



QUALITY IMPROVEMENT SUGGESTION

OUR MISSION IS SUPERIOR CONSUMER SATISFACTION

Highest Quality, Teamwork, Do Right Things Right The First Time



RESEARCH & DEVELOPMENT

DATE: June 21, 1993 DEPARTMENT: R&D Library

SUBMITTED BY: Carol S. Lincoln

SUBMITTER'S SS#:407-64-3484

Quality Coord Only	
Date Rec'd	<u>6/21/93</u>
QIP Log #1	<u>93-0307</u>
Type	<u>EQPR</u>
Status (1993)	<u></u>
Keywords (1993)	<u></u>

SUGGESTION: (Describe Current Situation and Idea)

The current system of managing records is too complex. The trend seems to be increasingly specific, when we should be getting more general. Right now, people must work to understand the system. We must spend too much time administering the system, labeling, and cleaning our files. Complying is a real burden, both for the individual and for the records coordinators.

Describe Possible Solutions and Benefits:

1. Drop the category specifications altogether.
2. Use more general categories.

Note: I have passed this to Scott Appleton for the task force to use.
in streamlining the records management program.

PROFIT IMPROVEMENT: If Applicable

RESPOND HERE

Implement: Yes No Pending Date _____

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Approval Signature/Date

(Sign & Print Name)

(See Instructions On Back)

Responder/Date