

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Identification of All College Documents	Effective Date:	Policy Number:
	July 1, 2011	00-1-005
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: Johnnie B. Watson, President		

I. Purpose and statement of operational policy underlying the procedure.

It is essential for accountability, monitoring and functional operations that all documents are clearly identified. Every document should contain a title, the name of the office and issuing person, and a date. Revisions of earlier documents should be so identified. If this information is not clearly contained in a document, a footer in size 8 font as follows should be placed in the lower left hand corner of any documents. Office:person: date or, e.g., Office of the President:JBW:7/1/11

II. Applicability/Scope

All documents from all offices.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
All personnel	Affixing appropriate footer	All documents

Authorizing Official: <u>Johnnie B. Watson</u> <i>Johnnie B. Watson</i> Authorization Date: <u>OCT 06 2011</u>
Title: <u>President</u>