

OFDDA POLICIES

APPROVED: May 18, 1991
REVISION: November 6, 1996
REVISION: November 4, 2009
REVISION: _____

POLICY NUMBER: 103
NUMBER OF PAGES: 1
ADOPTED: X **DRAFT:** _____
EXECUTIVE BOARD X

POLICY REVIEW, DATING AND NUMBERING

1.0 **PURPOSE**

The purpose of this policy is to have a standard concerning the dating and numbering of policies, and an annual review.

2.0 **SCOPE**

This policy applies to all persons directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

3.1 All policies shall be dated, numbered, and retained in electronic format.

3.2 Policies shall be dated as approved and reviewed annually by the Bylaws and Policies Committee, who will forward its recommendations to the Board no later than the March Board Meeting.