



# **Policy Memorandum**

**Of**

***Delta Tau Alumni Chapter***

**Administrative Records  
*Policy & Procedures***

**Policy Memorandum 1-17**

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**Delta Tau Alumni Chapter**  
*Benton County, State of Oregon*

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# **Administrative Records Policy & Procedures**

## **Policy Memorandum #1-17**

### ***Table of Contents***

<b>1.0 GENERAL</b> .....	<b>1</b>
<b>2.0 POLICY</b> .....	<b>1</b>
2.1 DTAC OFFICERS .....	1
2.2 INFORMATION PRIVACY .....	1
2.3 INFORMATION RELEASE .....	2
<b>3.0 RESPONSIBILITIES</b> .....	<b>2</b>
3.1 GENERAL.....	2
3.2 ASSIGNED RESPONSIBILITIES .....	2
3.2.1 DTAC Officers.....	2
3.2.2 Members .....	2
<b>4.0 PROCEDURES</b> .....	<b>3</b>
4.1 PURPOSE .....	3
4.2 GUIDELINES .....	3
4.2.1 Information Access.....	4
4.2.2 Other Guidelines .....	4
4.2.3 Page Marking.....	5
<b>5.0 DATABASE MANAGEMENT, STORAGE, AND ACCESS</b> .....	<b>5</b>
5.1 DATABASE MANAGEMENT .....	5
5.2 DATABASE STORAGE .....	5
5.3 DATABASE ACCESS .....	6
<b>6.0 REQUEST FOR MEMBER INFORMATION</b> .....	<b>6</b>
6.1 REQUEST SUBMISSION.....	6
6.2 AUTHORITY FOR APPROVAL OF INFORMATION REQUESTS .....	6
6.3 REQUEST CONTENT AND DETAILS.....	7
<b>7.0 ENFORCEMENT OF ADMINISTRATIVE POLICY</b> .....	<b>7</b>
7.1 SPECIFIC ADMINISTRATIVE ACTIONS .....	7
7.2 SPECIFIC LEGAL ACTIONS .....	8
<b>8.0 REFERENCES</b> .....	<b>8</b>
<b>ANNEX A</b> .....	<b>9</b>
DOCUMENT PAGE MARKING .....	9
MEDIA LABEL / STAMP MARKING.....	9

***Delta Tau Alumni Chapter***  
*Benton County, State of Oregon*

DATABASE FILES..... 9

**ANNEX B** ..... **10**

REQUEST FOR INFORMATION..... 10

# **Administrative Policy & Procedures**

## **Policy Memorandum 1-17**

### **Administrative Notes**

Note #1. References to gender are intended to be gender non-specific.

Note #2. The DTAC Recorder is the Office of Record for the DT Alumni Chapter policies, meeting minutes, posting of material to the website, election materials, and Alumni Chapter legal documents, e.g. Certification of Officers

Note #3. The Treasurer is the Office of Record for the Chapter's tax filing, Federal Tax Identification filing, payments, income receipts, and all other budget and financial matters.

Note #4. The DT Officers and Executive management body may be referred to as the **Alumni Chapter** and terms used interchangeably.

# **Administrative Policy & Procedures**

## **1.0 GENERAL**

The principal office of the DT Alumni Chapter (DTAC) in the State of Oregon is located in Corvallis, County of Benton. The Chapter may have other such offices, either within or outside the State of Oregon, as the Chapter Officers may determine or as the affairs of the Chapter may require from time to time. The official address of the Chapter is: DT Alumni Chapter, P.O. Box 531176, Henderson, NV 89074 for administrative matters and P.O. Box 1333, Port Orford, OR 97465-9511 for financial matters.

## **2.0 POLICY**

### **2.1 DTAC Officers**

It is the administrative policy of the DTAC to seek qualified Officers competent in corporate type operations with an understanding of the laws and operating processes of non-profit or profit corporate organizations. It is the DTAC's Officers that are responsible for administering this policy and ensuring its enforcement.

### **2.2 Information Privacy**

This policy of the DTAC acknowledges that there is an inherent expectation of both member and Chapter information privacy on the part of DT alumni and / or by the Officers.

20           **2.3 Information Release**

21           The Chapter is not a public information source of Member information - rather a  
22 private organization. In this regard, the DTAC **does not** release Member information to  
23 outside agencies.

24           **3.0 RESPONSIBILITIES**

25           **3.1 General**

26           The Chapter Officers are responsible for promulgating Chapter policy  
27 regarding Member expectations for the privacy of information.

28           **3.2 Assigned Responsibilities**

29           **3.2.1 DTAC Officers**

30           a. The DTAC Officers will periodically review this policy and make  
31 changes as required to further protect Member information and privacy.

