



**RESOLUTION OF THE GOVERNING BODY
OF THE
THREE AFFILIATED TRIBES
OF THE
FORT BERTHOLD INDIAN RESERVATION**

A Resolution entitled, "Approval of Records Management Policy and Establishment of Secretary's Office as Records Management Department"

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribes (the "Tribe") authorizes and empowers the Mandan, Hidatsa & Arikara Nation Tribal Business Council to engage in activity on behalf of and in the interest of the welfare and benefit of the Tribe and of the enrolled members thereof; and

WHEREAS, The Tribal Business Council recognizes that the Tribe must establish an active and continuing records management program to be administered by a Records Management Department; and

WHEREAS, The Three Affiliated Tribes desires to adopt a Records Management Policy as attached hereto, in order to prescribe policies and procedures consistent with sound records management, consistent with Federal records regulations, and also in the interest of preserving the important records of the Tribe for use by Tribal officials and Tribal members, for archival and historical purposes, and in the interest of effective and efficient record keeping; and

WHEREAS. It is also necessary to establish a Records Management Department for the Three Affiliated Tribes which will have the responsibility of carrying out the Records Management Policy; and

WHEREAS, It will be the responsibility of the Records Management Department to develop a budget for the Records Management Department, which will in part utilize funds received as indirect costs from various Federal programs, consistent with indirect cost policies, and which will allow the Records Management Department to carry out its duties under the Records Management Policy.

NOW THEREFORE BE IT RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes hereby establishes a Three Affiliated Tribes Records Management Department, to be composed of the office of the Secretary of the Tribe, a Records Manager, a Recording Secretary I and a Recording Secretary II, as a complete and separate Department under the administration of the Three Affiliated Tribes, with direct supervision by the Tribal Business Council Secretary, to enable the Tribal Business Council to properly document its decisions and all appropriate documents relating to the business of the Tribe and of the Tribal Business Council that provide evidence of the activities of the Tribe; and



THREE AFFILIATED TRIBES RECORDS MANAGEMENT POLICY

Section I. Definition of Records. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under Tribal law, created or received by the Three Affiliated Tribes or any of its officer or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Three Affiliated Tribes and shall be created, maintained, and disposed of in accordance with the provisions of this Resolution or policy and authorized by it and in no other manner.

Section II. Additional Definitions.

- (1) "Department head" means the officer who by Resolution or administrative policy is in charge of an office of the Three Affiliated Tribes that creates or receives records.
- (2) "Essential record" means any record of the Three Affiliated Tribes necessary to the resumption or continuation of its operations in an emergency or disaster, to the recreation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the Tribe.
- (3) "Permanent record" means any record of the Three Affiliated Tribes for which the retention period on a records control schedule is given as permanent.
- (4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the Three Affiliated Tribes, their retention periods, and other records disposition information that the records management program may require.
- (5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.
- (6) "Records management officer" means the person designated in Section 5 of this Resolution.
- (7) "Records management plan" means the plan developed under Section 6 of this Resolution.
- (8) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Section III. Tribal Records Declared Public Property. All Tribal records as defined in Section I. of this Resolution are hereby declared to be the property of the Three Affiliated Tribes.

THREE AFFILIATED TRIBES RECORDS MANAGEMENT POLICY

No Tribal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Section IV. Policy. It is hereby declared to be the policy of the Three Affiliated Tribes to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all tribal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with the requirements of the Three Affiliated Tribes and accepted records management practice.

Section V. Designation of Records Management Officer. The Secretary's Office and the successive holders of said office, shall serve as Records Management Officer for the Three Affiliated Tribes.

Section VI. Records Management Plan to be Developed; Approval of Plan; Authority of Plan.

- (1) The Records Management Officer shall develop a records management plan for the Three Affiliated Tribes for submission to the Three Affiliated Tribes. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the Tribe, and to properly preserve those records of the Three Affiliated Tribes that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by federal and this Tribal Resolution effectively.
- (2) Once approved by the Three Affiliated Tribes, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the Three Affiliated Tribes and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.
- (3) Tribal law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this Resolution and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the Three Affiliated Tribes.

