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COMMISSIONER

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Administrative Procedure # A - R - 2

Subject: Reports and Due Dates

Effective Date: May 1, 2014

Procedure Statement:

The Reports and Due Dates Check List is provided in an effort to assist Parks and Historic Sites to complete the various administrative tasks that they are responsible for in a timely and accurate manner.

Definitions:

Not Applicable.

Procedure:

Parks and Historic Sites should complete all the tasks listed on the Checklist according to the due dates provided. The Reports and Due Dates Check List not inclusive of all reports, procedures or policies. It is merely a snap shot of the most common tasks. Park and Historic Site Staff should continue to stay abreast of all policies and procedures by utilizing the DNR Intranet and GA State Parks website to access DNR Standards of Operations (SOP's), the Park Operations Manual (Red Book), the DNR Safety Manual, the Parks Administrative Procedures Manual, etc. Please see attachment: A-R-2 att 1.

Authority: (if applicable)

Not Applicable.

Attachments:

Attachment 1 – Reports and Due Dates Check List