POLICY NO. 4

PROCEDURES FOR HANDLING PROPRIETARY INFORMATION

When information is submitted to the Board in conformity with Rule 0780-6-1-.03 (Submission of Proprietary Information) the following procedures shall be followed by the Board's staff.

1. Documents, envelopes and/or packages received by the Board office that are marked "CONFIDENTIAL" shall only be opened and/or reviewed by the Board's Executive Director or other individuals designated by the Director. All such individuals shall be in conformity with Rule 0780-6-1-.04 (Access to Proprietary Information).
2. Proprietary information that is received by the Board office in envelopes and/or packaging that has previously been opened shall be immediately brought to the attention of the Executive Director or the Director's designee(s). **As soon as possible thereafter, the delivering entity and the sender shall be notified in writing of the condition of the envelope or packaging as it existed when received by the Board office.**
3. Proprietary information that is received by the Board office in envelopes and/or packaging that is not marked "CONFIDENTIAL" and that is subsequently opened by a Board staff member other than the Executive Director or the Director's designee, shall be immediately brought to the attention of the Executive Director or the Director's designee(s).
4. The Board's Executive Director or the Director's designee(s) shall review the information and determine if it qualifies as proprietary information under the Board's rules.
5. Information that is deemed proprietary shall be shall be secured and stored in accordance with rule 0780-6-1-.05.
6. Information that is not deemed to be proprietary shall be sealed and returned to the sender via certified mail. A notation shall be made in a Board log that specifies the date the information was returned and the individual or entity to whom it was returned.

Adopted 8-22-00