

**SAES-422:  
Submission of Annual Reports  
and Meeting Minutes**

All Annual Reports and meeting minutes are submitted using the SAES-422 format. This form is available on the [NIMSS main menu](#) under "**Reports/Meetings » Draft/Edit Report.**"

**Please note** that this applies to all Western Region projects/committees (W-xxx, WCC-xxx and WERA-xxx).

Completion of the SAES-422 form assures that all committee/project reports are uniform in style and content. This allows the NIMSS system to be used to its fullest potential, making the information easily accessible throughout the country.

For more information on the SAES-422, please see "Preparing an Effective SAES-422" by David R. MacKenzie, Thomas J. Helms, Daryl Lund, H. Michael Harrington and Eric Young