

Approval Date: November 2, 2004

Parent Policy: [Policy Development Framework](#)

## UAPPOL Documents Rescission Procedure

<b>Office of Administrative Responsibility:</b>	Vice-President (Finance and Administration)
<b>Approver:</b>	Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

To state the procedure for how to rescind University of Alberta Policy and Procedure On-line (UAPPOL) documents and remove them from publication.

### **PROCEDURE**

Only University policy, procedure, appendix, associated information documents, or forms that are in effect are to be published in UAPPOL. Should a UAPPOL document be rescinded, it is to be removed from publication in a prompt matter as follows:

Authorization is required from the respective **appropriate approver**. This authorization in the form of a memorandum or email from the approver or, in the case of an approving committee, an excerpt of the minutes from the meeting where the document was rescinded, is to be submitted to the appropriate UAPPOL content manger (see UAPPOL Content Manager / System Administrator Listing below). Note the Office of Accountability for non-policy documents is that of the respective parent or associated policy.

Once received, the content manager is to access the document's information load panel and edit the expiration date field to the date the document was rescinded. As UAPPOL is re-published daily at midnight, the document will be removed as of the next calendar day. If there is the need for the document to be removed immediately, the content manager is to contact the UAPPOL Application Support contact.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Appropriate Approver</b>	The authority that initially approved the document to be rescinded.
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### **FORMS**

There are no forms for this Procedure. [\[▲Top\]](#)

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[UAPPOL Content Manager & System Administrator Listing](#) (University of Alberta)

[UAPPOL Vision, Principles and Definitions](#) (University of Alberta)