

- iii. Date Approved
- iv. Policy Owner's Title
- v. Policy Officer's Title
- vi. References
- c. Each policy shall contain, at a minimum, the following subsections:
 - i. Purpose and Scope
 - ii. Policy
 - iii. History
- d. Additional sections may be included as needed.
- e. The Purpose and Scope shall always be the first section of a policy.
- f. The History shall always be the last section of a policy.

III. History

This policy supersedes the unnumbered policy on General Policy Provisions dated September 25, 2017.