

UNIVERSITY OF MANITOBA
INSTRUCTIONS FOR USING RECORD - ROUTING SHEET

1. Indicate of the type of Governing Document you are proposing. (Bylaw, Policy, Regulation or Procedure).
2. Indicate the existing title or new title you are proposing.
3. Indicate the effective date you propose this Governing Document to take effect on.
4. Indicate the review date you propose this Governing Document should next be reviewed.
5. Indicate whether this is:
 - (a) a proposed New Governing Document (See 6 Below); or
 - (b) an Existing Governing Document (See 7 below).
6. If this document is a proposed New Governing Document:
 - (a) indicate whether this Governing Document has been reviewed and recommended;
 - (b) indicate date, name, title and signature of the person who has reviewed and recommended this Governing Document; and
 - (c) if more lines are needed add as required.
7. If this document is an Existing Governing Document:
 - (a) indicate whether this Governing Document has been reconfirmed, rescinded or revised;
 - (b) indicate date, name, title and signature of the person who has reconfirmed, rescinded or revised this Governing Document; and
 - (c) if more lines are needed add as required.
8. Note that all Governing Documents must go to Human Resources to determine whether the Governing Document should be forwarded to UMFA.
9. Human resources will indicate the following:
 - (a) whether the Governing Document had been forwarded to UMFA or not forwarded to UMFA; and
 - (b) signature and date of signoff.