Response to request for materials with the response to Pending Bars Certification Box Moved to Harned Folders Unable to Bar Labeled BCU FBI Rejections Ber Notices move to Walvers folder back signed Email Processes for Messages Received Archive Cleanup
Archive Cleanup
Move 1 FISCAL year
of e-meds to sub
redder labeled by year Maintenance Filed in Archive
10 years
Inspections
Folder forward to HPN for further processing Nume, Address, Business Type or other changes move to data data change OA II changes data Phone, Fax or email QA Box feedback Marks with Category DONE!
Office Assesser II moves to complaint folder HPM Intake Worker Checks for These messages complaint Auto or Manually Moved to Investigations folder under 10 Year Archive Investigations Auto Forward to Investigation Include for Processing IF Investigation is Subject