



# LEECH LAKE HUMAN RESOURCES

## Policy Coordinator Document Review Request Form

### To be completed by requesting division

Document Title: \_\_\_\_\_

Requested Services:

- Standard Review                       Revise                       Recommendations  
 Grammatical review - only         Content Review - only         Other: \_\_\_\_\_

Attached documents (ordinances, resolutions, state or federal grant requirements, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Division: \_\_\_\_\_ Program/Department: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If I should be unavailable for any reason during this process, I delegate the following to act on my behalf:

Delegate \_\_\_\_\_ Title: \_\_\_\_\_

Delegate: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Due to competing priorities and workload, a definite time for completion of review cannot be given.

\_\_\_\_\_

### Human Resources Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Type of Review: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Recommend forward to Legal for Review?     Yes                       No

Follow-up required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_