Section VII. Duties of Records Management Officer. In addition to other duties assigned in this Resolution, the Records Management Officer shall:

- (1) administer the records management program and provide assistance to department heads in its implementation;
- (2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

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- (3) in cooperation with department heads identify essential records and establish a disaster plan for each office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (4) develop procedures to ensure the permanent preservation of the historically valuable records of the tribe;
- (5) establish standards for filing and storage of equipment and for recordkeeping supplies;
- (6) study feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the Three Affiliated Tribes;
- (7) monitor records retention schedules and administrative rules issued by federal and state agencies to determine if the records management program and the Tribes records control schedules are in compliance with regulations;
- (8) disseminate to the Three Affiliated Tribes and department heads information concerning laws and administrative rules relating to the tribal records;
- (9) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the Three Affiliated Tribes are carried out in accordance with the policies and procedures of the records management program and the requirements of the federal law;
- (10) maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (11) report annually to the Three Affiliated Tribes on the implementation of the records management plan in each department of the Three Affiliated Tribes including summaries of the statistical and fiscal data compiled under Subsection 10; and
- (12) bring to the attention of the Three Affiliated Tribes non-compliance by department heads or other employees with the policies and procedures of the records management program.

Section VIII. Duties and Responsibilities of Department Heads. In addition to other duties assigned in this Resolution, department heads shall:

- (1) Cooperate with the Records Management Officer in carrying out the policies and procedures established in the Three Affiliated Tribes for the efficient and economical management of records and in carrying out the requirements of this Resolution;
- (2) Adequately document the transaction of tribal governmental business and the services, programs, and duties for which the department head and his or her staff are responsible; and
- (3) Maintain the records in his or her care and carry out their preservation, electronic retention, destruction, or other disposition only in accordance with the policies and

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procedures of the records management program of the Three Affiliated Tribes and the requirements of this Resolution.

Section IX. Records Control Schedules to be Developed; Approval.

- (1) The Records Management Officer, in cooperation with departments heads, shall prepare records control schedules on a department by department basis listing all records series created or received by the department and the retention period for each series. Records control schedules shall also contain such other information regarding the disposition of tribal records as the records management plan may require.
- (2) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the federal government and that it continues to reflect the recordkeeping procedures and needs of the Tribe and the records management program of the Three Affiliated Tribes.
- (3) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head and the Three Affiliated Tribes.

Section X. Implementation of Records Control Schedules; Destruction of Records Under Schedule.

- (1) A records control schedule for a department that has been approved and adopted under Section IX shall be implemented by department heads according to the policies and procedures of the records management plan.
- (2) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Officer that the record be retained for an additional period.
- (3) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Three Affiliated Tribes.

Section XI. Destruction of Unscheduled Records. A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director an approved destruction authorization request.



JOB DESCRIPTION

JOB TITLE: Records Manager of the Office of Tribal Secretary

LOCATION: Tribal Secretary Office of the Tribal Business Council

MAJOR DUTIES:

1. Maintains Tribal Business Council Meeting Minutes and Resolution Books.
2. Must attend all Tribal Business Council meetings and compile complete, accurate data to serve as the official record of such meetings.
3. Implements Records Management Policy for the Tribal Secretary Staff in the creation, maintenance, security, disposition, storage and retrieval of minutes and resolutions.
4. Provides training, technical advice and assistance of Secretary staff to ensure compliance with Tribal, state and federal laws regarding the control of records, release of information and other confidentiality issues.
5. Responsible for compiling and maintaining tribal member address databases for use in tribal elections, secretarial elections and all other aspects of maintaining current tribal membership information.
6. Must perform mass mailings to all tribal members as directed by the Secretary of the Tribal Business Council.
7. Must provide data and administrative support for all tribal elections for the Three Affiliated Tribes, as may be deemed necessary.
8. Provides the strategic planning, tactical planning and implementation plans of automating the records management policy and records management system of the Secretary's Office.
9. Responsible for the preparation and publishing of all approved minutes in the Mandan, Hidatsa and Arikara Times and the Home Page of mhanation.com for the benefit of the members of the Three Affiliated Tribe.
10. Responsible for the editing and updating of the Four Bears Segment, a web page of mhanation.com, with current community and staff information.
11. Responsible for supply and equipment orders, processing purchase orders, pre-travel authorizations and travel arrangements of the Secretary's Staff.

SKILLS AND KNOWLEDGE:

1. Knowledge of mission, goals and objectives of the Three Affiliated Tribes and complete knowledge of Tribal programs, policies, procedures and operations.

