

CONCLUDING THE FILE

Depending on the Board's ruling and the success of any vote, issue standard letters telling the parties whether the application failed or succeeded.

Close off the file and prepare a synopsis. See: [[LRO Comments and Synopsis, Chapter 19\(h\)](#)].

If the application was successful, revoke the certificate in the database. Mark the hard copy of the certificate on the BR file in Edmonton "REVOKED." The date of revocation and file number should also be marked on the certificate.