

24 September 1971

Building Planning Staff Security Check Procedures:

1. Each Building Planning Staff member is responsible for the security of his own area, his safe, office equipment, etc. In the absence of a staff member, another staff member will make the initial check of the absentee's area.
2. The staff member assigned Security Check on a weekly assignment basis is responsible for checking all filing equipment and all office areas except the area in which the late duty officer retains as his working area. He will initial all filing equipment so checked, and the security check roster indicating that he has performed his responsibilities.
3. The individual assigned the Security Check is responsible for obtaining a replacement in the event that he is not able to perform his assigned duty.
4. The late duty officer is responsible for checking his area, safe, and equipment.