

STATE RECORD KEEPER'S BOOKKEEPING REQUIREMENTS

1. TIME LIMITS FOR PROCESSING. Within **2 weeks** of your having received the record documentation from the pilot, It is recommended that you notify the pilot that it has been received. It is recommended that records be processed, the State Record Certificate(s) issued and the SSA notified (SSA State Record Reporting Form SR-2) of the approved record no later than **2 months** after the pilot submits the record documentation to you.
2. DOCUMENTS TO BE KEPT. The Record Keeper will keep a file of the following:
 - a. The original application and documentation.
 - b. A copy of the SSA State Record Reporting Form SR-2 (original sent to SSA)
 - c. All correspondence relating to the record.

These documents, along with the Master Spreadsheet, comprise the Official State Record File and will be turned over to the new Record Keeper whenever the position changes hands.

3. PUBLICATION. Only the SSA State Record Reporting form is to be sent to the SSA. Publication of the record in "Soaring" magazine is done from this form.
4. MASTER SPREADSHEET. The Record Keeper will keep a log of records earned. This log, or spreadsheet, may be entered on a website but must be available to pilots requesting the current records for your State.
5. ANNUAL REPORT. A copy of the spreadsheet is to be sent to the SSA by January 31st of each year.

TO PROMOTE SOARING IN YOUR REGION AND STATE

1. Notify Club and Commercial Gliderport Operators in your State of the new record(s) urging them to post it at their soaring site and to publish it in their newsletters.
2. Notify local news media of the approved Record(s). Records are news and can provide favorable publicity for soaring, your state, and the local soaring area. Certainly the pilot's hometown papers, radio stations, and possibly TV stations will be interested.
3. Be a part of the presentation of the Record to the pilot at a suitable gathering of soaring enthusiasts. This might be an annual banquet, club meeting or weekend gathering at a soaring site. The Record Keeper should make every effort to arrange such a presentation –or to mail it – within 2 months after the Record Keeper has received it.