Format Guidelines for UMRA Documents

Although UMRA has no prescribed document template, documents (including drafts or informal communications) should include most or all of the following information:
- Date (all documents)
- To: Intended audience (not necessarily relevant for all documents, but often essential)
- From: Authorship (makes sense to note for most documents, although there are exceptions such as a revision of the Bylaws)
- Re: Title or subject line (all documents)
- Whether it is in draft or final version
- For minutes, whether "Pending Approval" or "Approved."
- Other contextual information when needed to make the document meaningful to the uninitiated reader or to a future historian).

A helpful rule of thumb is to ask whether a document would make sense to someone in the future who runs across it in some odd location. If not, add information as needed.

Policy approved by UMRA Board of Directors, 10/26/2020

Appendix: A Sample Document Format

The following incorporates all recommended information for UMRA documents. Please include whatever seems pertinent to your document. _This template is optional. It is simply one sample format that conforms to the Format Guidelines._ Feel free to save and use as you wish.

University of Minnesota Retirees Association (UMRA)

DATE:

TO:

FROM:

RE: [Title or brief subject description goes here; if draft, so indicate]

[The body of your memo goes here. If appropriate, include an introductory paragraph providing contextual or background information to let readers know how this idea originated or what problem it is addressing.]