

TRIBAL CODE

CHAPTER 15

INSPECTION OF TRIBAL RECORDS

CONTENTS:

- 15.101 Persons Requesting.
- 15.102 Records Subject to Inspection.
- 15.103 Request for Inspection.
- 15.104 Response to Request.
- 15.105 Scope of Inspection.
- 15.106 Copies.

History Note:

Adopted by Tribal Council Resolution No. 311(89), September 13, 1989.

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CHAPTER 15  
INSPECTION OF TRIBAL RECORDS

15.101 Persons Requesting.

This procedure applies to requests for inspection by a member of the Tribe. It does not apply to a record review by an employee of the Tribe which is mandated by said employee's official job responsibility.

15.102 Records Subject to Inspection.

(1) The minutes maintained by the Secretary, together with all resolutions and ordinances enacted thereby, constitute the official records of the tribal secretary.

(2) The financial records of the Tribe, including budgets and all records relating to funds received and funds disbursed by the Tribe, constitute the official records of the Treasurer.

15.103 Request for Inspection.

Any tribal member who wishes to review an official tribal record shall make a written request to the Secretary for review of records under his/her control, and to the Tribal Controller for review of records under the Treasurer's control.

15.104 Response to Request.

Any requested record shall be made available for inspection within three (3) working days of receipt of the request. If at all possible, requests shall be acted upon immediately, unless compliance with the request would require access or retrieval of voluminous documents, or ones which are not immediately accessible to the custodian of the records.

15.105 Scope of Inspection.

Any record produced for inspection shall be reviewed in the office of the record's custodian. No member shall be permitted to remove an official record from that office. The inspection shall be completed by the close of the regular business hours and returned to the custodian; in the event that inspection is not completed by that time, the member may request that the record be made available the next working day, as well.

15.106 Copies.

(1) Copies of an official record of the tribal secretary may be provided on request; such copy will be made only with the payment to the tribal secretary of the sum of \$.20 for each page reproduced, together with the of \$3.00 for staff time expended in reproducing the requested documents. No copy of any audio tape recording maintained by the Secretary shall be provided.

(2) No copy shall be provided of an official record of the tribal Treasurer.