

BUSINESS - SCHOOL OPERATIONS

Use of a Central File System

- 1.0 The use of a Central File System for memoranda was developed to ensure that proper records would be kept of all memos which are sent out on a system-wide basis.
- 1.1 The following steps are to be followed when issuing memos to **all** elementary Principals and/or **all** secondary Principals:
- (a) Contact the Administrative Assistant to the Superintendent of Education/Operations for a Central File Number.
 - (b) Make sure the Central File Number is printed on top right-hand corner of the memo. Be sure the memo clearly indicates the recipient(s).
 - (c) If you are sending a memo to all elementary and/or all secondary Principals, a copy must be sent to all supervisory officers.
 - (d) Decide if there are other individuals or groups who should receive the information. If there are, direct copies to them. Remember that Education Officers, Consultants, etc. like to keep abreast of what is happening.
 - (e) A copy of the memo **must** be sent to the secretary of the Superintendent of Education/Operations at the same time the memo is being distributed.
 - (f) The Central File books are kept in the vault from past years, and if you have need to review or receive a copy of a previous memo, please contact the Administrative Assistant to the Superintendent of Education/Operations.

Appendix:

None

Effective Date

91-09-03

Amended/Reviewed

2006-08-09

2016-07-04