

MEMBER ACCESS TO CORPORATE BOOKS AND RECORDS PROCEDURE

The procedures set forth in this document govern how a Member may request access to the books and records of the Corporation, pursuant to Article XIV, Section 1 of Texas RE's Bylaws.

- A. All Members of Texas RE will have access to the books and records of the Corporation, including financial statements and budgets.
- B. A Member seeking to examine and copy the books and records of the Corporation must send a written request to information@texasre.org stating the purpose for the review and identifying the records sought. The requestor must make their written request at least five business days prior to the requested date of inspection. The Legal Department will review the request, assemble records available for inspection, and notify the requestor when the records will be available for inspection. If additional time is needed to assemble the records, the Legal Department will notify the requestor. A Member may examine and copy the books and records of the Corporation at Texas RE's office in Austin during regular business hours, typically 8 a.m. to 5 p.m. weekdays, excluding holidays.
- C. Texas RE is not required to create new records in response to a Member's request to examine and copy the books and records of the Corporation, and may redact Confidential Information (including sensitive business information) from records. Texas RE generally will not disclose sensitive business information such as security information, vendor contracts and pricing, and individual personnel records and salaries. Texas RE will protect Confidential Information from disclosure in accordance with the NERC Rules of Procedure. If necessary to protect Confidential Information, a Member requesting examination of the Corporation's non-public books and records will be required to sign a confidentiality and non-disclosure agreement before viewing such information.
- D. Texas RE may charge a Member reasonable fees to assemble and copy the books and records of the Corporation. If voluminous records are requested, Texas RE may require the requestor to pay such fees before Texas RE assembles or copies the documents.