

# THE BRANCH REGULATION DOCUMENTS STORAGE POLICY

## 1. Definition

1.1 For the purpose of this policy, the term “document” is defined as any Branch policy, regulation or house rule that has been developed by the Branch Regulations Committee (BRC).

## 2. Objective

2.1 The objective of this policy is to ensure approved documents, both hard and soft copy, are properly stored and that they are made readily available to all Legion members.

## 3. Organization

3.1 Soft Copy Documents. The BRC is responsible for the drafting of policy documents. Once a document is ready for review by the Executive and follow-on approval, the soft copy shall be emailed to the BRC Chair and the Branch Secretary. Once the document is approved, the Branch Secretary will maintain a soft copy of the approved version in a BRC folder on the office computer.

### 3.2 Hard Copy Documents.

3.2.1 Hard copy documents are to be stored in two locations. The original, signed documents are to be stored in a binder in the office, and are not to be released to anyone except members of the BRC. In addition, a copy of the signed documents are to be kept in a binder outside the Branch office for all members to review.

3.2.2 The BRC Chair shall ensure the final version of a document, once approved, is signed by the appropriate personnel. Once signed, the document shall be given to the Branch Secretary who will ensure the following actions are completed:

3.2.2.1 the signed document is scanned to a pdf file and uploaded to the Legion website;

3.2.2.2 a copy of the scanned pdf file is saved to the BRC folder on the computer;

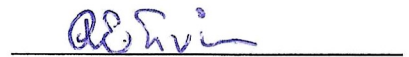
3.2.2.3 a copy of the signed document is placed in the Branch Regulations binder outside the Branch office; and

3.2.2.4 the original, signed hard copy is placed in the Branch Regulations binder held in a secure location in the Branch office.

 9 Feb. 2022

B. Judge  
Branch President

Date



A. Ervin  
Chair, Branch Regulations