32           b. The BoDs will not publish any list containing Member information for  
33 public release.

34           c. All DTAC records, files, databases, and other forms of information  
35 storage whether electronic, magnetic, paper, or other tangible material will be marked in  
36 accordance with Annex A of this Policy Memorandum 1-17.

37           **3.2.2 Members**

38           a. Members serving or previously serving in DTAC elected, appointed,  
39 volunteer, or other official positions with access to Member records are prohibited from

***Delta Tau Alumni Chapter***  
*Benton County, State of Oregon*

40 using DTAC Member records for unofficial or personal broadcast communications or  
41 other forms of non-Chapter business.

42           b. Members found broadcasting mail to the DTAC membership at large,  
43 may be challenged to prove the member information was obtained from public records  
44 vice DTAC records. Violations can be dealt with under paragraph 6 of this policy by the  
45 DTAC Officers or Executive Committee.

46           c. Members may request Member information from the DTAC in  
47 accordance with procedures noted in paragraph 5 of this policy.

48 **4.0 PROCEDURES**

49           **4.1 Purpose**

50           The DTAC maintains addressing, phone numbers, pin number, e-mail  
51 addresses, and other information used to contact Members and send them DTAC  
52 correspondence. As stated in the policy, there may be an expectation of Members that  
53 this information will be protected by the DTAC. It is therefore incumbent upon the  
54 DTAC to take reasonable and prudent measures to protect Member information.

55           **4.2 Guidelines**

56           The following guidelines are established to ensure Member privacy for  
57 information maintained by the DTAC within its records, files, databases, and other forms  
58 of information storage whether electronic, magnetic, paper, or other tangible material.



**Delta Tau Alumni Chapter**  
*Benton County, State of Oregon*

59                   **4.2.1 Information Access**

60                   Access to DTAC Member information on file is prohibited, except in the  
61 following circumstances: **(1)** when requested by public law enforcement officials; **(2)**  
62 when required by government human services for reasons of medical emergency,  
63 natural disaster, fire, or other life emergency situations; and **(3)** when requested by  
64 government civil defense, disaster, and other official government officials.

65                   **4.2.2 Other Guidelines**

66                   The following other guidelines are provided:

- 67                   1. Requests for information will be referred to county and state  
68 organizations responsible for maintaining public property records.
- 69                   2. The DTAC use of Member information is for official purposes.
- 70                   3. The DTAC will not release Member information lists to other Members.
- 71                   4. Members are prohibited from using DTAC Member lists for broadcast  
72 of information that is not approved by the DTAC Officers or Executive Committee,  
73 specifically the DTAC Recorder with DTAC Officer or Executive Committee approval  
74 grants formal approval via documented communication, e.g. e-mail, letter, or other  
75 digital recorded material.
- 76                   5. Member information may be released upon request using the  
77 procedures in paragraph 6 of this policy.
- 78                   6. Member Objections – there may be some members that will object to  
79 their inclusion in any database that provides personal information of any type. It shall  
80 be the policy of the Delta Tau Alumni Chapter that promptly upon receipt of notice by

81 the member, such member's name shall be removed from the database roll and  
82 identified by note of their objection.

83 **4.2.3 Page Marking**

84 Documents will be marked in accordance with Annex A.

85 **5.0 DATABASE MANAGEMENT, STORAGE, AND ACCESS**

86 **5.1 Database Management**

87 The Recorder shall be charged with possession and management of the alumni  
88 database including periodic updates as new information is available as to changes in  
89 membership or notification that members do not wish to be included. It is understood  
90 that in light of the magnitude of this undertaking that the Recorder may recruit and  
91 employ assistance as needed provided that the DTAC Officers / Executive Committee is  
92 advised of any delegation of duties by the Recorder.

93 **5.2 Database Storage**

94  
95 A master database file shall be maintained by the Recorder of the Alumni  
96 Chapter Board of Directors on a thumb drive or equivalent device and stored in a place  
97 secure from fire or theft separate from the working file In the possession of the  
98 Recorder. Such Master File shall be updated no less than annually by the Recorder  
99 and returned to secure storage, e.g. safety deposit box or locked box.

100           **5.3 Database Access**

101           Database shall be limited to the following Officers, unless approved otherwise by  
102 the DTAC Officers or Executive Committee:

- 103                     • Commander
- 104                     • Lt. Commander
- 105                     • Recorder
- 106                     • Sentinel – (If charged with newsletter publication & dissemination)
- 107                     • Treasurer
- 108                     • Fund-raising contractor and associates

109           **6.0 REQUEST FOR MEMBER INFORMATION**

110           **6.1 Request Submission**

111           Requests for Member information must be submitted to the DTAC Recorder.  
112 The Recorder will evaluate requests for Member information, submit recommendations  
113 to the DTAC Officers or Executive Committee for review/adjudication as required, or  
114 adjudicate requests citing this policy as authority.

