

Reference: FINANCE AND ADMINISTRATION
Section: ADMINISTRATIVE SERVICES
Title: CENTRAL FILES
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I. PURPOSE

The purpose of this policy is to define the position of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") relating to obtaining and using files located in Central Files.

II. POLICY

Files which are charged out of Central Services Department will be due to be returned one (1) week from the charge-out date. At that time, the file may be charged out for an additional week if necessary. Charged out files must be kept in proper sequence.

Files are to be returned to Central Services Department personnel who will inspect the file and complete the return-to-file process.