

**POLICY NO. 318**

**Area: General Administration**

*Original signature on file with  
Administration and Finance*

Date Adopted: May 14, 1999

Certified By: \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
President, Central State University

Revisions Approved: February 3, 2017;  
November 14, 2019

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**SUBJECT: MAINTENANCE OF POLICIES AND PROCEDURES**

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*Effective December 1, 2019*

**POLICY**

The responsibility for maintaining the formal collection of policies and procedures will be centralized in the Office of General Counsel. Review of the policies and procedures for continuing usefulness will be conducted by the Policy Review Committee whose chair will be designated by the President.

**PROCEDURE:**

Maintenance of the Policies and Procedures Manual            318.1