Amend Policy Manual Standing Rules as follows:

2.07 Party Records

6. At the beginning of each year, each LNC member shall provide to the Executive Director copies of final work product prepared and required documents and information obtained during the discharge of their duties, preferably in electronic editable form, to insure proper succession hand-off from one LNC term to another and for unexpected mid-term vacancies. To the extent possible, upon completion of their terms, each LNC member shall promptly facilitate the transfer of such Party records to their successors.

***Rationale:*** *It is not good practice for any items that are Party records or work product to exist solely on the hard drives or in the file cabinets of individual volunteer officers and other LNC members. People can disappear or other very unexpected situations can arise. Institutional memory is not preserved in such an haphazard way. Further, it has been my experience and that of other LNC members that there is inadequate training and hand-off between terms- this is one step in changing that.*