

LOCATION AND ACCESS TO RECORDS

Frequent Use (Daily/Weekly)	Regular Use (Several Times Per Year)
Occasional Use (Annually)	Rarely Used (Less Than Annually)

Instructions: Consider how often you and others in your organization access records and take 5 minutes to write them in the most appropriate box above. In small groups talk about what records fell in each of the four categories and where each are stored in order to allow for the frequency of access required.

## PEOPLE INVOLVED IN RECORDS CREATION AND MANAGEMENT

Instructions: Take 5 minutes to brainstorm who (people/position) within your organization is involved in the creation and management of documents. Consider and jot down everything from administrative records to land protection and stewardship.

Discussion Questions (10 min)

Is there a clear process for each?

Does the person/process make sense?

Does the level of access align with the need to maintain integrity of your land trusts records?