

Policy Revision and Update Guidelines

Any Responsible Office can make changes to an existing policy by following the process referred to in the policy statement, *Policy Statement: Development and Management*. The policy refers to two types of revisions: substantive and minor updates. When submitting revision changes, the Responsible Office or Policy Owner must determine which category of revision their changes fall into. This guideline's purpose is to help in that process.

Substantive Revision

A substantive revision to a UO policy statement brings considerable and significant changes to the statement which affects its rules, principles or intent. For example, if a Responsible Office's changes to a policy involve one or more of the following points, it would be considered substantive:

- ✓ Change that alters the initial policy intent or objective
- ✓ Ownership of the policy changes from one UO organization to another
- ✓ Modifies or adds to the initial policy requirements
- ✓ Procedures for implementing the policy change significantly
- ✓ Related Federal, State, or local regulations changed
- ✓ Initial policy scrapped and a new one is written

If it is determined to be a substantive revision, the revision must go through the same process as a new policy. Please refer to the document, *Policy Statements: Development and Management*, which is found in the Policy Library.

Minor Revision or Update

A minor revision does not affect a policy's rules, principles, or intent and is referred to as a policy update. A policy update does not require the formalized process a substantive revision does; however, it must follow a detailed submission and approval process which is found in *Policy Statements: Development and Management*. For example, the following changes to a policy would be considered minor and classified as policy updates.

- ✓ Adding new definitions to increase understanding of the terms of the policy statement
- ✓ Clarifying points of the initial policy
- ✓ Rearranging information for a better flow
- ✓ Making corrections such as punctuation or spelling
- ✓ Making changes to an attached procedure
- ✓ Attaching a new procedure to aid in the policy statement's implementation process
- ✓ Adding guidelines