## PRR Routing Sheet Instructions The PRR Routing Sheet must accompany all PRRs revisions.

**Correct document naming protocols for submitted revisions:**

**POL/REG ##.##.## - Title - Routing and Redline**

**POL/REG ##.##.## - Title - Clean**

* **The Clean Version of the revised PRR should be properly formatted and free from comments and document revision history.**

***Please delete highlighted instructions prior to submitting your proposed new or revised PRR.***

**PRR ROUTING SHEET**

**PROPOSED REVISION TO:** POL/REG ##: Title

**NEXT REVIEW SCHEDULED FOR:** \_\_\_ 1-year \_\_\_\_ 3-years \_\_\_ 5-years

**Rationale:**

**Consultation Process:**

|  | **Name/Title/Department** | **Date** |
| --- | --- | --- |
| **PRR Process Point of Contact** |  |  |
| **Responsible Official**Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule |  |  |
| **Executive Officer** Delegated authority to review & approve |  |  |
| **Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer** (add more rows as necessary) |  |  |
|  |  |  |
| **Office of General Counsel** |  |  |
| Submitted to Chancellor’s office for inclusion on the Chancellor’s Cabinet meeting agenda: |  |

##

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## PRR Template Instructions:Please review NC State [REG 01.25.05 (PRR Protocol)](https://policies.ncsu.edu/regulation/reg-01-25-05/) and the OGC [Policies & Regulations website](https://generalcounsel.ncsu.edu/policies-and-regulations/) for guidance on the procedure for formatting, adopting, and publishing policies, regulations and rules. This template is intended for use in drafting and revising PRRs.

## New PRRs will be given a number by the OGC Policy Administrator based on the relevant functional category.

## Please delete highlighted instructions prior to submitting your proposed new or revised PRR.

##

PRR #00.00.00

| Policies, Regulations and Rules | Authority |
| --- | --- |
| Title[Title of policy, regulation or rule] |
| Classification[PRR number] |
| PRR Subject[PRR functional category] |
| Contact InfoTitle of person and their office to contact in order to obtain information about the PRR, with telephone number and/or general email account  |

**History:** First Issued:

Last Reviewed:

Last Revised: [this is the effective date of the revision, typically the date approved by Cabinet or BOT]

**Related Policies:** [insert hyperlinks to PRRs, Board of Governors, Board of Trustees or GA policies and regulations]

**Additional References**: [insert statutory references, web site references, forms or other related information, with hyperlinks as appropriate]

**1. [Section Title/Heading]**

 1.1 [Section Sub-title/Sub-heading]

1.1.1 [Subject title, if necessary]

 1.1.2 [Subject title, if necessary

 1.1.3 [Subject title, if necessary

1.2 [Section Sub-title/subheading]

1.2.1 [Subject title, if necessary]

1.2.2

1.2.3

Additional sections may be added in the above outline format