

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
CERTIFICATES WITH TRAINING DATABASE INPUT REQUEST FORM	Training File	*Std. Personnel File Access Admin. Support Group Training Specialist	<ul style="list-style-type: none"> ▪Employee or Manager/Supervisor to Administrative Support Group for Data Entry ▪Administrative Support Group to Training Specialist ▪Training Specialist to Training File
LICENSES/CERTIFICATIONS	Training File	*Std. Personnel File Access Admin. Support Group Training Specialist	<ul style="list-style-type: none"> ▪Employee or Manager/Supervisor to Admin. Support Group for Data Entry ▪Admin. Support Grp. to PPD H R Office ▪Training Specialist to Training File
SIGN IN SHEETS (Training documentation)	Training File	*Std. Personnel File Access Admin. Support Group Training Dev. Specialist	<ul style="list-style-type: none"> ▪Manager/Supervisor to Admin. Support Group for Data Entry ▪Admin. Support Grp to PPD Human Resources Office ▪Training Specialist to Training File

**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.)*

Type of File: **Training Files**
Document Routing Procedures—Revised: 01/27/05