6/29/07
Dept. Head Approval:	<i>[Signature]</i> 6/27/08		
Director Approval:	<i>[Signature]</i> 7/1/08		

Purpose:

Documentation other than Project files are not required to be archived beyond seven (7) years.

Scope:

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

All Pre Bid Documents, Requests for Proposals, Unsuccessful bidders, Time cards, purchase orders not related to projects, Misc. memos not related to projects, personnel files.

Responsibility:

It is the responsibility of Document Control to verify dates prior to disposing or recycling of any documentation. Project Managers and others responsible for the documentation, can place dates on files to list a specific disposal date if necessary. Otherwise, files will be kept for seven years.

Procedure:

1. All documentation filed in the Archives will be processed and tracked. Each box will be labeled as what is in each box and the date it was archived. If a date of disposal is prior to seven years, the box will be labeled "OK to dispose of after such date"
2. Each June, the archives will be reviewed and any documentation older than seven years will be marked by Document Control for recycling.
3. An order for recycling will be requested according to the recycling policy for pickup of all documentation which is to be disposed.