



# NOTICE OF CHANGE TO BCIT POLICY

**BCIT Records Management  
and Privacy Office  
Library**

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Burnaby, BC V5G 3H2

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For instructions on how to create an electronic signature, please visit [bcit.ca/imaging](http://bcit.ca/imaging).

**INSTRUCTIONS:** This form supports policy 1000, Policy Development and procedure 1000-PR1, Policy Maintenance. Policy content owners will complete this form when BCIT policies require revision. This notice, along with the existing and revised policy, are retained together as the policy moves through the revision process. Submit this completed form with attachments to the above office. Employees may signify approvals with an electronic image of their signature.

**POLICY CONTENT OWNER**

Policy No.	Policy Name	Date Existing Policy Version
Content Owner Name & Position		Date of New Policy Revision

This is a change to policy

- New    
  Revision    
  Retire

SECTION REFERENCE <small>Attach a separate sheet as needed</small>	DESCRIBE THE NATURE OF THE POLICY CHANGE

Content Owner Name	Signature	Date
Vice-President/Exe. Director	Signature	Date

**POLICY REVIEW TEAM**

Refer to email for sequence of approvals. After last approval return to Records Management office via email.

Position	Name	Signature	Date
Position	Name	Signature	Date
Position	Name	Signature	Date
Position	Name	Signature	Date

**APPROVING BODY**

Name of Approving Body	Name	Signature	Date of Approval
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