# New or Updated Procedure or Guideline Form

**[Procedure or Guideline Title]**

**Effective Date:**

**Supersedes:**

**Function:**

**Contact Information:**

*The function owner or designee is responsible for completing the relevant sections I-V of this form. Please contact the Office of Compliance Services if you have any questions.*

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| 1. Select one of the following:

 New document Update to pre-existing document Request to Obsolete [ ]  [ ] [ ]  *Complete II, VI, and VII Complete III, IV, V, VI, and VII Complete III, IV, and VII* |
| 1. Provide a summary and basis for the Procedure:

  |
| 1. Please provide an explanation of the changes made (or reason to obsolete):
 |
| 1. If this update includes a change to the document title, please indicate all locations where the document is referenced on the RF website (including within other Policies, Procedures, and Guidelines):

Please note, any links to obsolete documents will be broken. Please list any documents that contain a link or reference to the document that will become obsolete. |
| 1. Have you reviewed all linked Procedures, Guidelines and forms, and considered any other related Procedures, Guidelines and forms that are not linked and should be, or that should be created? (This also includes any internal controls related to the underlying Policy.): *[ ]*
 |
| 1. List team members that developed draft:
 |
| 1. Policy Owner Sign-off *(Signature)*: Date:
 |

***The following is to be filled out by The Office of Compliance Services:***

|  |
| --- |
| 1. Office of Compliance Services Approval *(Signature)*: Date:
 |
| 1. Policy Administration Checklist complete: [ ]  Date:
 |