

MEMORANDUM

To: All Staff
Subject: New Memorandum Template

Please be advised of memorandum formatting policy. All memoranda to follow standards for document drafting, review, audit, signoff, publication and archiving.

Signed,



jl6, Executive Vice Chair of the Central Bureaucracy

DOCUMENT CONTROL

KEYWORDS

administration, policy, memorandum, formatting, official publication, template,

DOCUMENT AUDIT

AUDIT EVENT	AUDIT DATE	AUTHOR / APPROVER
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