



INTERNAL POLICY

SUBJECT: Records, Member Review of		DISTRIBUTION TO: Department Heads Member Services Dept Accounting Dept. Reissued 1/7/06
TYPE: General/Routine	EFFECT. DATE: 5/22/98	
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REPLACES/APPENDS NO: 90	FROM: Joe Bunting, GM	

As of May 22, 1998, the following policy is in effect for KICA Members' review of records. It was updated on January 7, 2006 to allow for technological advances.

1. Members in good standing have the right to review KICA records, with the exception of confidential personnel files and materials that are attorney/client privilege.
2. Many documents are available on KICA's website at www.kica.us. Staff will inform member when requested materials are available online.
3. Members may review records in the office by appointment on Tuesdays, Wednesdays and Thursdays between 9:00 a.m. to noon or between 1:00 to 4:00 p.m. at the KICA Administrative Office, 23 Beachwalker Drive, Kiawah Island, SC 29455.
4. Members are asked to contact the Member Services Department as much in advance as possible, and to state what records they would like to review (843-768-9194, toll free 866-226-1770, email memberservices@kica.us). Every attempt will be made to accommodate the desired review time; members may be asked to reschedule if the request is for large amounts of material.