



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(s)] Name, Title, Office, Phone, Email

[Policy Coordinator] Name, Title, Office, Phone, Email

[Content Expert] Name, Title, Office, Phone, Email

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