

--oo00oo--

MANUAL 900-1

SECTION 01.1

DEVELOPING AND REVISING PROCEDURES

--oo00oo--

BUREAU OF MANAGEMENT ANALYSIS AND PROJECTS

1. Purpose

This procedure describes the process that will be followed when new real property transaction related procedures are needed or existing procedures need modification or deletion.

2. Applicable Law and/or Guidance

Administrative Services Bulletin entitled BMAP CLEARANCE PROCESS

Canal Real Property Management Policy (25-6-01C)

3. Introduction

The Bureau of Management Analysis and Projects (BMAP) is responsible for coordinating the preparation, clearance and dissemination of official New York State Canal Corporation (Corporation) procedures, publications and forms. This procedure describes the process that will be followed when real property procedure changes are needed, including development and revision of procedures.

4. Procedure

4.1. A need for a procedure change (e.g., creation, modification, obsolescence) may be identified by the Office of Land Management (OLM):

- Through recommendations or suggestions by Corporation employees, the Canal Recreationway Commission, the Canal Board or others;
- As the result of an internal or external audit;
- As the result of a root cause analysis review; or
- Through periodic procedure and policy reviews.

4.2. OLM will seek approval from the Director of Canals to start the policy and procedure process.

DEVELOPING AND REVISING
PROCEDURES

September 2006

900-1-01.1

2

- 4.3. If approved, OLM will contact BMAP. BMAP will coordinate the procedure process, including development or revision, reviews, approvals and distribution. BMAP will also act as the repository for the most current procedures.

Some of the sample letters labeled as Exhibits in the SOPs are available on a Canal file share for Division access. These letter templates allow Divisions to fill in the blanks with transaction-specific information. OLM, in cooperation with BMAP, will updated/revise letters and post updated copies to the file share when appropriate.

- 4.4. OLM will provide information such as flowcharts, narratives or summaries on the procedure changes needed. OLM will also participate on the team.

5. Responsibilities

BMAP will coordinate the preparation, approval and distribution of procedures.

OLM will identify the need for changes in procedures and participate in the development process.