<Preservation Policy Title>

# Policy Statement

## <Paragraph 1 in high level policy statement>

## <Paragraph 2 in high level policy statement. This section should be short, but accurate and to the point. It should provide guidance to operations staff as they do their jobs.>

# Implementation Examples

## <Example 1>

## <Example 2 – examples should describe practical decisions made based upon this policy.>

# Document History

## Approved by: <Name of approver>

## Last Review Date: <Date policy was last approved>

## Reviewed by: <Names of people who reviewed the document at ita last review date>

## Change history:

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| --- | --- | --- | --- |
| **Version** | **Date** | **Change** | **Author** |
| <version #> | <date finalized> | <Highlight the changes made to the document> | <author of the changes> |
| <version 2>\* | <date finalized> | <Highlight the changes made to the document> | <author of the changes> |
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\* An approved version of this document.