

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **M-24**

Subject: **Member Requests for Cooperative Records**

Objective: The purpose of this policy is to establish the rules and procedures to be followed in response to member information requests for Cooperative records pursuant to state law.

Reference: Wis. Stat. §185.47

Policy: Requests from members for Cooperative records shall be governed by Wis. Stat. § 185.47, which is incorporated by reference and the following:

1. Any Request, as hereinafter defined, (other than records that can be found on the Cooperative's website, such as rate schedules, annual audit, bylaws, board meeting minute summaries, published policies, newsletters, etc.) shall be made in writing by completing, in its entirety, and submitting the document titled "Member Request for Cooperative Records" attached hereto and incorporated by reference (a "Request"). A Request that does not state the purpose for the Request will be deemed incomplete and denied.
2. A Request will be reviewed as soon as possible by the general manager, or the general manager's designee. If it is concluded (a) that the request is made in good faith, (b) that the records requested are reasonable and necessary per their request, and (c) that furnishing the requested records will be in the best interest of the Cooperative, such records may be made available for inspection during normal business hours. If any questions arise about granting the request based upon any of the above factors, the matter shall be referred to the board of directors. In determining whether the Request should be granted, the Cooperative shall take all confidentiality policies of the Cooperative into consideration, including, but not limited to, policies BD-20 and E-33.
3. Requests for board meeting minutes shall be honored subject to the reasonable time, notice and purpose requirements of the law and this policy. The Cooperative will furnish copies of board meeting minutes to members after management reviews and redacts, as reasonably necessary, any confidential information and any other information that the general manager or board determines should be redacted or withheld.
4. If the Request is granted, the requesting member will sign an agreement to not disseminate without consent or use for other purposes.
5. The Cooperative reserves the right to charge a reasonable fee for reproduction costs.
6. The general manager will report to the board of directors at each regular meeting any Requests received during the month.