

**PRR PROCESSING CHECKLIST**

**PRR-2018-**

Date Received: \_\_\_\_\_ Requester: \_\_\_\_\_ Date Closed: \_\_\_\_\_

Ack. Due: \_\_\_\_\_ Assigned to: \_\_\_\_\_ Days to Acknowledge: \_\_\_\_\_

*Set Up Reminders*

PRR Saved: \_\_\_\_\_ Calendared: \_\_\_\_\_ Media Request: \_\_\_\_\_ Other: \_\_\_\_\_

Search Request Sent: _____ To: _____
_____

Searches: Paper: \_\_\_\_\_ Electronic: \_\_\_\_\_ SharePoint: \_\_\_\_\_ Other: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Action	Calendared	Saved	Notes

<b>Final Action/Closed:</b> Notify divisions: _____ Outlook Folder: _____ Network Drive: _____ SharePoint Folder: _____ Other: _____
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