

**DREAMLAND VILLA RETIREMENT COMMUNITY**

**Administrative Policy and Procedure**

**Subject:** Documents, Office Release

**Initially Adopted:** December 8, 2015

**Amended:** 8/29/2018

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**1. Policy Statement:**

A. DVRC shall provide its active members copies of documents available to DVRC and related to its day-to-day operations, EXCEPT (1) documents related to a current or former employee's personnel file, to include name, address, telephone number, and similar information shall not be released and (2) any correspondence or similar written material relating to an ongoing lawsuit, regardless of whether DVRC is a plaintiff or defendant, shall not be released. Once the lawsuit has been settled, the settlement agreement may be made available.

B. If Administrative Services staff decides not to release a copy of a document requested, the Document Request form shall be sent to the President with a statement as to why the Administrative Services Staff rejected the document request. The President shall convene a special meeting of the Board of Directors who shall vote to authorize the release of the document or to reject the release of the document.

**II. Procedure:**

1. Requestor: A Document Request form shall be completed by the member who shall provide the date and time of the request and the details of the document requested.

2. The Administrative Services Staff shall have five working days to complete the Document Request.

3. The Document Request form, approved by the DVRC Board of Directors is attached.

**III. Charge:**

The following charges may be required to be paid by the requestor to compensate DVRC for time and materials for fulfilling the request:

1. \$0.10 per page for electronic copies of electronic documents.
2. \$0.25 per page for paper copies of electronic documents, or electronic copies of paper documents.
3. \$0.50 per page for paper copies of paper documents.

**Dreamland Villa Retirement Community Document Request Form**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please give details of the document requested:

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NOTE: Please allow five working days for all requests to be processed.

Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_

Completed By: \_\_\_\_\_

**Dreamland Villa Retirement Community Document Request Form**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please give details of the document requested:

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NOTE: Please allow five working days for all requests to be processed.

Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_

Completed By: \_\_\_\_\_