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Policy Filing and Posting Procedure

Scope

How to file and post a new or updated policy

Purpose

To ensure that policies created or updated by the Hardin County Airport Authority are properly filed and posted.

Procedure

The Hardin County Airport Authority Secretary will work with the Hardin County Airport Manager to file a hard copy in the policy manual at I95 and will also work with the Hardin County Airport website maintenance team to post a digital copy under the policies tab.