

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
NOTICE OF CLAIM: AUTOMOBILE/EQUIPMENT ACCIDENT REPORT	Central File Risk Management Department	Admin. Support Group *Std. Personnel File Access	▪Manager/Supervisor Sends Original to Risk Management Department and a Copy to Central Files
BUILDING MAINTENANCE (E.g., information of historical significance)	Central File	Admin. Support Group	▪Correspondence generator to Central File
CORRESPONDENCE	Central File	Admin. Support Group	▪Correspondence generator to Central File
IN CHARGE ASSIGNMENT MEMO/ SIGNATURE AUTHORITY IN ABSENCE	Central File PPD Human Resources Office	Admin. Support Group *Std. Personnel File Access	Correspondence generator routes to: ➤ PPD Central File ➤ PPD H R Office

**Standard Personnel File access includes the director, associate director, manager, supervisor, PPD H R staff, PPD Payroll staff, and the employee. (An employee may look at their Personnel File in the presence of his/her manager or supervisor.)*