

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 4.00
SUBJECT: METHOD FOR UPDATING THE MANUAL	INITIAL EFFECTIVE DATE: 09/01/84
TITLE: METHOD FOR UPDATING THE MANUAL	LAST REVISION DATE: 12/15/92

1. The Human Resources Department will be responsible for the indexing of all policies, procedures, and directives. The Human Resources Department will periodically distribute a new index for cross-referencing purposes.
2. When you receive an updated policy, procedure, or directive, remove the obsolete version from your book and throw it away. Be sure that you have a match of the section, subject, title, page number and reference number to assure that the new version is entered into the Manual in the correct place. The new policy/procedure/directive will have a new effective date.