

Procedure for LAE document requests:

1. All members requests for information and documents shall be presented at the BOD meeting by either the member, an officer, or a director representing that member.
2. 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 very difficult to provide a complete response.
3. Evaluate the data requested. This would include hours of time and the cost of the copy.
4. Inform the member of the time to respond and the cost and if they want to continue to provide the data requested.
5. If the member agrees to proceed, the member will send in a check before the process to provide the data continues.
6. Document the data provided to the member and maintain a log on the date of request and the date the data was provided.
7. 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.
8. 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 \$25.00/hr.
 - c. Any outside consultation fees at LAE cost.