
FILING - BOARD RESOLUTION BOOK (PUR-018)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- This procedure discusses the process used to file and/or locate Board Resolution Books.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- Contract and Compliance Analyst

3.0 APPROVAL AUTHORITY:

- Executive Purchasing/Budget Director

4.0 DEFINITIONS:

Signature Date

- SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

- Select the “P” drive
- Double Click “BOARD BOOKS”
- Double Click Year, i.e., 2008
- Double click Board Book

5.1 Save Board Book Name using the following steps:

5.1.1 Board Book-Year-Month-Day, i.e., Board Book 2008-03-08

6.0 ASSOCIATED DOCUMENTS:

- Budget Resolution Book

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Board Resolution Book	File Cabinet Hard Copy	5 years	Discard as desired	Secured Building
Board Resolution Book	Computer P Drive	5 years	Discard as desired	Password protected

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***** End of procedure *****