

RIVER ACRES WSC

ACCESS TO FILES AND RECORDS ROOM POLICY

The records room and its contents located within the RAWs office, is a secured area and off limits to all unauthorized personnel. The record room stores personal identifiable information and sensitive material. Unauthorized personnel will not be allowed entry or access into this area. Directors will not have unlimited access, regardless of their position. No director has the authorization to make copies of official documents for family members, members of the membership or anyone outside of the membership. No director alone has the authorization to grant unlimited access to any unauthorized person. All access will be accompanied; personnel with unaccompanied access will be posted near its entrance.

Posted near its entrance will be a board approved list of people that has been granted access, the timeframe access is allowed and which type of access. Access is a privilege not a right and can be revoked at any time and for any reason. The president has the right to temporarily revoke a person's access, unless it is the President, to which it would become the Vice Presidents duty to revoke privileges until the next board meeting.

To access information and/or to obtain copies, a written request must be sent to the President for authorization through the office of RAWs and a reply will be sent the same way. If the President is making the request, the request will be sent to the Vice President or Secretary/Treasurer for authorization. The request for information/copies will follow the same format as described in the Public Information Act.