

**LAE Secretary/Treasurer Interim Procedures for
Responding to Non-Member Data Request from Members**

In the interim, while the BOD and until the information committee are working on the subject, LAE Association plans to follow these procedures to meet the needs of our members.

1. Evaluate the request for data from a time to respond (time to research, gather, assess and copy the data request). This includes the time of the year, when access to certain data would be difficult to provide a complete response.
2. Evaluate the data request from the cost to do. This would include hours of time and the cost of the copy.
3. Inform the member of the time to respond and the cost and if they want to continue to provide the data requested.
4. If the member agrees to proceed, the member will send in a check, before the process to provide the data continues.
5. Document the data provided to the member and maintain a log on the date of request and the date the data was provided.
6. Lastly before any data is provided it will be checked to see if it is sensitive, personal, etc. This may require a consultation with the BOD Chair or another Officer.

For general use the following charges shall be applied, but can be altered, from time to time.

- a. Copy per page \$1.00
- b. For search and other labor costs: \$25 per hour
- c. Any outside consultation fees at LAE cost.

Pat Liotta motioned to accept Interim Procedure, Wayne Sandford seconded as amended.

All in favor, motion unanimous. 11/02/15

Member Privacy and Release of information

Upon written request, a member in good standing may request the names and LAE addresses of other members.

Members who wish to allow the LAE BOD to disclose other contact information must submit their written permission to the Secretary and it will remain in effect until revoked.

The LAE BOD will not release additional information about any member to anyone except with specific written permission to do so.

No member information will be provided to any non-member, except to the Washington Police Department in support of the Neighborhood Watch Program.

Motion by Don Damm, Wayne Sandford seconded.

All in favor, the vote was unanimous. 05/27/16