

LWVHC Policy #9 Inventory/Property Management and Location

It is important to retain information on location and access to League property. This property represents investment in time and member funds. The property involved should be managed for accessibility and protection. No equipment shall be rented or borrowed by any individual or organization.

This list should be reviewed annually in September to make sure that items have not been moved or that locations may no longer be accessible.

Please review Document Retention Policy for management of current document and record storage.

Adopted November 1, 2007
Revised December 3, 2009
Updated September 1, 2011
Updated November 1, 2012
Updated October 13, 2013
Revised November 9, 2015
To add reference to Appendix A
Reviewed September 2017