

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 ~~notebook-fashion~~ **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.