



Policy & Procedure Manual

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## DELETION OF POLICIES AND PROCEDURES – AD-IV-6

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**POLICY:**

The deletion of policies and procedures shall be recommended by the Manager/Director of each department and approved by the Executive Director.

**PURPOSE:**

To provide a means to delete policies and procedures no longer applicable.

**PROCEDURE:**

1. When a policy and procedure has been reviewed and it is determined that such policy is either no longer required or has been incorporated into another policy, the Manager/Director of the department shall forward a written notice to the Receptionist/Secretary, see Appendix A, indicating such.
2. The Receptionist/Secretary shall forward this form to the Executive Director for review and signature.
3. Upon signing by the Executive Director, the Receptionist/Secretary shall ensure the policy and procedure is removed from all locations by providing notification and instructions as per Appendix B.
4. Deletion notifications will be tracked in accordance with AD-IV-4 Distribution Tracking and Follow-up.

**RECOMMENDED BY:** Administration

**APPENDICES:** 2

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

**ORIGINAL POLICY DATE:** February 2007

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



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**POLICY REVIEW – POLICY DELETION**

**MEMO TO:** Receptionist/Secretary

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please be advised that:

*Policy and Procedure No:* \_\_\_\_\_

*Titled:* \_\_\_\_\_

has been reviewed by:

\_\_\_\_\_ on \_\_\_\_\_ and

should be deleted.

Please remove from all binders.

Thank you,

Reviewed by Executive Director: \_\_\_\_\_

OPTIONS northwest  
MEMO

To:  
From: Secretary/Receptionist  
Re: POLICY AND PROCEDURE MANUALS  
Date:

Re: (IDENTIFICATION OF MANUAL)

CHANGES TO SECTION -- (IDENTIFIES SECTION)

Check off  
when  
completed

→ "DELETION "

POLICY NUMBER

POLICY NAME

→ Please remove the old policy from the section, and discard.

→ CHANGES TO "SECTION INDEX"

**Delete** the policy title and number:

→ CHANGES TO "ALPHA INDEXES" IN BOTH MANUALS:

Once you have completed the above, to assist in the maintenance of the POLICY MANUALS, please initial this memo and return it to me.

Thanks.