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Memorandum

To Vice-Chancellor and President

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 that following review [\[name of policy\]](#) requires only minor edits (as marked up in the attached copy) but otherwise remains suitable for use and therefore request that the review date in the Policy Database be amended to [date – maximum of 3 years].

Recommendation

In accordance with section 4.4 of the Adelaide Policy Framework, I recommend that you re-affirm the [\[name of policy\]](#), with minor amendments, for a further three-year period from [date] to [date].

Signed [Policy Custodian]

Approved:

.....
PROFESSOR PETER HØJ AC
Vice-Chancellor and President

.....
Date

Attachment: [name of policy] with marked up minor edits