

Original Issue: 6-10-1985	Last Reviewed: 2-15-2021	Last Revised: 2-15-2021	Page: 1 of 1
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OBJECTIVE:

To specify what information shall/shall not be provided to members and non-members upon request.

POLICY:

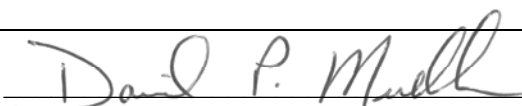
- A. Members shall be provided information that directly affects their involvement in and patronage of DSO, such as their billing history, capital credit allocations/retirements, rate schedules, service rules and regulations, articles of incorporation, bylaws, published member policies, operating statistics, member publications, board meeting minutes, etc. Staff shall promptly answer any questions about the information provided.

- B. Information that shall not be provided includes, but is not limited to, the following:
 - 1. Employee wages, salaries, fringe benefits, personnel and medical files, unless approved by the CEO.
 - 2. Any information on other members, unless approved by the CEO.
 - 3. Personal information on directors, other than what each director has allowed to be shared.
 - 4. Any information that constitutes a trade secret, process, program, or trademark.
 - 5. Contract details with vendors, suppliers, contractors, etc.
 - 6. Financial records, operating data and other general corporate records, except as required by state or federal statute or regulation.

ACCOUNTABILITY:

CEO

Attested: _____


Secretary

Date: 2/15/2021