

October 24, 2006

**Subj: CSA Member Corporate Information and Records Access Policy**

1. In an effort to be as open and transparent as possible the CSA Board of Directors set the following information and records access policy on this date for CSA Staff to follow when information/records requests are received from CSA members;

No Formal Written Request is required for:

- By-Laws and Articles of Incorporation
- Approved monthly and annual Board meeting minutes
- Written communications to Members
- State filings
- Annual financial records
- Accounting records
- Leases
- Voting Records – Final tally of Board Elections
- Inventory records
- Supplier lists

Formal Written Request is required for:

- CSA Membership List (**Confidentiality Statement is required to be signed. Done to protect CSA member's information from being used or released for unauthorized purposes i.e. outside solicitation**)
- Legal Opinions that fall under "Attorney/Client Privilege" (**Board Approves**)

Information not to be Released:

- Personnel Records
- Executive Session discussions/minutes
- Contracts

All requests will be reviewed and approved by the Executive Vice President of CSA, excluding copies of legal opinions which require Board approval for release. It is understood that Staff will provide the requested information and copies as quickly as their work schedules will permit based on the timing and amount of information being requested.