

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
INSPECTION OF RECORDS POLICY
Board Policy No. 308
Supersedes Board Policy No. 300

Mora-San Miguel Electric Cooperative, Inc. (MSMEC) Bylaws were amended at the June 26, 2010 annual meeting to adopt the guidelines of the Inspection of Public Records Act, Section 14-2-1, et seq. The following policy applies to all requests to inspect MSMEC records.

Records Subject to Inspection.

Members of MSMEC may inspect the records of MSMEC except:

- (1) records pertaining to physical or mental examinations and medical treatment of its staff;
- (2) letters of reference concerning employment, licensing or permits;
- (3) letters or memorandums that are matters of opinion in personnel files;
- (4) law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records include evidence in any form received or compiled in connection with a criminal investigation or prosecution by a law enforcement or prosecuting agency, including inactive matters or closed investigations to the extent that they contain the information listed in this paragraph;
- (5) as provided by the Confidential Materials Act, Section 14-3A-1 NMSA 1978;
- (6) trade secrets or attorney-client privileged information;
- (7) tactical response plans or procedures, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack; and
- (8) as otherwise provided by law.

Procedure for Requesting Records.

Members wishing to inspect MSMEC records subject to inspection must submit a written request to the Secretary of the MSMEC Board of Directors. The written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity.

The Secretary of the MSMEC Board of Directors or his or her designee generally shall permit the inspection as soon as is practicable under the circumstances, but not later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the Secretary or his or her designee shall explain in writing when the records will be available for inspection or when MSMEC will respond to the request. The three-day period shall not begin until the written request is delivered to the MSMEC offices.

If the Secretary or his or her designee determines that a request is excessively burdensome or broad, an additional reasonable period of time shall be allowed to comply with the request. MSMEC shall provide written notification to the requester within fifteen days of receipt of the request that additional time will be needed to respond to the request.

MSMEC is not required to create a record in response to any request to inspect.

Procedure for Inspection.

Records subject to inspection containing information that is exempt and nonexempt from disclosure shall be separated by MSMEC prior to inspection, and only the nonexempt information shall be made available for inspection. If necessary to preserve the integrity of computer data or the confidentiality of exempt information contained in a database, a partial printout of data containing MSMEC records or information may be furnished in lieu of an entire database.

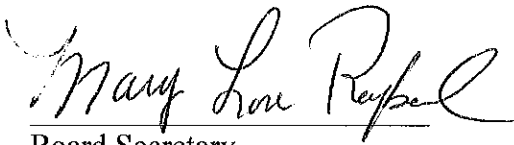
Procedure for Denied Requests.

If a request has been denied, the Secretary or his or her designee shall provide the requester with a written explanation of the denial. The written denial shall be delivered or mailed to the person requesting the records within fifteen days after the request for inspection was received.

Fees.

MSMEC will assess a charge of one dollar (\$1.00) per page for documents eleven inches by seventeen inches in size or smaller. MSMEC may require advance payment before making copies of records. MSMEC shall provide a receipt, upon request.

Approved: September 28, 2010
Effective: September 28, 2010


Board Secretary