

Submission Inventory

What exactly am I submitting, and can I find my copy later?

Condition / Issue:		Submission Type:	
Date Submitted:		Method:	
Confirmation / Reference Number:			

[illegible]

TOOL 15 | SUBMISSION INVENTORY - CONTINUED

Item #	Document / Evidence	Date / Period	Source	What It Is	Submitted Filename	Pages	Included?	My Copy / Saved Location

FINAL PACKAGE CHECK

- Every document I intend to submit appears on this inventory.
- Each file opens and is readable.
- Page counts match what I intended to include.
- I removed duplicate files I did not intend to submit.
- File names are understandable to me.
- I retained a copy of the exact materials submitted.
- I saved the submission confirmation or other proof of submission when available.

PRESERVE THE SUBMISSION AS IT EXISTED. Keep the exact submitted files together when practical. If you later add something new, document it as a new submission rather than silently changing the retained copy of the earlier package. You should be able to reconstruct what you sent at that point in time.