115           **6.2 Authority for Approval of Information Requests**

116           The Recorder may adjudicate requests for all singular and multiple (not to  
117 exceed three) requests for Member information by DTAC active members in good  
118 standing. Active Members not in good standing with the DTAC will not be provided with  
119 Member information governed by this policy and such request automatically  
120 disapproved.

**Delta Tau Alumni Chapter**  
*Benton County, State of Oregon*

121           The DTAC Officer's can adjudicate all requests for multiple (exceeding three)  
122 information requests and all singular requests for Member information from all non-  
123 Members, prior-active Members, inactive Members, and individuals / organizations not  
124 affiliated with the DTAC.

125           **6.3 Request Content and Details**

126           Member requests for Member information must be submitted in writing or e-mail  
127 and clearly state why, when, where, and how member information is to be  
128 used. Generally, member requests for information may be favorably considered when a  
129 member seeks to contact another Member. See Annex B for sample format.

130           **7.0 ENFORCEMENT OF ADMINISTRATIVE POLICY**

131           **7.1 Specific Administrative Actions**

132           Individuals found in violation of this policy may be subject to the following  
133 administrative procedures by the BoDs:

- 134                   1. Censorship by the DTAC.
- 135                   2. Removal of DTAC voting privileges.
- 136                   3. Fines imposed by the DTAC.
- 137                   4. Removal from Office, position, or assigned responsibility as decided by  
138 the DTAC Officers or Executive Committee.
- 139                   5. Removal of DTAC benefits and privileges.

140           **7.2 Specific Legal Actions**

141                   Individuals found in violation of this policy are subject to the following legal

142 or criminal procedures by the DTAC:

143                   1. Referral of conduct to the DTAC attorney for criminal investigation

144                   2. Referral to law enforcement for criminal investigation.

145                   3. Filing of charges by the DTAC on behalf of the Members with the

146 State's Attorney General.

147           **8.0 References**

148                   Oregon Statute Title 10, Chapter xx, Article xx, paragraph xx-xxx, "Limitations on

149 Use of Membership List; Applicability".

150

151   **Date:** August 1, 2017

152   **Authorized By**

153

154 DTAC Directing Officers

155   **Approved for Implementation By**



156

157 Coy Scroggins

158 Commander

159 DT Alumni Chapter

## **Annex A**

All DTAC records, files, databases, and other forms of information will be marked in accordance with this Annex.

### **Document Page Marking**

Paper / text documents containing Member information will be marked in the header and footer as indicated below:

Header – *“Sensitive Information – Not For Public Release Outside the DT Alumni Chapter organization”*

Footer – *“Sensitive Information – Not For Public Release Outside the DT Alumni Chapter organization”*

### **Media Label / Stamp Marking**

Media such as CD's, thumb drives, and other digital storage devices containing Member information will be labeled and/or stamped as indicated below:

Label – *“DTAC – Not for Public Release”*

Stamp – *“DTAC – Not for Public Release”*

### **Database Files**

Spreadsheets, Word text documents, database files e.g. MS Access, or converted files e.g. .pdf files must contain headings and / or footers as indicated below:

***“WARNING – USE OF INFORMATION CONTAINED IN THIS FILE IS LIMITED TO MEMBERS OF THE DELTA TAU ALUMNI CHAPTER BOARD OF DIRECTORS OR THEIR ASSIGNS, NO COMMERCIAL USE OR SOLICITATION IS ALLOWED”***

## Annex B

### Request for Information

#### *Example of Request for Member Information*

Date

DT Alumni Chapter  
ATTN: Recorder  
1158 Founder's Ct  
Henderson, NV 89074

Subject: Request for Member Information

Request the following information be provided to me regarding the following:

Member pin #\_\_\_\_\_

The following justification for this request is provided:

Why – I need to contact the Member pin #\_\_\_ to discuss reunion matters.

When – This information is needed by \_\_\_\_\_.

Where – This information is to be used only by me to communicate with Member pin #\_\_\_\_\_.

How – This information will be used to communicate via phone, e-mail, overnight mail service, normal USPS letter, or other digital means.

I agree to not provided this information to other individuals or commercial activities.

John J. Doe  
Member Pin #\_\_\_\_\_  
XXXX Any Street  
City, State ZIP  
Phone #, E-mail