

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH MANUAL	
Title/Subject: Maintenance and Distribution	Introduction Number: I-45
Date: November 29, 1989	Revision Date: June 17, 2010
Approved by: Board of Health	Signature: Original Signed
Reference:	

1. Maintenance/Responsibility:

1.1. It is the responsibility of the Recording Secretary, under the direction of the Medical Officer of Health, to maintain/update and distribute this manual.

2. Distribution:

2.1. Copies of the manual will be located as follows:

2.1.1. Each Board Member by CD/memory stick/or paper copy when they join the Board

2.1.2. Executive Assistant/ Recording Secretary (Master copy)

2.1.3. Intranet

2.1.4. On the Health Unit Website