

## **Board Policy No. 621**

### **SUBJECT: Requests for Cooperative Information**

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#### **I. PURPOSE**

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

#### **II. CONTENT**

The cooperative's response to requests for cooperative information shall be governed by the following:

- A. Articles of Incorporation, Bylaws and IRS Form 990 information will be made available upon request.
- B. All other reasonable requests by members for such routine things as rate schedules, rules and regulations, published policies, operating statistics, etc. shall be considered by the Chief Executive Officer. Reasonable requests for routine information shall be granted. Requests not deemed reasonable or requests for information not deemed routine by the Chief Executive Officer shall be referred to the cooperative's general counsel and/or the Board of Directors as necessary.
- C. All other requests for information will be made in writing on the attached Information Request form.
- D. The Request Form as executed will be reviewed as soon as possible by the Chief Executive Officer, who, before acting thereon, will consult with the cooperative's general counsel. If the two of them conclude (1) that the request is in good faith, (2) that the information requested and the purpose for which it is requested are materially germane to the requesting person's status or interests and (3) that furnishing the requested information will not be contrary to the cooperative's best interest, they may provide for the time and manner for making such information available during normal business hours. If either or both disagree as to the truth of any of the foregoing three factors, the matter will be referred to the Board of Directors for decision. In no event will the cooperative allow any party merely to go on an expedition in the hope of discovering information upon which to oppose the cooperative. Board and board committee meeting minutes will be provided within reasonable guidelines. No portion of such minutes shall be thusly made available if it contains matters of a confidential nature the release of which might subject the cooperative to unwarranted claims or litigation or might invade the privacy of any person. Without regard to the action that is or may be taken in response thereto, the Chief Executive Officer will report to each

meeting of the Board of Directors with respect to any member information requests received since the last such report.

- E. Information that will not be furnished except pursuant to a court order is as follows:
1. The names with addresses and/or telephone numbers of the employees or members, past or current; or
  2. Hourly wages or salaries and fringe benefits of specific employees; or
  3. Any employee's personnel file or records, or any other person's such file or records.
  4. Any information which constitutes a trade secret, process, program, trademark or other legally protective confidential information or things owned, or protected in confidentiality by contract, by the cooperative including negotiations and contract discussions.

### **III. RESPONSIBILITY**

It shall be the responsibility of the Chief Executive Officer to implement and enforce this policy.

- IV.** This policy supersedes and cancels all other policies which relate to the subject matter contained herein and which may be in conflict herewith.

Date adopted:	March 17, 1987	Attest:	Kathy A. Robbins, Secretary
Revised:	August 20, 1998		Lynn Roles, Secretary
	February 17, 2005		Walter E. Botsford, Secretary
	May 10, 2007		Walter E. Botsford, Secretary
	February 26, 2013		Walter E. Botsford, Secretary
	February 19, 2015		

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Kathy A. Robbins,  
Secretary/Treasurer

SULLIVAN COUNTY RURAL ELECTRIC COOPERATIVE, INC.  
FORKSVILLE, PA

*NOTE: Information concerning the cooperative, its members, personnel, directors, agents, employees or operations shall not be made available (except for routine information covered in the cooperative's Policy Bulletin No. 621) unless the requesting party completely fills out and executes this Information Form.*

REQUESTING PARTY(S)' NAME(S), ADDRESS(S), AND TELEPHONE  
NUMBER(S), DATE OF MEMBERSHIP CERTIFICATE (if applicable):

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*(Attach additional pages, if necessary)*

STATE SPECIFICALLY WHAT INFORMATION IS BEING REQUESTED:

A. Please give the exact subject matter involved: the specific documents sought: the period of time involved or such other appropriate information so as to process your request in the least amount of time and with least amount of time lost to the cooperative staff and management.

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B. Also, please state if you wish to reproduce any information: what information is to be reproduced and how you wish to accomplish this.

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C. State approximately the amount of time you will spend examining or reproducing by hand, camera or machine the information requested.

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D. You must have the assistance of and be accompanied by cooperative employee to find or have access to cooperative records. As a result thereof, please acknowledge that you accept this condition.

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STATE SPECIFICALLY WHY YOU WANT SUCH INFORMATION AND TO WHAT USE YOU WILL OR MAY PUT IT:

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IF THE REQUEST IS BEING MADE ON YOUR OWN BEHALF PLUS THAT OF OTHERS, PLEASE STATE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE OTHERS. (*State only names of persons who have authorized you to request this information on their behalf*):

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*(Attach additional pages, if necessary)*

IT IS UNDERSTOOD AND AGREED THAT, BY EXECUTING THIS REQUEST FOR INFORMATION, YOU AGREE THAT YOU WILL NOT YOURSELF PUT, OR PERMIT OTHERS TO PUT, SUCH INFORMATION TO A USE OTHER THAN THAT ABOVE STATED.

Date: \_\_\_\_\_, 20\_\_\_\_ Requesting Party \_\_\_\_\_

ACTION TAKEN\*

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Date \_\_\_\_\_ 20\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

\*To be completed by the cooperative only