

14-2

WORD PERFECT FILE NAMES IN TABLE OF CONTENTS ORDER

If a file name is not noted, the section is NOT included in the Handbook's Word Perfect files.

Notes: [] = material not yet received.

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1-2	Bylaws	BYLAWS.SCA
[1-3	Incorporation Papers]	
2	<u>Governing Body</u>	
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2-2	President	PRESIDEN.OFF
2-3	Vice-President	VICEPRES.OFF
2-4	Secretary	SECRETAR.OFF
2-5	Treasurer	TREASURE.OFF
2-6	Past President	PASTPRES.OFF
2-7	Membership Director (1995)	MEMBERSH.DIR
3	<u>Committees</u>	
3-1	Committees (general description)	COMMITTE.GEN
3-2	Awards	AWARDS.COM
3-3	Education Committee	EDUCATIO.COM
3-4	Election Committee	ELECTION.COM
3-5	Government Affairs Committee	GOVTAFF.COM
3-6	Local Arrangements Committee: AGM	LOCALARR.COM
3-7	Membership Committee	MEMBERSH.COM
3-8	Nominating Committee	NOMINATE.COM
3-9	Outreach and Publicity Committee	OUTREACH.COM
3-10	Program Committee	PROGRAM.COM
3-11	Publications Committee	PUBLICAT.COM
3-12	Newsletter	NEWSLETT
3-13	SCA Archives Task Force	ARCHIVES.COM
3-14	Education Endowment Fund Task Force	EEFTF.COM
3-15	Silver Anniversary Task Force	SILVER.COM
3-16	Fiscal Sponsor Task Force	FISCAL.COM
3-17	Advanced Education Institute Task Force	ADVANCED.COM
3-18	Financial Task Force	FINANCE.COM
4	<u>Procedures and Policies</u>	
4-1	Audit Procedure	AUDIT
4-2	Expense Claims	EXPENSE.CLM
4-3	Endowment Fund	ENDOWMNT.INF
4-4	Handbook Maintenance	HANDBOOK.MNT
4-5	Mailing Information	MAILING.INF
4-6	James V. Mink Scholarships	MINK.AWD
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4-8	Membership Pins	MEMBERSH.PIN
4-9	Membership Information	MEMBERSH.INF

[4-10	Special Interest Groups]	
[4-11	Records Retention Schedule]	
4-12	Guidelines for use of Education Endowment Fund	EEFTF.POL
5	<u>SCA Calendars</u>	
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5-3	Membership Director	MEMBERSH.CAL
5-4	Nomination/Election	NOMINATE.CAL
5-5	AGM Program Planning	AGMPROG.CAL
6	<u>Programs</u>	
6-1	AGM Program Committee Guidelines	AGMPROG.GID
[6-2	AGM Local Arrangements]	
6-3	AGM Site Selection Guidelines	
6-4	Basic Archival Workshop	BASICARC.WRK
[6-5	Fall and Spring Programs]	
[6-6	Leadership Seminars]	
7	<u>Exhibits and Forms</u>	
[7-1	Advertising Rates for Newsletter]	
[7-2	Advertisement Sizes]	
7-3	Leadership Seminars	LEADERSH.SEM
7-4	AGM Budget/Financial Report	BUDGFIN.AGM
7-5	AGM/Workshops Financial Report	FINRPT.WRK
7-6	AGM Facilitators Checklist	AGMFACIL.LST
7-7	AGM Session Description	SESNDISC.AGM
7-8	AGM Session Proposal	SESNPROP.AGM
7-9	AGM Site Proposals	
7-10	AGM Site Selection Checklist	
[7-11	Application for Recognition of Exemption]	
[7-12	Ballot]	
7-13	Budget Categories	BUDGET.CAT
7-14	Candidate Biographical Information	CANDIDAT.BIO
7-15	Dues Renewal [and Final Notice]	
7-16	Expense Claim form	
7-17	Membership Information Brochure	
7-18	Membership Resource Survey	
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7-22	Statement of Financial Condition	FINCOND.STA
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7-34	Basic Archival Workshop Flyer	
7-35	Preconference Workshops Registration Form	

7-36	Workshop Evaluation Form	EVALUAT.FRM
7-37	Committee Descriptions	COMMITTE.DES
7-38	WAI Brochure	
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8-2	Activities Chronology	ACTIVIT.SCA
8-3	Special Committees and Task Forces History	SPECLCOM.HIS
8-4	Annual General Meeting History	HISTORY.AGM
8-5	Board of Directors History	BOARD.HIS
8-6	Board of Directors: Alphabetical List	BOARD.ALF
[8-7	Committee Chairs History]	COMMITTE.HIS
8-8	SCA Records in Archives	
9	<u>Western Archives Insitute (WAI)</u>	
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