**SECTION 12**

**STATISTICS & RECORDS**

|  |  |
| --- | --- |
| **Table of Contents** | **Page** |
| Records and Stats Policy - Sample | 2 |
| Monthly Records and Stats Form (monthly and annual totals) - Sample | 3 |
| Quarterly Records and Stats Form (Quarterly and annual totals) - Sample | 4 |

*The samples provided in this section must be customized to your company. They should include specific frequencies, responsibilities and your company’s name where appropriate. Only one of each policy/form should be selected and implemented for each section.*