Supervision Exercised: Records Management Department Staff
Supervision Received: Executive Secretary of the Tribal Business Council
Dated: November 4, 2002



2. Two (2) years of record keeping/filing experience is required.
3. Must be able to type 65 to 70 wpm. (Must pass a typing test that will be administered by Job Service North Dakota; for an appointment call (701) 627-4390.
4. Knowledge of standard office equipment and procedures with computer skills and word processing experience is required.
5. Ability to keep up-to-date records and files is required.
6. Must be proficient in the English language and have excellent language grammar skills for the ability to convey the intents and actions of the Tribal Business Council so as to record such in the Minutes, Resolutions and all other related documents.
7. Ability to maintain pleasant working relationships with all levels of personnel is required. Must be able to work with a variety of personalities.
8. Ability to follow instructions, plan, organize, prioritize work schedules, work productively, independently and do accurate detail work is required.
9. Must possess exceptional organizational skills with the ability to cope with the stress of working to meet work schedules and deadlines.
10. Ability to take dictation and transcribe minutes from audio tape and written dictation.
11. Ability and willingness to obtain additional job-related training is required.
12. Ability to maintain strict confidentiality of information of materials stored in system is required. (Must sign a confidentiality statement prior to start of employment.)
13. Adhere to all Tribal Personnel Policies and Departmental Standard Operating Procedures.

RESPONSIBILITIES:

1. Practice excellent customer service skills at all times to include, but not limited to, addressing tribal members and employee needs courteously and promptly. Provide copies of Tribal Council Minutes and Resolutions to the public upon request.
2. Retrieve records and research information as requested by the Tribal Business Council and Administration.
3. Develop file maintenance plans, maintain storage and retrieval systems. Read, sort, file and cross-file materials and information from Committee and General Tribal Council meetings and minutes.
4. Maintain records of materials removed, stamp materials received, trace missing files.
5. Maintain strict confidentiality in all Business Council/Committee/Administration matters.

Supervision Exercised:

Records Management Department Staff

Supervision Received:

Executive Secretary of the Tribal Business Council

Dated:

November 4, 2002



6. Learn and operate various types of office and technical equipment with the Records Management Program.
7. Maintain team concept while using effective planning for improvement of customer service and production processes.
8. All other job related duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

1. Frequently sit, bend/stoop, carry and lift up to ten (10) pounds.
2. Occasionally stand, walk, reach above shoulder level, balance, push/pull, carry and lift up to twenty-four (24) pounds.

EDUCATION AND EXPERIENCE:

1. This position requires the equivalent of a two-year college degree in executive secretarial, business administration, or a related field plus three (3) to five (5) years of experience in the preparation of minutes for Tribal Council, Committees, Boards or commissions.

WORKING CONDITIONS:

1. Normal working conditions within the Tribal Administration Building.
2. Incumbent is required to work flexible hours, when necessary or as needed, as Council meetings sometimes extend into late evenings or may be scheduled on weekends, administrative leave days, as necessary.

Supervision Exercised:
Supervision Received:
Dated:

Records Management Department Staff
Executive Secretary of the Tribal Business Council
November 4, 2002



JOB DESCRIPTION

JOB TITLE: Recording Secretary I of the Tribal Business Council

LOCATION: Tribal Secretary Office of the Tribal Business Council

MAJOR DUTIES:

1. Compiles and prepares Agendas, Tribal Business Council Meeting notices and Tribal Business Council Memorandums.
2. Attends all Tribal Business Council Meetings to keep correct, complete, informative, official records of the intents and actions of the Tribal Business Council.
3. Responsible for recording of official minutes of the Tribal Business Council meetings, maintains formally approved minutes and prepares memorandums of official actions to the appropriate departments for completion of official action.
4. Provides support in the absence of the Committee Secretary by recording official minutes of the Committee meetings and compiles and prepares Committee agendas, Committee Meeting notices and Committee memorandums.
5. Responsible for time keeping for the staff of the Secretary's Office. Time keeping duties include the recording and computation of employee hours, providing necessary documentation concerning leave and compensatory time requests and ability to provide verification that all hours and documentation is true and correct.

SKILLS AND KNOWLEDGE:

1. Knowledge of mission, goals and objectives of the Three Affiliated Tribes and complete knowledge of Tribal programs, policies, procedures and operations.
2. Three (3) years of experience transcribing minutes is required.
3. Must be able to type 65 to 70 wpm. (Must pass a typing test that will be administered by Job Service North Dakota; for an appointment call (701) 627-4390.
4. Knowledge of standard office equipment and procedures with computer skills and word processing experience is required.
5. Ability to keep up-to-date records and files is required.
6. Must be proficient in the English language and have excellent language grammar skills for the ability to convey the intents and actions of the Tribal Business Council so as to record such in the Minutes, Resolutions and all other related documents.

