

# LEGISLATIVE BRANCH

## REQUEST FOR RELEASE OF INFORMATION by TRIBAL EMPLOYEE or OFFICIAL

Name and Title of Requesting Party: \_\_\_\_\_

Office Name and Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone #: \_\_\_\_\_ Date \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Acknowledgment:

I attest under penalty of law that I am requesting this information for use only in my capacity as a tribal employee or official, not in my capacity as a private citizen for private purposes. I have been informed that I am prohibited from disclosing protected documents or providing a copy of protected documents to any other person outside of my office. The intentional disclosure or provision of copies of protected records to outside individuals may subject me to criminal or civil penalties. Furthermore, I acknowledge that I may be subject to criminal or civil penalties if I gain access to protected records by false pretenses, bribery or theft.

I have carefully read and understand the above acknowledgment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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### FOR OFFICE USE ONLY

Acknowledgment of Request Receipt: \_\_\_\_\_  
Employee Name

Records Request Forwarded to \_\_\_\_\_ on \_\_\_\_\_  
Employee Name Date

### Action Taken: (check the appropriate line(s))

\_\_\_\_\_ Approve Request on \_\_\_\_\_ by \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Forward Request to DOJ for Consultation on \_\_\_\_\_ by \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Deny Request on \_\_\_\_\_ by \_\_\_\_\_ Reason: \_\_\_\_\_  
Date Employee Name

\_\_\_\_\_ Do Not Maintain Requested Record. \_\_\_\_\_  
\_\_\_\_\_