

POLICY NO. 20-040

REVISION DATE: July 27, 2010

SUBJECT: MEMBER REQUESTS FOR COOPERATIVE INFORMATION

I. PURPOSE

To establish the rules and procedures to be followed in response to requests from members for cooperative information.

II. POLICY CONTENT

A. Except for routine information relating to rate schedules, rules and regulations, Articles of Incorporation, By-Laws, published policies, operating statistics and newsletters, no information concerning the Cooperative, its members, personnel, agents, employees or operations shall be made available except as follows:

B. That the member requesting such information first submit a member information request, on the form attached hereto, completely filled out and that the request referred to in 1. above be approved by the Board of Directors, acting in consultation with the General Manager.

III. RESPONSIBILITY

It will be the responsibility of the General Manager and his staff to implement this policy. In no event should "Non-Routine" information or data be released except upon approval of the Board of Directors.

"Routine" information includes but not limited to: rate schedules, rules, regulation, Articles of Incorporation, By-Laws, published policies, annual reports, newsletters, approved board minutes and that which is available to all members in general.

"Non-Routine" information includes but not limited to: Names, addresses, telephone numbers of members past and present, hourly wages or salaries, benefits of employees, any employee's

personnel file or records, information which constitutes a trade secret, process, program, trademark or other confidential contractual data, or any correspondence, rates, documents and files protected by privilege.

ATTESTING:

Secretary

President

Date