



Tribal Records Request Form

Name: _____ Enrollment Number: _____

Address: _____

Phone Number: _____ Cell Number: _____

I am requesting the following documents. I do understand that once I give my request to the Tribal Administrator, within 5 business days said documents shall be provided to me or I shall be notified as to why I am being denied my request.

☐ **Tribal Laws – (Viewing or Copying allowed)**

- ☐ Tribal Constitution
- ☐ General Council Meeting Ordinance
- ☐ Records Access Ordinance
- ☐ Enrollment Ordinance
- ☐ Elections Ordinance
- ☐ Other (Please state) _____

☐ **Non-exempt Records (Viewing Only – No Copies shall be made)**

- ☐ Tribal Council Meeting Minutes - Date: _____
- ☐ General Council Meeting Minutes - Date: _____
- ☐ Tribal Committee (Please state) _____ Date: _____
- ☐ Other: (Please state) _____

I would like to have the requested documents given to me the following way:

- ☐ US Postal Mail
- ☐ Fax _____
- ☐ Email _____
- ☐ Picked Up

Unless otherwise stated, the requested documentation shall be mailed to the address given on this request form.

I would like to arrange a meeting with the Tribal Administrator to discuss _____.

Please note that if the requested documents are not available, the Tribal Administrator shall notify the person making the request, the reasons why the Tribal Administrator cannot comply with the records request.

Signature

Date

OFFICE USE ONLY

Date Received: _____

Date Request was completed: _____

Request Denied: _____

Request approved: _____

Reason Denied:

Tribal Administrator _____

Date _____