



## Document Review Confirmation

Attached you will find the current QAM document inventory for your department. As stated by QAM Procedure (QAM-P011), each department must review their documents annually.

Please review your inventory carefully, by category, and mark it's completion below. It would be most helpful if while verifying your inventory you could note any items you wish deleted or updated as well. After you have finished each section, have the appropriate QAM contact sign this sheet and scan & email, inter-office or fax it back to us. Don't hesitate to call if you have any additional questions.

Your Department: \_\_\_\_\_

Person Completing Annual Review \_\_\_\_\_

Please check after section is completed:

(If no documents pertain to your department in any given section, please mark it as complete)

Manuals

Administrative Policies

Procedures

Work Instructions

Forms

Department Completed/Confirmed \_\_\_\_\_

Signature

Date Completed \_\_\_\_\_

Please return your completed review by \_\_\_\_\_

Executive Administration

503-399-3001

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