



Request to View Business Council Records

Date of Request: _____

Name of Requestor: _____ Phone #: (____) _____ - _____

Enrollment #: _____ Email Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Records Requested:

Approved Business Council Minutes for the date(s) of: _____

Approved General Council Minutes for the date(s) of: _____

Audited Financial Records for the Fiscal Year(s) of: _____

To Be Completed by Records Officer

Date Received: _____ Thirty (30) day response due: _____

Tribal Enrollment Verified

Approved Denied: Records are exempt from disclosure (see page 2)

Record does not exist in the requested format Record available at shawnee.municipalcodeonline.com

Explanation: _____

Records Officer Name: _____ Title: _____

Signature & Date: _____ / _____ / 20_____

The purpose of the Shawnee Tribe Business Council Records Act is to provide a clear process for Shawnee Tribal citizens to access Tribal records concerning the conduct of the Business Council, while safeguarding confidential Tribal governmental information and ensuring the efficient administration of Tribal government.

This Act applies only to the Tribal records created, maintained, or received by the Business Council. All responsive records shall be made available to a Tribal citizen for in-person inspection at a Tribal office with the Secretary, Treasurer, or the Court Clerk present during the session. Tribal citizens can view the documents and take notes, but no hard copies are provided, and no photographs can be taken.

Tribal citizens shall have a general right of access to Tribal records, except where Tribal records are exempt from disclosure as set forth in this Act. Tribal records that refer or relate to the following subjects are exempt from disclosure:

1. Drafts and other non-final forms of Tribal records;
2. Tribal personnel and employment;
3. Tribal trade secrets;
4. Tribal commercial or business entity activities;
5. Tribal licensing;
6. Tribal enrollment;
7. Tribal resources;
8. Minors' records, except when requested by the Minor's parent or legal guardian;
9. Tribal records protected by attorney-client privilege, attorney work product privilege, or doctor-patient privilege;
10. Business Council and General Council full meeting minutes; and,
11. Tribal records otherwise deemed exempt for good cause by the Business Council

The complete Shawnee Tribe Business Council Records Act is contained in Shawnee Tribe Title 1, Definitions and General Provisions, Section 1.12 and is accessible to the public at shawnee.municipalcodeonline.com.

Business Council Records Request Forms must be returned to the Shawnee Tribe Secretary by emailing the completed form to: records@shawnee-tribe.com