**INITIATE**

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| **Policy Information** | | | |
|  | | | |
| **Policy Title** |  | | |
| **Policy Steward** |  | | |
| **Policy Sponsor** |  | | |
| **Creation Date** |  | **Revision Date** |  |
| **Created By** |  | | |

|  |  |  |
| --- | --- | --- |
| **Responsible Office** |  | |
|  |  | |
| **Reason for Policy** |  | |
|  |  | |
| **Impact Statement** |  | |
|  |  | |
| **Overview of Policy Content** |  | |
|  |  | |
| **Policy Timeline** | **Policy Development Start Date:** | |
| **Notable Milestones And Date needed by** | |
| **End Date:** | |
|  |  | |
| **Development Team** | **Name** | **Department** |
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| **Possible Additional Resources** | **Name** | **Department** |
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|  | | |
| **New or Revised**  (circle one) | New Revision | |

**INITIATE**

**Approvals**

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<Type Name and Title Here> **Policy Steward Date**

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<Type Name and Title Here> **Policy Sponsor**  **Date**