

## 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:** Business Manager

**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. December 14, 2011

**Most Recent Amendment Date:** October 6, 2017 (*Replaces All Previous Versions*)

**Approval:**



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**Executive Director**



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**Date**