Supervision Exercised:

None

Supervision Received:

Executive Secretary of the Tribal Business Council

Dated:

March 1, 2002



7. Ability to maintain pleasant working relationships with all levels of personnel is required. Must be able to work with a variety of personalities.
8. Ability to follow instructions, plan, organize, prioritize work schedules, work productively, independently and do accurate, detailed work is required.
9. Must possess exceptional organizational skills with the ability to cope with the stress of working to meet work schedules and deadlines.
10. Ability to take dictation and transcribe minutes from audio tape and written dictation.
11. Ability and willingness to obtain additional job-related training is required.
12. Ability to maintain strict confidentiality of information of materials stored in system is required. (Must sign a confidentiality statement prior to start of employment.)

RESPONSIBILITIES:

1. Incumbent must be present at all Regular and Special Tribal Business Council Meetings to record the minutes of the official, legal and historical transactions of the Tribal Council.
2. Responsible for keeping track of scheduled Tribal Business Council meetings, keeps track of deferred or unfinished business to place on next meeting agenda and prepares and maintains an attendance sheet.
3. Responsible for transcribing the substance of the meeting in an accurate, concise, factual and objective manner, being sure to write the complete wording of motions, to show precise action taken on each motion proposed and to record important ruling, policies, by the Council.
4. Maintains the idea of what was said, yet be brief and concise, transcribing the business transactions, and not what individuals say or do. In certain instances, may sometimes be asked to transcribe word for word, certain portions of meetings, wherein an appeal has been made, a grievance has been filed, or a lawsuit has been filed.
5. Responsible for ensuring that draft minutes are not released or distributed until the Tribal Business Council has duly approved them. Draft minutes are submitted for monthly approval at each regular scheduled meeting. Changes and/or corrections to minutes requested by Council Members must be amended as directed.

PHYSICAL REQUIREMENTS:

1. Frequently sit, bend/stoop, carry and lift up to ten (10) pounds.

Supervision Exercised:
Supervision Received:
Dated:

None
Executive Secretary of the Tribal Business Council
March 1, 2002



2. Occasionally stand, walk, reach above shoulder level, balance, push/pull, carry and lift up to twenty-four (24) pounds.

EDUCATION AND EXPERIENCE:

1. This position requires the equivalent of a two-year college degree in executive secretarial, business administration, or a related field plus three (3) to five (5) years of experience in the preparation of minutes for Tribal Council, Committees, Boards or commissions.

WORKING CONDITIONS:

1. Normal working conditions within the Tribal Administration Building.
2. Incumbent is required to work flexible hours, when necessary as needed, as Council meetings sometimes extend into late evenings or may be scheduled on weekends, administrative leave days, as necessary.

Supervision Exercised:
Supervision Received:
Dated:

None
Executive Secretary of the Tribal Business Council
March 1, 2002



JOB DESCRIPTION

JOB TITLE: Recording Secretary II of the Tribal Business Council

LOCATION: Tribal Secretary Office of the Tribal Business Council

MAJOR DUTIES:

1. Compiles and prepares Committee Agendas, Committee Meeting notices and Committee Memorandums.
2. Attends all Committee Meetings to keep correct, complete, informative, official records of the intents and actions of the Tribal Business Council Committees.
3. Responsible for recording of official minutes of the Tribal Business Council Committee meetings, maintains formally approved minutes and prepares memorandums of official actions to the appropriate departments for completion of official action.
4. Responsible for recording all meetings, formal and informal, for which the Tribal Business Council or any other Tribal Department may determine that an official record is required.
5. Attends all meetings, as a representative of the Secretary of the Three Affiliated Tribes, as requested by the Secretary due to scheduling conflicts.

SKILLS AND KNOWLEDGE:

1. Knowledge of mission, goals and objectives of the Three Affiliated Tribes and complete knowledge of Tribal programs, policies, procedures and operations.
2. Three (3) years of experience transcribing minutes is required.
3. Must be able to type 65 to 70 wpm. (Must pass a typing test that will be administered by Job Service North Dakota; for an appointment call (701) 627-4390.
4. Knowledge of standard office equipment and procedures with computer skills and word processing experience is required.
5. Ability to keep up-to-date records and files is required.
6. Must be proficient in the English language and have excellent language grammar skills for the ability to convey the intents and actions of the Tribal Business Council so as to record such in the Minutes, Resolutions and all other related documents.
7. Ability to maintain pleasant working relationships with all levels of personnel is required. Must be able to work with a variety of personalities.

