**Policy on the Submittal of Documents to the Community Councils Center**

**Submittals by Community Council Chairs or other Officers:**
Please submit your council newsletter to the Center a week in advance (if possible) so that staff has an opportunity to save the documents to the FCC server and then email them to your council members. Newsletters are the highest priority e-mailings.

Please submit your newsletters for United States Postal Service (USPS) mailings on (or before) the Wednesday previous to the week of your meeting. Newsletters are immediately forwarded to the mailing company who may take a few days to complete the mailing.

**Submittals by other individuals or entities:**
There are thirty-eight community councils within the Municipality of Anchorage. The Councils Center maintains e-mail and USPS mailing lists for many of the councils, but control over use of the lists lies solely with the Chairs and officers of each council. Contact information for each council in listed under the MASTER LIST OF CONTACT INFORMATION on the FCC website.