

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Release of Drawings to Other FSW Departments or Outside Agents
<b>Procedure Number:</b>	07-0715
<b>Originating Department:</b>	Facilities Planning & Management
<b><u>Specific Authority:</u></b>	
Board Policy	6Hx6:1.02
Florida Statute	1001.65
Florida Administrative Code	n/a
<b>Procedure Actions:</b>	Adopted: 06/09/09; 07/01/09
<b>Purpose Statement:</b>	Florida SouthWestern State College will protect and maintain the files of the Facilities Department.

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### **Guidelines:**

The College will protect and maintain the files of the Facilities Department.

### **Procedures:**

- I. Upon request, the Facilities Department may release specifications, drawings, plans or sketches to other FSW departments or outside agents, only after having that individual or department representative complete the Check-Out Log.
- II. When the drawings, plans, sketches, etc. are returned to the Facilities Department, the accepting individual will note the "Returned Date" in the Check-Out Log.
- III. All Facilities staff will enforce this procedure.