

Approved March 2019

PROCEDURE FOR THE ARCHIVAL OF BOARD SANCTIONED DOCUMENTS

The RCA Board is responsible for issuing multiple documents that affect the operation of and rules for the RCA. Among these are legal documents, governance statements, Board Rules, ARC Guidelines, etc.

When submitting documents for Board consideration, the author must format the document in a Word compatible format (e.g. X.DOC).

After consideration and approval by the Board, the Secretary will:

Save the approved document to Rivendell's GOOGLE DOCS archive in a .DOC format, to assure that any future revisions may be done in a timely and efficient manner;

Request the Communications Committee to disseminate news of the document in accordance with the Board's wishes, e.g. posting an article in the Woodlands Wood, posting notice to the RCA web Site, posting to the Rivendell Next Door site, or issue an email blast to the RCA community;

Convert the document to .PDF format and request the Web Master to post the .PDF document to the appropriate section of the RCA Web Site.