



COMPLETED DOCUMENT CHECKLIST

Document Number/Title: _____

Developer: _____

Final Draft Hard Copy

Electronic File

Maintenance Items (items to be "flagged for future update: phone numbers, web links, etc)

Legal Review Required

Attorney: _____

Reviewed Document Attached: _____

Comments: _____

Legal Review Not Required:

Comments: _____

Authorizing Signature

Historical Documents

Drafts

Policy Changes (Include authorizations from responsible parties)

General Notes

Research Materials

Name

Signature

Date