

Notice

- Do not remove file folders. Photocopy information you need.
- If file folder is removed, place an **Out Card** where the file folder is being removed. Name & Current Date are required on the **Out Card**. The Returned date is also required.
- Place materials/file folders to be filed in the “To Be Filed” box.
- Place file folders requiring new file folders in the “Waiting For File Folders” box.

Thank you for your cooperation.