

<Policy Title>

Definition

The Purpose section of the document should briefly tell the reader what the policy is and why it exists.

Impact

The Impact section should explain who this policy will impact and how. This can include both internal and external people and groups.

Explanatory Notes

The Explanatory Notes section is optional. This section can be used to more thoroughly explain complicated or confusing policies and can include an overview of related process for clarification

Roles and Responsibility

This section is not to be posted publically. This section will only reside with the internal copy of the policy.

Policy Owner(s)

<Title of Policy owner>

Role

- Oversees and enforces policy
- Responsible for maintaining policy documentation, including feedback about the policy
- Responsible for annual review of policy

Key Stakeholder(s)

<Title of key stakeholder>

<Title of key stakeholder>

...

<Title of key stakeholder>

Role

- Participate in administering policy
- Help customers understand policy

References

<Link to related policy, process, or documentation>

<Link to related policy, process, or documentation>

...

<Link to related policy, process, or documentation>

About this policy

This document was last updated on <MM/DD/YYYY>. This is version <version #> of this policy.

All IT policies and processes are subject to the [*Policy and Process Review Procedure*](#). For questions, clarification and comments about this document, please contact the <[Title of Policy owner](#)>.

Document Revision History

The Document Revision History is a log of all changes made to the policy document through the Review & Revise Policy Process. This section is not to be posted publically. This section will only reside with the internal copy of the policy.

Date	Version	Description	Author

Policy History

The Policy History is a log of all feedback and important events related to the policy. This information should be considered during the Review & Revise Policy Process. This section is not to be posted publically. This section will only reside with the internal copy of the policy.

Date	Source	Description	Author