**REQUEST THAT SAA TAKE ACTION ON AN ISSUE**

Before completing this form, please review [SAA’s Strategic Plan](https://www2.archivists.org/governance/strategic-plan), [SAA's Public Policy Agenda](https://www2.archivists.org/advocacy/publicpolicy/saapublicpolicyagenda), [Code of Ethics](https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics), [Procedures for Suggesting SAA Advocacy Action](https://www2.archivists.org/groups/committee-on-public-policy/procedures-for-suggesting-saa-advocacy-action), and [SAA's Criteria for Advocacy Statements](https://www2.archivists.org/statements/saas-criteria-for-advocacy-statements).

Send completed forms to the SAA President at president@archivists.org.

*Fields marked \* are required.*

**Your First and Last Name** \*

**Your Email** \*

**SAA Member: Yes No** \*

**Institutional Affiliation (required for nonmembers):**

**Is this request being submitted on behalf of an SAA section or other SAA component group?**

**Title** \*

[Title to summarize your issue and recommendations.]

**Time Sensitivity** \*

[Does a response need to be issued within a specific timeframe?]

**Statement of Facts** \*

[Explain the issue, including whether or not SAA has taken positions on similar issues and links to statements on the issue from allied professions.]

**Discussion** \*

[Describe the significance of this issue to archivists and archives and the relationship of the issue to SAA's Public Policy Agenda and Strategic Plan. If the issue is not explicitly covered by the Agenda, include a justification for why SAA should take a position. Include implications, including financial, of SAA taking action.]

**Significance for archives and archivists**:

**Relevance to SAA Public Policy Agenda:**

**Relevance to SAA's Strategic Plan:**

**Implications of SAA taking action:**

**Recommendations** \*

[What do you recommend that SAA do? Should SAA act alone or should it seek support from one or more other organizations?]