



University Policy Retirement Memorandum

Responsible office:	[office—e.g., Office of Human Resources, Business & Finance]
Responsible executive(s):	[executive name(s), title(s)—normally leaders who sit on SMC and Cabinet]
Policy owner/content expert(s):	[name(s), title(s)]
Target retirement date:	[date]
SMC and Cabinet meeting dates:	SMC: [mtg date] Cabinet: [mtg dates]

**Needed from Senior Management Council:** Endorsement of the policy retirement.

**Needed from President’s Cabinet:** Approval of the policy retirement.

**Reasons for Policy Retirement:**

- Brief summary of reasons for policy retirement.
- The policy to be retired is attached.

**Background / Steps Completed:**

- Stakeholders from [insert offices/units/groups] and the Office of University Compliance and Integrity were consulted regarding this policy retirement.
- Legal Affairs has reviewed and signed off on the policy retirement, as have the [insert titles of responsible executives].

**Next Steps:**

- Final SMC endorsement and Cabinet approval of the policy retirement. A signature sheet is provided.
- Pending approval, communicate the policy retirement to the university community as needed.

**Contact Information:**

Responsible Executive Name, Title, Office, Phone, Email

Policy Coordinator Name, Title, Office, Phone, Email

Content Expert Name, Title, Office, Phone, Email

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