



**The LWV of Alameda (LWVA) File Policy**  
-adopted by the Board of Directors on March 18, 2021

This policy dictates the archiving, indexing, safeguarding, and updating of our important files.

1. Hard copy, historic, original files shall be stored in the custody of the LWVA Secretary, and reasonably protected from fire and water damage in a safe or file box. An electronic index will be kept at [https://www.dropbox.com/home/LWVA/File\\_Index](https://www.dropbox.com/home/LWVA/File_Index).
2. An electronic index of electronic files essential to our League's operation shall also be stored and updated at [https://www.dropbox.com/home/LWVA/File\\_Index](https://www.dropbox.com/home/LWVA/File_Index).
3. For electronic files, this index will contain links to the files, list the date created or last updated, and note who, if anyone, is responsible for updates.
4. The LWVA Secretary will maintain our historic and essential file index. Those who update an electronic essential file must place the copy in LWVA's Dropbox at [https://www.dropbox.com/home/LWVA/Essential\\_Files](https://www.dropbox.com/home/LWVA/Essential_Files) and inform the Secretary.
5. To enable a smooth transfer to successors, those who fill a Board position should store and update information vital to their job performance to the LWVA's Dropbox site at <https://www.dropbox.com/home/LWVA>. Each Board position shall have their own folder named after their Board position: i.e., Communications, Secretary, Treasurer, etc. Note that logins, credit card numbers, personal contact information, and other sensitive data need not be stored here, but if stored online anywhere, it must be afforded proper protection. The Communications Chair can offer guidance as necessary.
6. Any member who wants to gain access to our site must first create a Dropbox account at <https://help.dropbox.com/accounts-billing/create-delete/create-account>. All current Board members will automatically be granted access to the LWVA's Dropbox site. Other LWVA members who need, but do not have access, may request it by contacting the Communications Chair. Non-LWVA members will not be granted access to LWVA's Dropbox site.