

Requesting Information

Three Affiliated Tribes - Records Office

1. Types of Information Kept by the Records Office

- Meeting Agendas
- Minutes of Tribal Business Council & Committee meetings.
- Resolutions of the Tribal Business Council
- Executive Actions
- Department Reports
- Tribal Charters
- Audio Recording of Meetings

2. How to Request Information

Please provide as much detail & unique keywords as possible when describing your request. The Records Office provides Minutes & Resolution Request Forms available at the office, or as fillable pdf files on the Records Office web site. The Tribal Record contains over 50,000 records so providing details will speed the processing of your request. Requests may also be submitted by phone, in person or by mail. The preferred method of information requests is by email with the request form filled out with as much information and detail as possible, and attached to the email.

3. Closed Session Minutes & Audio Requests

Closed Session information is available for the purpose of conducting the day-to-day confidential TAT business and not available to the public. Restrictions apply to those minutes not related to the requester such as items that are HIPAA regulated, Human Resources/Personnel Actions, or business sensitive. Release of this information requires authorization from the Executive Secretary of the Tribal Business Council. Audio recordings of meetings may not be released but an appointment can be made with the Records Office to listen to your requested audio in office. Same rules for access apply for Closed Session audio.

4. Records Office Web Site

The Records Office web site provides online access to the important actions & laws of the MHA Nation, specifically the minutes & resolutions of the Tribal Business Council. All the forms are available to request information from the Records Office as fillable pdf's, on the website. The web site also provides links to historical documents such as treaties, the Constitution & links to U.S. National Archives documents. You may also find documents related to the duties assigned to our office by the TAT Corporation Act. An index of corporations & non-profits with charters & standing is provided. Also available is the Tribal Chambers Calendar that provides TBC & Committee meeting dates and any other events, and various tutorials, guides & templates to aid the legislative process.

Records Office Web Site at:

<https://www.mhanation.com/tat-records-office>

For further inquiries, please contact the Records Manager at (701) 627- 8111

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