Supervision Exercised: None
Supervision Received: Executive Secretary of the Tribal Business Council
Dated: March 1, 2002



8. Ability to follow instructions, plan, organize, prioritize work schedules, work productively, independently and do accurate, detailed work is required.
9. Must possess exceptional organizational skills with the ability to cope with the stress of working to meet work schedules and deadlines.
10. Ability to take dictation and transcribe minutes from audio tape and written dictation.
11. Ability and willingness to obtain additional job-related training is required.
12. Ability to maintain strict confidentiality of information of materials stored in system is required. (Must sign a confidentiality statement prior to start of employment.)

RESPONSIBILITIES:

1. Incumbent must be present at all Tribal Business Council Committee Meetings to record the minutes of the official, legal and historical transactions of the Tribal Council Committees.
2. Responsible for keeping track of scheduled Tribal Business Council Committee meetings, keeps track of deferred or unfinished business to place on next meeting agenda and prepares and maintains an attendance sheet.
3. Responsible for transcribing the substance of the meeting in an accurate, concise, factual and objective manner, being sure to write the complete wording of motions, to show precise action taken on each motion proposed and to record important ruling, policies, by the Council Committees.
4. Maintains the idea of what was said, yet be brief and concise, transcribing the business transactions, and not what individuals say or do. In certain instances, may sometimes be asked to transcribe word for word, certain portions of meetings, wherein an appeal has been made, a grievance has been filed, or a lawsuit has been filed.
5. Responsible for ensuring that draft minutes are not released or distributed until the Tribal Business Council Committees have duly approved them. Draft minutes are submitted for monthly approval at each regular scheduled meeting. Changes and/or corrections to minutes requested by Council Committee Members must be amended as directed.

PHYSICAL REQUIREMENTS:

1. Frequently sit, bend/stoop, carry and lift up to ten (10) pounds.
2. Occasionally stand, walk, reach above shoulder level, balance, push/pull, carry and lift up to twenty-four (24) pounds.

Supervision Exercised:

None

Supervision Received:

Executive Secretary of the Tribal Business Council

Dated:

March 1, 2002



EDUCATION AND EXPERIENCE:

1. This position requires the equivalent of a two-year college degree in executive secretarial, business administration, or a related field plus three (3) to five (5) years of experience in the preparation of minutes for Tribal Council, Committees, Boards or commissions.

WORKING CONDITIONS:

1. Normal working conditions within the Tribal Administration Building.
2. Incumbent is required to work flexible hours, when necessary as needed, as Council meetings sometimes extend into late evenings or may be scheduled on weekends, administrative leave days, as necessary.

Supervision Exercised:
Supervision Received:
Dated:

None
Executive Secretary of the Tribal Business Council
March 1, 2002



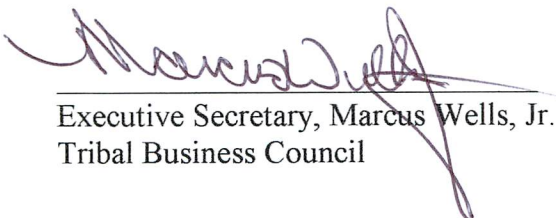
NOW THEREFORE BE IT FURTHER RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes hereby approves and establishes the attached Records Management Policy as a management plan to be developed and administered by the Tribal administration acting through the Three Affiliated Tribes Record Management Department, and it shall be the responsibility of the Records Management Department to prepare a budget for the Department and to seek approval of that budget from the Tribal Business Council in order to carry out the Records Management Policy.

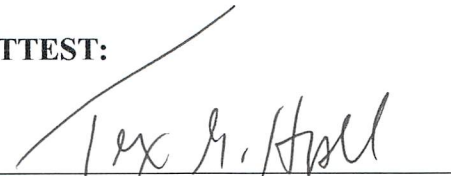
CERTIFICATION

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Indian Reservation hereby certify that the tribal Business Council is composed of seven (7) members of whom five (5) constitute a quorum, 7 were present at a Regular Meeting thereof duly called, noticed, convened and held on the 10th day of October, 2002, that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 6 members, 0 members opposed, 1 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman Voting. Not Voting.

Dated this 10th day of October, 2002.


Executive Secretary, Marcus Wells, Jr.
Tribal Business Council

ATTEST:

Chairman, Tex G. Hall
Tribal Business Council