REGISTERED ACCESSIBILITY SPECIALIST
BULLETIN

RAS Bulletin 002
July 18, 2002

Re: Project File Maintenance

Section V of the Registered Accessibility Specialist Procedures requires that the RAS establish and maintain the project files. A number of RAS are not following these procedures. Consequently, the Department is still receiving project files, construction documents, and other correspondence that are required to be maintained by the RAS. This bulletin shall serve as a formal reminder that projects registered on or after January 1, 2002 and project files assigned to a RAS on or after January 1, 2002 must be maintained (by the RAS) in accordance with established procedures. If a RAS fails to follow these procedures, remedial action will be pursued by the Department.

NOTE: Project files and associated correspondence received by the Department in error will be returned to the RAS.