

# Credit River Township Policy Statement

**Policy:** Document Control

**Policy No:** 2009- 01

**Dated:** 05/05/09

**Purpose of Policy:** Control of Documents

**Policy:**

All official documents for the township will be kept at the town hall with the exception of any active file(s). These will be expected back in the hall the next business day.

Any active file that is removed from the town hall will be signed out.

**Prepare By:**

**Reviewed By:**

_____	_____	05/05/09	_____	_____	05/05/09
Printed Name	Signature		Printed Name	Signature	

**Approvals:**

Chairman *[Signature]* 05/05/09

Supervisor *[Signature]* 05/05/09

Vice Chair *[Signature]* 05/05/09

Supervisor *[Signature]* 05/05/09

Supervisor *[Signature]* 05/05/09