

**RESOLUTION OF THE OWASA BOARD OF DIRECTORS ADOPTING A  
POLICY ON CONFIDENTIALITY OF INDIVIDUAL CUSTOMERS' BILLING  
RECORDS**

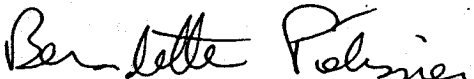
WHEREAS, the OWASA Board of Directors desires to adopt a formal policy on the confidentiality of individual customers' billing records; and

WHEREAS, General Statute 132-1.1, Public Enterprise Billing Information, states that billing information compiled and maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a public enterprise is not a public record as defined in General Statute 132-1 unless the city or county determines it will be useful or necessary to assist bond counsel, bond underwriters, underwriters' counsel, rating agencies, investors or potential investors, the city, county, or State, law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers.


NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Directors of Orange Water and Sewer Authority hereby adopts Resolution of the OWASA Board of Directors Adopting a Policy on Confidentiality of Individual Customers Billing Records.
2. That said policy is effective upon adoption.
3. That the Executive Director be, and he hereby is, authorized and directed to interpret and implement said policy.
4. That an Administrative Guide will be prepared on confidentiality of customers' billing record.

Adopted this 10<sup>th</sup> day of October, 2002.

  
Bernadette Pelissier, Chair

ATTEST:

  
Mark Marcoplos  
Secretary-Treasurer

**ORANGE WATER AND SEWER AUTHORITY**

**POLICY ON CONFIDENTIALITY OF INDIVIDUAL CUSTOMERS' BILLING RECORDS**

**PURPOSE**

The purpose of this policy is to adopt a formal policy on the confidentiality of individual customers' billing records.

**BACKGROUND**

OWASA is a public entity and most of its records are open to the public under the General Statutes with some exceptions.

**POLICY**

General Statute 132-1.1, Public Enterprise Billing Information, states that billing information compiled and maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a public enterprise is not a public record as defined in General Statute 132-1 unless the city or county determines it will be useful or necessary to assist bond counsel, bond underwriters, underwriters' counsel, rating agencies, investors or potential investors, the city, county, or State, law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers.

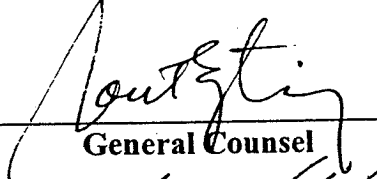
In order to protect the privacy of individual customers' billing records, OWASA does not disclose information unless otherwise approved by the Executive Director.

**AUTHORIZATION**

The Executive Director is authorized and empowered to interpret and implement on behalf of Orange Water and Sewer Authority the Resolution of the OWASA Board of Directors Adopting a Policy on Confidentiality of Individual Customers' Billing Records. Such administrative actions may be taken without further authorization by the Board of Directors.

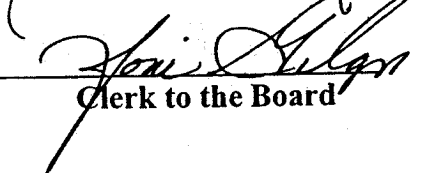
Reviewed by General Counsel:

10/30/02  
Date

  
General Counsel

Adopted by Board:

10/10/02  
Date

  
Clerk to the Board

**ORANGE WATER AND SEWER AUTHORITY**

**ADMINISTRATIVE GUIDE**

**CONFIDENTIALITY OF INDIVIDUAL CUSTOMERS' BILLING RECORDS**

**PURPOSE**

The purpose of this Administrative Guide is to emphasize OWASA's responsibility to protect the confidentiality of individual customers' billings records.

**BACKGROUND**

- I. OWASA is a public entity and most of its records are open to the public under the General Statutes with some exceptions.
- II. General Statute 132-1.1, Public Enterprise Billing Information, states that billing information compiled and maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a public enterprise is not a public record as defined in General Statute 132-1 unless the city or county determines it will be useful or necessary to assist bond counsel, bond underwriters, underwriters' counsel, rating agencies, investors or potential investors, the city, county, or State, law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers.

**ADMINISTRATIVE PROCEDURES**

In order to protect the privacy of individual customers' billing records, OWASA does not disclose information unless otherwise approved by the Executive Director.

This guideline is effective October 10, 2002.



---

**Ed Kerwin**  
**Executive Director**