

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
HIRE PACKET	Hire Packet File	Director Associate Director Manager/Supervisor PPD H R Staff	<ul style="list-style-type: none"> ▪Hiring Official to PPD H R Office ▪PPD H R to UNM H R Department

Type of File: **Hire Packet Files**
 Document Routing Procedures—Revised: 12/09/04