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WESTERN ARCHIVES INSTITUTE
Handbook

The Western Archives Institute Handbook is intended to be a brief and practical guide outlining the major duties and responsibilities of the Society of California Archivists, the California State Archives, the Western Archives Institute Joint Management Committee, and Regional Management Committee(s). It provides an up-to-date reference on the Western Archives Institute, aims, policies and procedures.

The Handbook is based on the Handbook of the Society of California Archivists. The Western Archives Institute Handbook is subject to approval by the Society of California Archivists and the California State Archives, the principal sponsoring organizations of the Western Archives Institute. The Administrator and Assistant/Associate Administrator of the Institute will maintain the Handbook. A Handbook is given to each of the members of the Western Archives Institute Joint Management Committee, and to the President, Vice-President, and Secretary of the Society of California Archivists. Handbook updates will be distributed in electronic form via e-mail and each person will be responsible for updating their copy of the handbook.