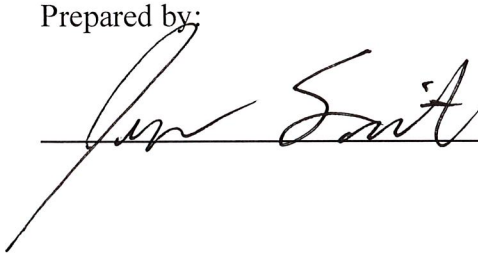


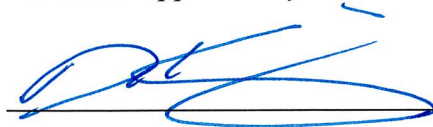
OUTGOING LETTER LOG

BSB- 0104-14

Prepared by:

 _____ Jeremy Smith Date: **01/23/2023**

Procedure approved by:

 _____ Don Kinney Date: **01/23/2023**

BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

OUTGOING LETTER LOG – BSB 0104-14 **R5**

1.0 PURPOSE

This instruction provides a systematic method for maintaining a log of outgoing correspondence.

2.0 SCOPE

This instruction applies to all outgoing letters addressed by the Bureau Chief, Assistant Bureau Chief, and the Administrative Specialist Supervisor.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1 The Bureau Chief has the overall responsibility for implementation of this procedure
- 3.2 The Boiler Safety employee composing the letter, or preparing the letter for mailing, is responsible for assigning a correspondence number and logging the information.

4.0 HEALTH and SAFETY ISSUES

Not applicable.

5.0 PROCEDURE

- 5.1 Assign a correspondence number
 - 5.1.1 Use the last two digits of the current year, followed by the two-digit month, followed by the initials of the composer, and ending with the next consecutive number from the log.
 - 5.1.2 Enter the correspondence number on the first page of the correspondence in the right margin opposite the date.
- 5.2 Log the correspondence document
 - 5.2.1 Enter the document correspondence number.
 - 5.2.2 Enter the addressee of the document.
 - 5.2.3 Enter the organization that the addressee is associated with.
 - 5.2.4 Enter the date of the document.
 - 5.2.5 Enter the subject matter.
 - 5.2.6 Enter any person and/or file that will also receive a copy of the correspondence.

OUTGOING LETTER LOG – BSB 0104-14 **R5**

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 DATA and RECORD MANAGEMENT

7.1 The letter log is maintained on the 'S' drive

7.1.1 S:\Boiler\Correspondence Logs

7.2 A paper copy is maintained in the office files.

7.3 ***Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.***