

Implementing Policies and Maintaining Policy Records

1. Policy development includes a plan for successful implementation that is always included in the original file copy with other development documentation. The implementation plan outlines the approval process and future actions necessary for effective policy implementation. The plan describes steps already taken during the development such as who has reviewed the policy, why the policy is being reviewed/created, what sources were consulted, and who commissioned the policy/review.

2. The implementation plan should address:

- Routine administration of the policy, who shall administer it, training required;
- Staff training that may be needed before the policy can be implemented;
- Costs associated with implementation;
- Who is responsible for implementation;
- Sequence of actions for implementation;
- Communication of the policy to relevant staff;
- Provision for evaluation and review of the policy. This may need to include audit processes or
- considerations.

3. Publishing Policies

Approved policies are published on the SOU Policy Website.

4. Policy Records Management

The Policy Custodial Office is responsible for maintaining the “record copy” of the approved policy as well as any other documents, including subsequent revisions, associated with policy development. The record copy is defined as “the official copy of a record when multiple copies exist. Also referred to as primary copy.” The policy and all documents associated with its development become permanent records; none of the documents are to be destroyed.

The record copy is comprised of the policy document and all of the items listed under Policy Proposals in the “New Policy Proposals” document. One copy of the document showing deleted and new text must be kept in sequential order with each approved revision.