

PROCESS – Review (Periodic and Ad Hoc)

- Policy Advisory Group advises a Policy Sponsor that a periodic review of a policy document is upcoming, or a Policy Sponsor or Responsible Office advises the Policy Advisory Group by email that an ad hoc review is being initiated
- The Responsible Office brings the Policy or Procedure forward to the Policy Advisory Group with either the *Policy Document Comprehensive Change Request Form*, or the *Policy Document Minor Change Request Form*, or the *Request to Proceed to Policy Document Approval and/or Rescission Form* (depending on what action is determined necessary following the review – minor or comprehensive revisions, or whether a policy needs to be rescinded)
- The policy document then follows the appropriate process (minor revision, comprehensive revision, or rescission), depending on the changes needed – refer to related process
- If a review is conducted (whether periodic or ad hoc) and no changes are determined necessary, the Responsible Office sends an email to the Policy Advisory Group confirming no changes are forthcoming
- If a review is the result of a scheduled Periodic review and no changes are determined necessary, the Office of General Counsel adjusts the date of next review of that policy document based on the date that the emailed confirmation is received by the Policy Advisory Group