



Rancho Los Amigos National Rehabilitation Center

Information Management Services

POLICY AND PROCEDURE

**SUBJECT: POLICY & PROCEDURE AND FORM FILES
STORAGE**

**Policy No.: 514
Supersedes: 10/03/06
Revision Date: 9/15/08
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I. PURPOSE

To provide a centralized location for departmental Policy & Procedures and forms electronic file storage.

II. POLICY

All Policy & Procedure and form files need to be in either Microsoft Word or Corel WordPerfect file format. All files should be saved under a centralized location on the file server. These storage locations will be accessible via authorized personnel from each corresponding department only.

III. PROCEDURE

Contact the Information Management Services (IMS) department (Web Master) for access to the file server and file posting details.

Use only Microsoft Word or Corel WordPerfect to create new or to modify existing Policy & Procedure and form files.

Policy & Procedure files must be saved on file server **RLANWI**, in the subdirectory \document\

File names should start with the abbreviated department name, follow by a space, dash, and space (-). The corresponding policy or form number and the title of the policy or form (for example: this document created in Microsoft Word should be named IMS- 514 Policy & Procedure and Form Files Storage.doc. Microsoft Word documents need to have the .doc extension, and WordPerfect documents need to have the .wpd extension.

Only finalized and authorized documents should be stored under the above directory, do not save work-in-progress documents.

EFFECTIVE DATE:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.