

Individual Portfolio Files: Committee Chairs

Your portfolio is your assigned area of focus (like Membership or Voter Service). Keep your electronic files in the LWVA Dropbox per our File policy. Recommend that you maintain or access the following files for your portfolio:

- Correspondence & Memos
- “How to...” publications at archive.lwvc.org/lwvonly/pubs.html
- *LWVC Updates* at my.lwv.org/california/local-league-management/leaders-update
- Minutes & Agendas (re: your portfolio)
- Publications (re: your portfolio)
- Year-end reports

Unless you need to keep old information as a historical reference, remove it when new information is adopted or distributed. If you keep paper records, file materials by date and sort the most recent on top. Discard materials from the back as the information becomes outdated.