

# **VETERANS CAUCUS CALIFORNIA DEMOCRATIC PARTY**

*P.O. Box 162863, Sacramento, California 95816*

ADOPTED BY THE EXECUTIVE BOARD

January 21, 2014

POLICY #2014-7

## **Rules on Archives**

1. In order to preserve records and history of the Caucus and its actions, the Archives are officially established and tasked to the position of Secretary for maintenance. These archives are to be cataloged once a year by the Secretary, who will submit a copy of the catalog to the Executive Board and Membership in November of each year. This catalog will provide a record of the inventory of the Archives.
2. Any documents, photos, minutes, agendas, forms and other documents provided to the caucus will be preserved in the archives for the sake of future research and historical purposes.

