

**UAB FACILITIES DIVISION  
STANDARD OFFICE INSTRUCTIONS**

**CENTRAL FILE DOCUMENT PROCEDURES**

**PURPOSE:**

To establish responsibilities and overall procedures for management of the Central File System for Facilities.

**GENERAL REQUIREMENTS:**

- Central File is the permanent record source of information for all projects. All documents listed on the **Central File Document Categories (+CFCATG.pdf)** list are maintained in Central File.
- A new file (with all categories listed on the **Central File Document Categories (+CFCATG.pdf)**) is established in Central File for each project immediately following the assignment of a project number.
- The original document should be maintained in Central File whenever possible.
- Project Managers are the individuals responsible for ensuring, to the extent possible, that all important documents on their projects are transmitted to Central File.
- Departments are responsible for ensuring that duplicate documents are not sent to Central File. However, dated notes on a copy of a document will not be considered a duplicate.

**PROCEDURES:**

1.0 **Document Referral Procedures:**

- 1.1 Individuals forwarding documents to Central File are required to place a label on the bottom right hand corner of such documents, indicating the project number and the file in which the document is to be placed. (See **Central File Document Categories (+CFCATG.pdf)**) These labels will be provided to the departments by Central File.
- 1.2 All documents should be forwarded to Central File in a timely manner. Documents older than six months will not be accepted by Central File without sufficient justification. Examples of exempt documents would be contracts, agreements, change orders, pay requests, etc., containing original signatures.

- 1.2.1 It is the responsibility of the Project Manager to send a copy of all correspondence/documents on his/her projects to Central File.
  - 1.2.2 Original correspondence/documents received by individuals other than the Project Manager should be forwarded to Central File by that individual or his/her staff.
  - 1.2.3 Correspondence generated within Facilities regarding a project should contain the name of the project and project number in the reference section of the memo or letter. A copy should be sent to Central File by the individual generating the correspondence, and should be indicated on the bottom of the memo/letter.
  - 1.2.4 Pertinent e-mails regarding projects should be printed and referred to Central File by the Project Manager. (If PM was not the recipient or not copied on the e-mail, the recipient should send a copy to Central File.)
  - 1.2.5 Project Managers' records/manuals will not be accepted by Central File. It is the responsibility of the PM to see that these are boxed, labeled and sent to remote storage.
  - 1.2.6 Documents should not be forwarded to Central File in ringed binders. They should be removed and bound in an acceptable manner, allowing them to fit into the storage cabinets.
  - 1.3 When documents are received in Central File, the staff will:
    - 1.3.1 File on a daily basis in accordance with established guidelines. (See **Central File Document Categories (+CFCATG.pdf)**)
    - 1.3.2 Maintain files in a neat and orderly manner.
    - 1.3.3 Maintain record that identifies the location of all files on Construction/ Renovation Projects.
  - 1.4 Files are retired one (1) year from Substantial Completion date, properly recorded and identified by staff, for transmittal to the Central File Storage.
- 2.0 Check-Out Procedures:
- 2.1 Any documents removed from Central File must be checked out and noted in the logbook.
  - 2.2 Checked out files must be returned with contents in same order and bound in the same fashion as checked out.

- 2.3 The person returning the files/documents must indicate their return in the logbook.
- 2.4 Files should be returned within five (5) days whenever possible. Staff will issue a reminder after five days if files have not been returned.

(END OF PROCEDURE)