

## 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 & Space 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: 06/0920/09; 07/01/2009; 01/20/2021
<b>Purpose Statement:</b>	Florida SouthWestern State College will protect and maintain the files of the Facilities Planning and Space Management Department.

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### **Guidelines:**

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

### **Procedures:**

- I. Facilities Planning and Space Management department may release specifications, drawings, plans or sketches to other FSW departments or outside agents.
- II. The staff may review and approve requests submitted via email.
- III. Staff will maintain a record of correspondence.