Boulder Meeting of Friends

Open Records Policy

This Policy sets forth requirements for record maintenance by the Meeting and describes the terms of access to those records. Boulder Meeting endeavors to make its records available for viewing by any interested members and regular attenders, with the exception of records which contain sensitive personal information.

I. Record Maintenance

Boulder Meeting of the Religious Society of Friends is a nonprofit organization incorporated in Colorado and tax-exempt under 501(c)(3) of the federal tax laws. In compliance with Colorado Revised Statutes § 7-136-101, Boulder Meeting will maintain records for at least three years in the following areas, unless otherwise noted:

- Appropriate accounting records;
- Membership records;
- Minutes of business meetings and all committees (permanent records);
- Records of all corporate action taken by members without a meeting;
- Annual reports;
- Financial statements;
- List of the current officers (Clerk, Associate Clerk, Treasurer, and Secretary/Archivist)

In compliance with federal 501(c)(3) requirements, Boulder Meeting's records also include documentation of all financial assistance allocations, including the name and address of each applicant, the amount distributed to each, the purpose for which the aid was given, and the criteria or basis for such allocation decisions. That information should appear in the minutes (or other appropriate records) of each committee that is authorized to provide financial assistance. Such committees include, but are not limited to, the Higher Education Fund, the Friends Emergency Fund, the Quaker Activities Assistance Committee, and the Harold Walton Fund.

II. Access to Records

The official records of Boulder Meeting are currently stored in the Meeting office. With the exception of restricted materials discussed below, these records may be accessed by any member or attender when the office is open on Sundays. In the event that any official records are stored elsewhere or electronically, appropriate access shall be made available in keeping with the provisions of this policy.

Access to the following records is restricted: minutes of the committee on Spiritual Life and Membership; records of individual financial contributions to the meeting, and files containing personal financial information that was submitted to support funding requests. These latter confidential records are maintained by the Secretary/Archivist on behalf of each committee

providing such financial assistance. Such records will provide a historical record of past decisions and help ensure the fairness and consistency of future decision making.

Restricted records may be accessed only by members of Boulder Meeting, or regular attenders who serve on a Meeting committee. Requests to access restricted records should be made in writing to the Clerk at least five (5) business days before the date on which the member wishes to inspect and copy such records during regular business hours (Sunday only). Such requests must be made in good faith and for a proper purpose related to the member or attender's association with Boulder Meeting. Requests should specify the particular records and the reason for inspecting them. The Clerk shall have the discretion and authority to grant or deny requests for access to the Meeting's confidential records. He or she shall also supervise the inspection and copying of any such records. If the Clerk is not available, the Associate Clerk shall exercise all responsibilities of the Clerk, as specified above.

Approved: February 8, 2009

Responsible group: Finance Committee