

Special Forces Association

POLICY OR PRECEDENT

SUBJECT:

Membership Records Control and Access

DATE: 1 January 2009

POLICY NUMBER	ORIGINATING SECTION	ORIGINATOR	PHONE NUMBER
SFA-04	Secretary	Melvin Smith	910-485-5433

APPROVED: Ronnie A. McCan, President

Melvin H Smith, Secretary



Ronnie A. McCan
Melvin H. Smith

SYNOPSIS:

1. **PURPOSE:** To establish Special Forces Association policy for the access and control of member records.
2. **Scope:** This policy applies to the access to and storage of member records at National headquarters.
3. The National Board of Officers regard the security of member records a trust and establish the following policy and control measures.
 - a. All records are the property of the Special Forces Association and are not generally accessible by third parties.
 - b. The Secretary is responsible for the storage and access control of member records.
 - c. Individual records may not be disseminated to or viewed by third parties except in the case that the records are being reviewed to determine eligibility for membership (i.e. a disciplinary panel at National or review at a Chapter). In this case, after the review is complete any copies made must be destroyed by acceptable means or returned to National for destruction.
 - d. Records may be disseminated to third parties if a signed, written request/authorization for release of information is sent to National by the member.
 - e. A copy of a chapter member's records may be provided to a Chapter President when the record is requested or provided in the course of investigating a formal complaint regarding membership eligibility. No member may arbitrarily request a copy of a member's record.
 - f. A member may request a copy of his records on file. A standard fee of \$25.00 will be charged for each request.