CLEARWATER POWER COMPANY
Lewiston, Idaho 83501

POLICY BULLETIN NO. 142

SUBJECT: Non-Member Requests for Cooperative Information

OBJECTIVE:

- To respect the privacy of Members and their business.
- To respect the privacy of employees of Clearwater Power Company.
- To facilitate development of positive industry practices by exchange of non-confidential information.
- To meet the business needs of the Cooperative in obtaining necessary resources.

POLICY:

Any non-member may have access to corporate records in accordance with the following:

1. The only information which may be released to a non-member without specific Board of Directors' approval is such routine information as the General Manager determines is appropriate to be distributed.

2. A non–member may have access to such additional information of the Cooperative only under the following conditions:

   a. The non-member's request is made in good faith and for a proper purpose reasonably related to the non-member's interest in the Cooperative.

   b. The non-member describes with reasonable particularity the purpose and the records the non-member desires to inspect.

   c. The records are directly connected with the purpose.

   d. Such request is received in writing at least thirty (30) business days before the date on which the non-member wishes to inspect or copy the records.

   e. Such request shall be in the form set forth on attached appendix.

f. The General Manager and/or the Board of Directors determine that the non-member's request is for a proper purpose which is in the best interests of the Cooperative to deliver and approves the non-member's request.

g. As a condition of fulfilling any request for information, the Cooperative may impose a reasonable charge covering the cost of labor and materials for copies of any documents provided.

Nothing in this Policy Bulletin shall be deemed to prohibit the Cooperative from the following:

1. Distributing such information as is necessary to obtain financing or to complete routine business matters;

2. Disclosing such information as is necessary to comply with governmental regulations;

3. Supplying such information to organizations of which the Cooperative is a member for the purpose of advancing the interests of public power;

4. Disclosing such information regarding the Cooperative's system which is required by Bonneville Power Administration, Avista Utilities, Pacific Northwest Generating Cooperative, Power Resources Cooperative or other power and transmission service providers in order for the Cooperative to maintain its wholesale power supply;

5. Complying with any appropriate Court Order, or request specifically authorized by law, from a duly authorized law enforcement agent who certifies that he or she is seeking information in connection with a criminal investigation;

6. Disclosing such other information as the General Manager and/or the Board of Directors determines is in the best interests of the Cooperative.

In disclosing the information set forth above, the General Manager and Board of Directors shall fully consider the safety and security of the Cooperative and its Members before releasing information. Any non-published information released under this policy shall bear a notice that the information is confidential and shall not be disclosed to anyone other than the recipient or specifically authorized parties.

Any non-member request approved by the General Manager will be reported to the Board of Directors at the next monthly Board of Directors Meeting.

RESPONSIBILITY:

General Manager and Staff will be responsible for the administration of this policy and shall seek the advice of Counsel and/or the Board of Directors as necessary.

PROCEDURE:

As outlined in the above written policy.

SOURCE: Adopted by Board Resolution – February 25, 2004.
Amended in Part – September 19, 2007.
Board Reviewed – November 17, 2010; July 17, 2013.