

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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	Board Approval Date:	
	10/20/79	
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	Reference:	Date Filed Secy. Of State
		11/30/79
SUBJECT: Document and Report Procedure		

I. POLICY OF DEPARTMENT:

To ensure that all reports, descriptive material, departmental statements and other agency documents are handled properly as to date of preparation or release and authorship.

II. EXPLANATION:

- A. All reports, descriptive material, departmental statements and other agency documents shall always bear the date of preparation or issuance and an indication of authorship. if an employee is granted authority to sign "for" another supervisory employee, he is to indicate clearly his initials after the signature of the supervisory employee. The circulation of undated documents and the omission of reference signatures and/or initials makes the document void and often delays required action and follow-up.

- B. Documents received from State and outside sources other than the Department of Correction which fail to include a date or indication of authorship are to be validated through the initiating source or the department prior to taking any action on the contents of the document.

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