



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

**A Resolution Entitled: "Approval of The Establishment of Three Affiliated Tribes'
Executive Secretary's Office and Records Management Department"**

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act and having adopted a Constitution and By-Laws pursuant to said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, Article III of the Constitution of the Three Affiliated Tribes provides that the Tribal Business Council is the governing body of the Tribes; and

WHEREAS, Article IV, Section 5(l) of the Constitution of the Three Affiliated Tribes provides the Tribal Business Council authority to adopt resolutions regulating the procedure of the Tribal Council and other Tribal Agencies and Tribal Officials of the Reservation.

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 State 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

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WHEREAS, It is also necessary to establish a Records Management Department for the Three Affiliated Tribes which will have the following responsibilities and duties: Overseeing Proper Records Retention and Archival of all Three Affiliated Tribes - Tribal Business Council Business Resolutions. Proper Recording, Transcribing, And Distribution / Publication of all Tribal Business Council and Committee Meeting Minutes as requested. Overseeing the Maintenance and Operation of the Poly-Com system. Complete Official Duties and assist under the Three Affiliated Tribes Executive Secretaries Authority with any and all Three Affiliated Tribes Official Elections / Secretarial Elections. Carry out any and all duties / tasks as Directed by the Three Affiliated Tribes, Standing-Executive Secretary and Carrying out the Records Management Policy; and

THEREFORE BE IT RESOLVED, The Records Management Department will Operate on the attached and approved Budget, 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

BE IT FINALLY 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 Executive Secretary Of the Tribe, a Records Manager, a Recording Secretary I and a Recording Secretary II and an Administrative Assistant, which will be hired per The Three Affiliated Tribes' Human Resources, Policies and Procedures and Operate as a Complete and Separate Department under the administration of the Three Affiliated Tribes, upon which the Records Manager will serve as the Records Management Department "Office Manager" And will supervise "day to day" Operations with direct Supervision by the Standing Tribal Business Council Executive Secretary of the Three Affiliated Tribes, to enable the Tribal Business Council too properly Document its Decisions And all appropriate Documents Relating to the Business of the Three Affiliated Tribes and Of the Tribal Business Council that provide Evidence of the Activities of the Tribe;




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, 5 were present at a Regular Meeting thereof duly called, noticed, convened and held on the 20th day of October, 2014, that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 5 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

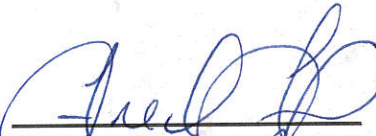
Chairman Voting. Not Voting.

Dated this 20th day of October, 2014.

ATTEST:



Executive Secretary V. Judy Brugh
Tribal Business Council
Three Affiliated Tribes



Tribal Chairman, Tex G. Hall
Tribal Business Council
Three Affiliated Tribes