



# New York Medical College Policy and Procedure Manual

<b>Section: TELEPHONES</b>	<b>No.: FM.401</b>
	<b>Date: July 20, 1993</b>
<b>Subject: TELEPHONE DIRECTORY</b>	<b>Page 1 of 2</b>
	<b>Supersedes:</b>

## I. Purpose

To establish guidelines for updating the College's **Telephone Directory**.

## II. Scope

This policy applies to all College faculty, staff and departments.

## III. Definition

**Telephone Directory** - a binder listing all current College affiliations, departments, faculty and staff with their locations and telephone numbers including FAX numbers.

## IV. Policy

It is the policy of New York Medical College to publish and distribute an updated **Telephone Directory** semi-annually.

## V. Procedure

- A. Data for the **Telephone Directory** shall be gathered by the Information Services Department from active **Central Records (HR-31)** forms and current faculty databases.
- B. The Facilities Management Department will have the **Telephone Directory** printed and distributed to the College community.

## VI. Responsibility

- A. Employees
  1. Verify that their listing(s) in the directory is correct.

<b>Issued By:</b>	<b>Approved By:</b>
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**B. Departments**

1. If the listing is incorrect, submit a **Personal Data Change (HR-7)** form to the Human Resources Department (See **Policy HR.204 - Personal Data Changes**).

**C. Facilities Management Department**

1. Generate an updated directory semi-annually (approximately June and December).
2. Procure the printing of the updated directories.
3. Arrange for the distribution of directories to the College Community.
4. Provide advice and guidance with respect to the interpretation and administration of this policy.