



POLICIES: ARCHIVES, MINUTES AND RECORDS

Archives

The archives of the Western Council of State Libraries, Inc. will be maintained by the Nevada State Library.

Minutes

After approval at a business meeting, minutes will be signed by the President and Secretary and filed with the archives.

Parliamentary Procedures

Robert's Rules of Order, Newly Revised (latest version) will be the guide to parliamentary procedure unless the Constitution and Bylaws specify otherwise.

Records

The official records retention schedule will be prepared and updated by the Secretary at the beginning of each fiscal year. The schedule will be approved by the Executive Committee.

Officers shall, at the end of their term of office, send their files which contain record copies, to the Nevada State Library for retention.