



SUBJECT: Reports for External Use

1. PURPOSE

To establish procedures and guidelines related to the generation of reports for external use.

2. SCOPE AND APPLICABILITY

This policy applies to any employee requesting information from any of Southern's databases for use in reports to external agencies.

3. DEFINITIONS

4. POLICY

A. The Technology Office shall maintain a data base in order to provide reports to appropriate external bodies.

B. The Technology Office shall either complete and submit the reports or aid other departments to do so when such reports must necessarily come from the institutional data base.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

When it is determined that the Technology Office is responsible for completing or coordinating a report for external use, the request and/or report form should be forwarded immediately to the Chief Technology Officer.

8. CANCELLATION

None. Policy in MAP format 7/27/00.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

July 27, 2000