

**TRIBAL POLICY FOR CITIZENS REQUESTING TRIBAL
COUNCIL, COMMISSIONS, COMMITTEE AND BOARDS
RECORDED MINUTES OF MEETINGS**

If recorded minutes are available of meetings, the following requirements for access of recording of meeting minutes applies:

1. Forms requesting an appointment to review the recorded copy of the official minutes may be picked up at the Executive Branch or Legislative Branch Offices.
2. Official recordings shall not be removed from the Executive or Legislative governmental office.
3. Listening of official recordings shall be supervised by authorized staff.
4. There shall be no duplication of the recordings other than by Little Traverse Bay Bands of Odawa Indians Citizens, applicable fee may apply.
5. Hand written notes of recordings are permissible.
6. Requests for review of official recordings shall be during regular business hours.