

Policy Document Rescind Form

To rescind a policy document on the Policy Document Management System (PDMS):

- Complete this form and return the original signed copy to the Health PEI Policy Office, 2nd Floor Garfield Street.
- If the request is time sensitive, a signed scanned copy can be emailed to the Health PEI Policy account and then send the signed original copy via interoffice mail.
- The Health PEI Policy Office will remove the policy document from the PDMS upon receipt of the completed form.
- Policy owners are responsible to communicate the rescinding of a policy(s) to all affected users.

Title of Policy Document (as it appears on the PDMS):

Rationale for Rescinding Policy Document:

- Include any title(s) of replacement policies (e.g., organization-wide/corporate or program policies that now cover the policy content)

Person Requesting to Rescind Policy Document:

Requestor's Title (Print)

Requestor's Name (Print) Signature Date

Approving Authority of Policy Document Being Rescinded:

Approving Authority's Title (Print)

Approving Authority's Name (Print) Signature Date

Please note that the Health PEI Policy Office only retains signed copies of policy documents stored in our records since the PDMS website was established. The retention of policy document(s) prior to the PDMS website and all supporting policy records are the responsibility of the policy owner(s). Contact the Health PEI Policy Office for policy questions or the Health PEI Records Information Management (RIM) Department for information on record retention.

For Health PEI Policy Use Only

Date Received Date Policy Removed Removed by