

Index of Terms

Term	Function	RC No.
affirmative action plans	Human Resources	865
Americans with Disabilities Act (ADA) accommodations		
• for applicants and employees	Human Resources	864
• for visitors	Risk Management	1657
associations and organizations	Agency Management	137
background checks	Human Resources	843
bank statements	Financial Management	5111
business continuity plan	Risk Management	1621
cancelled checks	Financial Management	5111
certified mail receipts	Agency Management	126
check stubs	Financial Management	511
complaints		
• against agency	Monitoring and Compliance	1316
• against monitored entities	Monitoring and Compliance	1333, 1335
• against personnel	Human Resources	811
• consumer complaints	Legal	1265
• discrimination complaints by employees	Human Resources	864
• discrimination complaints against outside entities	Legal	1263
• received from general public	Public Relations	1522
Comprehensive Annual Financial Report (CAFR)	Public Relations	1511
COBRA	Human Resources	831
continuity of operations (COOP) plan	Risk Management	1621
correspondence		
• agency operations	Agency Management	133
• budget development (inc. fiscal correspondence)	Financial Management	521
• governing or advisory body	Governance	633
• legal	Legal	1264
• patient	Healthcare	734
• personnel	Human Resources	861
credit cards	Financial Management	511, 5110, 562

Index



Term	Function	RC No.
daily cash reports	Financial Management	519
deposit slips	Financial Management	5111
destructions log	Agency Management	124
direct deposit forms	Financial Management	515
earnings	Human Resources	827, 856
emergency notifications	Risk Management	1621
employment selection	Human Resources	873, 874
ergonomic assessments	Human Resources	8613
feasibility studies	Agency Management	139
fixed assets	Asset Management	224
health certificates	Human Resources	868
hearings		
• employee grievance	Human Resources	8612
• for monitored entities	Monitoring and Compliance	1333
• Innocence Inquiry Commission	Legal	1265
• Insurance quasi-judicial	Monitoring and Compliance	1317
• OAH	Legal	1222
• public	Public Relations	1526
• rule making proceedings	Governance	649
• student	Education	458
• workers' comp (Industrial Commission)	Legal	1226
I-9	Human Resources	8610
increments	Human Resources	857
invitation for bid (IFB)	Financial Management	561
invoices	Financial Management	511
itineraries	Agency Management	135
legislative file	Governance	643
mail services records	Financial Management	511
mail transmittal slips	Agency Management	126
maintenance records	Asset Management	222
minutes		
• governing or advisory body	Governance	635

[Index](#)



Term	Function	RC No.
<ul style="list-style-type: none"> public hearings 	Public Relations	1526
<ul style="list-style-type: none"> staff meetings 	Agency Management	136
911 recording	Law Enforcement	1123
NC-4	Human Resources	851
parking assignments	Risk Management	1652
performance review	Human Resources	845
permissions		
<ul style="list-style-type: none"> to attend Governor’s School 	Education	445
<ul style="list-style-type: none"> to go on school field trip 	Education	416
<ul style="list-style-type: none"> to publish State intellectual property (IP) 	Legal	1214
<ul style="list-style-type: none"> to use State property or facilities 	Asset Management	225
position listings	Human Resources	879
presentations		
<ul style="list-style-type: none"> external audiences 	Public Relations	1551
<ul style="list-style-type: none"> staff meetings 	Agency Management	136
price quotations	Financial Management	561
publicity	Economic Development, Public Relations	321, 1541, 1544, 1552
receipts	Financial Management	5111
reduction-in-force (RIF)	Human Resources	8615
refunds	Financial Management	512
reports		
<ul style="list-style-type: none"> accidents 	Law Enforcement	1131
<ul style="list-style-type: none"> accidents/incidents 	Risk Management	1611
<ul style="list-style-type: none"> admission/discharge/transfer 	Healthcare	731
<ul style="list-style-type: none"> adverse drug reactions 	Healthcare	781
<ul style="list-style-type: none"> audits 	Monitoring and Compliance	1313
<ul style="list-style-type: none"> call-in 	Healthcare	771
<ul style="list-style-type: none"> campaigns 	Governance	611
<ul style="list-style-type: none"> collisions 	Law Enforcement	1162
<ul style="list-style-type: none"> crimes 	Law Enforcement	1133
<ul style="list-style-type: none"> daily charge 	Healthcare	722

Index



Term	Function	RC No.
• dredge	Infrastructure Management	1032
• exams	Education	455
• eye disability	Public Assistance and Support Services	1413
• financial	Financial Management	518
• grants	Financial Management	533
• incidents	Law Enforcement	1124
• insurance claims	Healthcare	723
• licensing board reports to SOSNC	Legal	1256
• litter reports	Infrastructure Management	1037
• loss control inspection	Risk Management	1656
• lost/stolen/damaged property	Risk Management	1612
• medication storage and environment inspection reports	Healthcare	786
• monitoring	Monitoring and Compliance	1334
• received by agency	Agency Management	141
• written by agency	Agency Management	142
request for information (RFI)	Public Relations	1523
request for proposal (RFP)	Financial Management	561
request for quote (RFQ)	Financial Management	561
returned checks	Financial Management	513
reversion and continuation	Financial Management	521
sales information	Financial Management	512
savings bonds	Human Resources	836
security surveillance	Risk Management	1659
statements of cost	Financial Management	561
supplies and equipment	Asset Management, Financial Management	224, 511
surplus property	Asset Management	224
training materials		
• employees	Human Resources	883
• external audiences	Public Relations	1556
• professional/recreational certification	Education	421
usage logs		
• access logs	Risk Management	1659

Index



Term	Function	RC No.
<ul style="list-style-type: none"> mileage logs 	Asset Management	224
utility bills	Financial Management	511
visitor log	Risk Management	1659
W-4	Human Resources	851
work orders		
<ul style="list-style-type: none"> computers and network equipment 	Information Technology	923
<ul style="list-style-type: none"> properties, facilities, vehicles, and other equipment 	Asset Management	222
work plans	Human Resources	845

[Index](#)