

### **Viewing of Documents**

The following criteria apply:-

- (1) Only members in good standing are eligible to view documents.
- (2) A written request for an appointment is required.
- (3) The written request must indicate what documents for viewing are requested.
- (4) At least one director must be in attendance.
- (5) An administration fee of \$50.00 per hour, or portion of an hour, is required to be paid in advance.
- (6) Materials of any kind are not allowed to be taken from the office.
- (7) Reproduction of documents in any shape or form is prohibited.