



**SOUTH COAST BRITISH COLUMBIA  
TRANSPORTATION AUTHORITY  
POLICE SERVICE**

## **FORMS MANAGEMENT**

Effective Date: September 12, 2005

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### **POLICY**

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will establish and maintain a central records function that will establish and maintain a standard forms management system.

### **REASON FOR POLICY**

2. To provide and maintain consistent standards and processes for the completion and distribution of SCBCTAPS forms.
3. To ensure that forms meet current requirements and facilitate operational and administrative needs.

### **PROCEDURES**