

Open Records Duplication Request Form

PURPOSE: In order to be in compliance with the Open Records & Open Meeting law this form was developed so that all requests for Open Records can be addressed effectively while maintaining confidentiality and security of Tribal records. Upon receiving this request, Records Management will have contact the requestor within 3 business days to approve or deny the request.

REQUESTOR INFORMATION:

Print Name: _____ Current Date: ____/____/____
Email: _____
Phone #: _____

NATURE OF REQUEST

Personal Request: Information needed is for non-work related purposes. Fees incurred will be billed directly to you.

OR

Work Related Request: Information needed is for work related purposes. Fees incurred will be billed to your department.

MATERIAL REQUESTING

BUSINESS COMMITTEE

Minutes Resolutions Video (only plays in a computer) Supporting Documentation Other
 Audio to be played on a computer Audio to be played on a home/car CD player

Request Details: See attached

GENERAL TRIBAL COUNCIL (Must provide Oneida enrollment # below)

Minutes Resolutions Video (only plays in a computer) Supporting Documentation Other
 Audio to be played on a computer Audio to be played on a home/car CD player

Request Details: See attached

**Oneida Enrollment #: _____

Birth Date: ____/____/____ ***

OFFICE USE ONLY

Approved Denied Partial Denial

See attached

Paper: ____ \$ ____ Audio: ____ \$ ____ Video: ____ \$ ____ **Total Fees:** ____

Pick Up Date: ____/____/____ Pick Up Person: _____

DISCLAIMER:

1. For requests of General Tribal Council meeting material, the requestor must provide their Oneida Enrollment number on the form.
2. Please reference the Duplication Fee Schedule in Records Management for the most up to date list of services provided and fees.
3. Requests without reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request and can be denied by the Records Management Director or Tribal Secretary.
4. Please see Open Records and Open Meeting Law section 7.11. Enforcement for the processes involving appealing denied open records request.
5. The department shall consult with the Oneida Law Office if is it unsure about whether a document may be released.
6. Each authority, upon receipt of a request for any record, shall, within a reasonable period of time, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and state the reasons therefor.