

# Inter-Office Memo

**To:** ASG Officers  
**From:** Judicial Board  
**CC:** Gabrielle Bennett  
**Date:** September 20, 2007  
**Re:** Document Tracking Form

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The purpose of this plan is to ensure that the safety, confidentiality, and integrity of the documents and concerns of the students of Bellevue Community College be safeguarded by the Justice Board as effectively as possible.

This plan was created due to the amount of documents that the ASG receives and works with on a daily basis, this plan will help manage said documents and create a place to easily access them.

The plan will be executed in this way:

1. Front Desk receives a document; they will record the time, date, and person who submitted the document, along with their email and phone number.
2. Front Desk scans the document and sends it to the Judicial Board.
3. Front Desk hands the original document to the Judicial Board.
4. Judicial Board will fill out the 'Document Tracking Form' and attach the scanned form to it.
5. Judicial Board will store the scanned form in the "Official ASG Archives 2007-2008" folder on the R-Drive.
6. Justice Board will register the item in the spreadsheet which will be located in the R-Drive under the "Official ASG Archives 2007-2008" folder, in its respective folder.
7. Justice Board will stamp and store the original document in the corresponding folder in the filing cabinet located in the Judicial Board office area.

We do however have a request; in order to make the system official on the hard copy of any document we will need a specialized stamp. On the stamp we would like to have "BCC Official Judicial Board Document", and we'd like the stamp to have the date on it. This would enable us to keep track of the date we filed the document should anyone care to know.

Sincerely,

The Judicial Board 2007-2008