

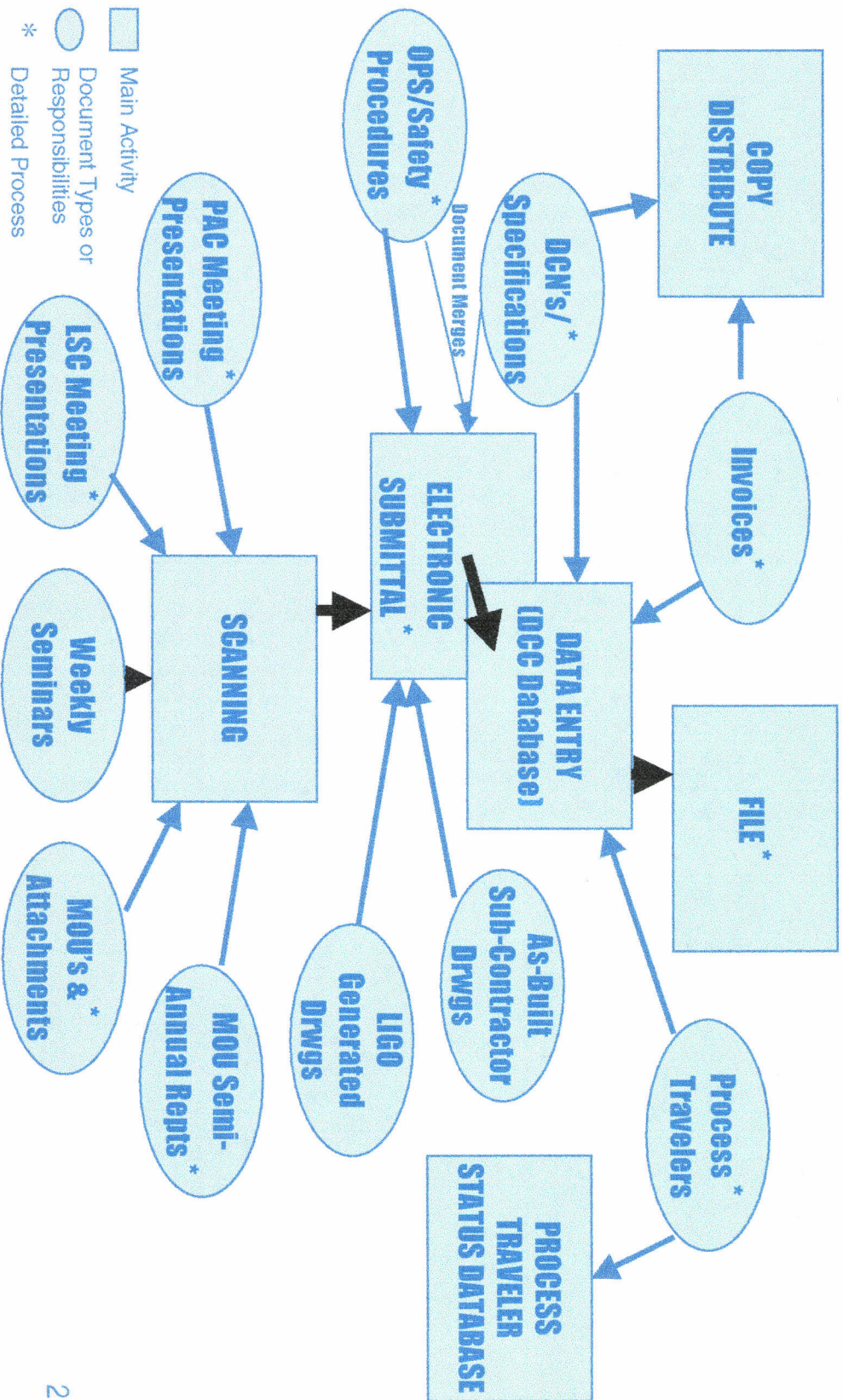
# **DCC Workflow and Processes**

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# DGC Workflow Process





# Filing and Retrieval

## Filing

## Retrieval

- Folder preparation
- Copying
- Physical filing of hardcopy
- Distribution to requestor

# Electronic Submittals

## ○ Verification

- Every page readable?
- Document number and file name match?
- Unique document number? Revision?

## ○ On-line Availability

- By copying, change ownership to DCG
- Change permissions to read only
- transfer to on-line directory
- add to DCG home page listing & notify author

## ○ Data Entry