

Hard Copy and Computer Filing

WIFA Policy #: I.2

Purpose:

To ensure the accessibility of information to facilitate future reference and record-keeping.

Policy:

WIFA staff will maintain a comprehensive hard copy filing system in Paper Tiger and a computer filing system on the network server and in the Loan and Grants Tracking System database (LGTS) to facilitate retrieval, control, and storage of information.

Responsibility: Administrative Assistant

Statutory Reference: A.R.S. Title 49, Chapter 8

Rule Reference: N/A

Original Issue Date: May 11, 1999

Previous Amendment Date(s): September 2, 2003

Most Recent Amendment Date: December 14, 2011 (*Replaces All Previous Versions*)

Approval:



Executive Director

12/14/11

Date