

C. Release of Outgoing documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for appropriate action	1. Receipt of documents from division/unit from Finance and Administrative Services and Technical Services	None	5 minutes	Administrative Assistant III (Secretary)/Clerk
	2. Sending of documents via email, courier or hand carry			Administrative Assistant III (Secretary)/Clerk  Clerk for Finance and Administrative Services Clerk for Technical Services