

<b>TWP PROCEDURE:</b>	<b>FILING NEW AND REVISED DOCUMENTS AND RECORDS</b>	<b>PRO(TWPPO)-020.001</b>
<b>Author: TWPO</b>		<b>18 August 2004</b> <b>Page 1 of 2</b>

## **Filing New and Revised Documents and Records**

### **I. Purpose:**

To provide guidelines for filing new and revised documents and records.

### **II. Cautions and Hazards:**

None.

### **III. Requirements:**

None.

### **IV. Procedure:**

#### **A. Steps:**

1. Create a label using a yellow tab for the document/record's acronym.
  - For example, RPT is the acronym for report.
  - Use the acronym and category when creating the label.  
Example: RPT(TWP)
  - Do not create another label if one has already been created.
2. Create a label using a blue tab for the document/record's acronym and category (this may already exist)
  - For example, RPT(TWP)
  - Use the acronym and category when creating the label.  
Example: RPT(TWP).
  - Do not create another label if one has already been created.
3. Create a divider using the document/record's complete identifier.
  - For example, RPT(TWP)-001.000 is the complete identifier
4. Create a divider if the document is a revision (Note: Records cannot be updated - this only pertains to documents).
  - Example: RPT(TWP)-001.001
5. File the divider in its appropriate file.
6. File the revised divider behind the previous number.
7. Affix the label with the requested identifier on the top right -hand corner of document.

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8. File the master document behind the divider.

**V. References:**

None.

**VI. Attachments:**

None.