

<b>Baltimore Research and Education Foundation, Inc.</b>	<b>IRS Form 990 Policy</b>	No.		29
		Effective Date		6/17/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board Meeting held 1/26/2011.	

#### 1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will supply copies of their IRS Form 990.

#### 2.0 Scope

This policy applies to any request for IRS Form 990.

#### 3.0 Policy

3.1 It is the policy of BREF to allow public access to the last three years of IRS Form 990.

3.2 In-person request to review IRS Form 990: BREF will make the document available free of charge at the office in room 3A-125, 10 North Greene Street, Baltimore, MD 21201.

3.3 BREF will comply with in-person requests on the same business day. In no event will the delay exceed five business days. BREF may charge up to \$1.00 for the first page and \$.15 for each additional page. BREF may require payment by cash or money order.

3.4 In-writing request for copies: BREF will respond to requests made in writing, whether by mail, electronic mail, fax or a private delivery service. Copies of the requested documents will be mailed within 30 days from the date the organization receives the request and payment. Within seven days of receiving the request, BREF will notify the requester that it has a prepayment policy and the amount due. BREF will accept payment by certified check, money order or personal check.

#### 4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/11/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Approved policy at BREF Board meeting, 1/26/2011.