

APPENDIX 4 AMENDMENTS TO GTASCNA POLICIES & GUIDELINES
(last revised *October 2017*, Appendix 4 must be integrated into GTASCNA
Policies and Guidelines in November 2018)

The purpose of this Appendix is to keep an ongoing record of motions that change the standing or most current revision of the Golden Triangle Area Service Committee of Narcotics Anonymous Policies and Guidelines (last adopted July 2016)

From Oct 14, 2017

1) **Motion #1** made by Marc S. seconded by Shawn J. Motion change P+Gs to include Archiving by adding to Article 10 and a new section to Article 25. See below for wording.

For 19 – against 0 – Abstain – 0 PASSED

Article 10.1 - Chairperson

y) In the month of February, the Chair shall oversee the disposal of paper copies of minutes and reports that are over 7 years old. Any financial records shall be shredded.

Article 25.0 Archiving Policy

The ASC will archive all its documents (minutes, reports, financial statements, etc) digitally for as long as the area exists.

The ASC will archive all its paper documents (minutes, reports, financial statements, etc) for 7 years with January being the start of the year.

The ASC shall ensure that any documents older than 7 years shall be disposed and that financial documents are shredded.

The Chair shall be the single point of accountability to ensure this policy is followed.

Process: in February all the previous year's paper documents shall be organized, filed and stored in the ASC's storage area. All documents that are older than 7 years shall be removed from storage and disposed with financial documents shredded.