

REQUEST TO INSPECT OR COPY LPEA CORPORATE RECORDS

Inspection and copying of LPEA corporate records is governed by LPEA Board Policy 117. That Policy categorizes information by type. For any information not maintained in a format designed for public distribution, such as brochures or handbooks, the requesting party must complete this form. LPEA reserves the right to require payment of reasonable copying charges before copies are released to the requesting party. **As soon as practicable but in no event later than five (5) business days following the date of the request, such information shall be either presented to the requesting person or forwarded to the address listed on this form.**

I. General Information About Requesting Party.

Name: _____

Address: _____

____ **Member** ____ **Nonmember**

Date of Request: _____

____ **Inspection Only** ____ **Inspection and Copying**

(signature)

II. Information Available to General Public: (Please check type of information requested)

____ Articles of Incorporation ____ Bylaws ____ Annual or Special Membership Meeting Information:
Date of Meeting: _____
____ Notice of Meeting, ____ Agenda, ____ Minutes

____ Board of Directors Meeting Information:
Date of Meeting: _____
____ Notice of Meeting, ____ Agenda, ____ Minutes

____ Roster of Board of Directors ____ Waivers of Notice of Board Meetings, if any

____ Roster of Board Committees ____ Published tariffs ____ Rules and Regulations

____ Mission Statements ____ Safety Information ____ Product or Service Information

Additional Description, if not listed above to be considered by the Board of Directors for disclosure: _____

III. Additional Information to Members upon Request: (Please check type of information requested)

Annual Audited Financial Reports: Board Policies:
 Most recent Subject Area: _____
 Prior years: _____

Complaint Procedures Monthly Financial Reports:
 Most Recent
 Prior Months: _____

Communications from LPEA to members as a group or classes of members as a group: _____

(subject area)

Most recent corporate report to Secretary of State

General Information about capital credits Y2k Information

General Information about hiring practices and employee compensation ranges

Information regarding affiliated organizations (unless designated as confidential by affiliate):
Name of affiliate: _____
Description of information: _____

IV. Additional Information Available to Members Only Upon Statement of Proper Purpose

Approved Budgets: _____
(Specify type)

List of Members and Addresses

Information in this category III & IV will be provided only upon statement of Proper Purpose of member. Please state purpose for requested information. As partial consideration for access to this information, the member agrees to use the information only for the proper purpose stated.

Purpose: _____

V. To Be Completed by LPEA:

____ Membership Confirmed

Disposition of Request: ____ Information Provided: date provided: _____

Number of Copies _____ Copy charges: _____

Postage, if any _____

Total Charge: _____

If category IV, approval by CEO : _____

If denied, reason for denial: (A) Category IV -
(B) Information not identified for disclosure in Board Policy 117 (describe)-

Denied by CEO: _____

Does requesting party desire that denial of information be presented to Board of Directors for review? ____