

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:

Final Action/Closed:

Notify divisions: _____ Outlook Folder: _____ Network Drive: _____ SharePoint Folder: _____ Other: _____