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Memorandum

To Director Governance Services

Cc Cc recipient

From [Policy Custodian]

Subject [name of policy] review date

Date dd/mm/yyyy Ref xxxx/xxxx

I write in my role of Policy Custodian in relation to the [\[name of policy\]](#), which is due for review on [date].

In accordance with the Adelaide Policy Framework, I hereby advise [\[name of policy\]](#) remains suitable for use and therefore request that the review date in the Policy Database be amended to [date – maximum of 3 years].

Recommendation

That the Council Secretariat amend the [\[name of policy\]](#) review date to [date].

Signed [Policy Custodian]