

**Title 2 – Tribal Government**  
**Chapter 8 – Tribal Records**

**Sec.**

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**Legislative History**

Enacted:

Tribal Records, Ord. 262 (04/04/08), BIA (05/16/08).

Repealed or Superseded:

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**2-08.010 Title.**

This Chapter shall be known as “Tribal Records.”

[History] Ord. 262 (04/04/08).

**2-08.020 Purpose and Scope.**

The purpose of this Chapter is to provide a safeguard of Tribal Documents.

[History] Ord. 262 (04/04/08).

**2-08.030 Authority.**

This Chapter is adopted pursuant to authority provided by the following provisions of the Swinomish Constitution and Bylaws, as most recently amended on October 22, 1985

Article VI, Sections 1 (f), (l), (q), and (r) of the Swinomish Constitution.

[History] Ord. 262 (04/04/08).

**2-08.040 Definitions.**

[Reserved]

**2-08.050 Records Disposal.**

- (A) Records and documents (hereafter “records”) belonging to the Swinomish Tribe may be disposed of and destroyed, provided that the provisions of this Records Disposal and Destruction Policy have been complied with and a Records Disposal and Destruction Inventory and Authorization Form, [RM-01] has been completed and filed with the Tribal Records Manager.
- (B) Before any records may be destroyed, they must be physically and individually inspected by the Records Manager, and, following that inspection, they must be reviewed and authorized for destruction by the following individuals: the Director of the Department responsible for the maintenance and storage of the records; the Director of the Legal Department or a Tribal Attorney designee; the chairperson of the Cultural Committee; the Tribal records manager; the General Manager; and anyone else that the Tribal Chairman designates.
- (C) Following the completion of inspection and authorization by the aforementioned individuals, the Tribal Chairman must approve and sign the certification and final authorization to destroy the inventoried records.
- (D) The date, method of destruction and company or person responsible for destroying the records shall be recorded on the Authorization form by the Tribal Records Manager.
- (E) A copy of the records destruction inventory shall be permanently retained by the Tribal Records Department, and a copy shall be provided to the Department Director responsible for the maintenance and storage of those records.

**2-08.060 Repealer.**

[Reserved]

**2-08.070 Severability.**

If any provision of this Chapter or its application to any person or circumstance is held invalid, the remainder of this Chapter, or the application of the provision to other persons or circumstances, is not affected.

[History] Ord. 262 (04/04/08).

**2-08.080 Effective Date.**

This Chapter shall take effect and be enforced immediately from and after its approval by the Secretary of the Interior or the Secretary’s designated representative.

[History] Ord. 262 (04/04/08).