

POLICY AMENDMENT

Policy Amended: _____ Policy Created: _____

Policy Amendment Number: _____ Date of Amendment: _____

Section of I.T. Security Policies: _____ Target Audience: _____

1.0 Details of Amendment

This document hereby amends the _____ Policy as follows:

Section _____ (number and name of section) is changed read:

(Cut and paste text from the policy PDF, making the changes required. It is sometimes good practice to highlight the changes with italics).

Except as specifically stated above, all other provisions of the City's security policies remain in effect. The changes detailed herein are effective immediately on the authority of the undersigned.

Signature: _____ Date: _____

Name: _____ Title: _____