

ARCS PROCEDURE: Author: S. Smith	FILING CORRESPONDENCE DRAFT (1/7/00)	PRO(TWPPO)-004.000 January 7, 2000 Page 1 of 1
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## Filing Correspondence

### I. Purpose:

The purpose of this procedure is to provide guidelines for filing correspondence.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

#### A. Steps:

1. Obtain the logged correspondence from the "to be filed" tray.
2. Check the correspondence for the identifier at the top right hand corner.
3. Execute any special instructions indicated on the correspondence for each correspondence item.
  - Refer to PRO(TWPPO)-003.000, *Sorting and Routing Incoming correspondence*.
4. If the correspondence is incoming, file in the assigned logbook:
  - Incoming Correspondence
5. If the correspondence is outgoing, file in the assigned logbook:
  - Outgoing Correspondence

### V. References:

None.

### VI. Attachments:

None.