



Policy Name ARCHIVES	Policy Number: 0923
	Effective Date: September 1, 1996
Approved By: Management Committee	Date Revised: May 16, 2012
Classification: Governance and Administration	Page No: Page 1 of 1

POLICY

Agapé Hospice will ensure that significant changes to policies and procedures are archived according to date so that any current activity under review will be measured under the most recent policy in effect at the time of such activity.

PROCEDURE

Policies and procedures will be reviewed annually as determined by specific policies or by Agapé Hospice Management. Whenever a policy is revised and approved, copies will be placed in the Policy and Procedure Manual. A copy of the previous policy will be archived by the Administrative Staff. These archive files will be stored in the administration storage/work area.